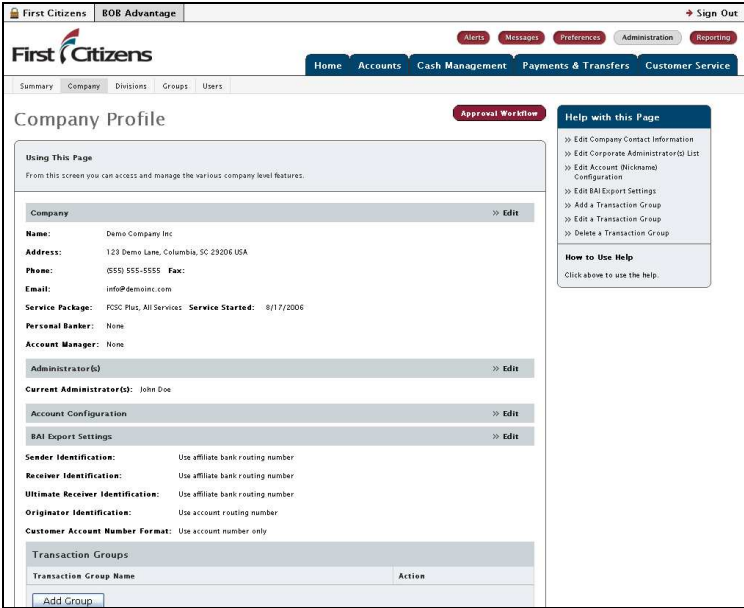


Company Profile and Permissions

Step	Action
1.	On the Home Page , click on the Administration button.
2.	<p>Enter your PIN and Digital Security Number. The Company Summary screen appears. Click on the Company tab and the Company Profile screen appears.</p> 
3.	<p>The following options are available to you on the Company Profile page:</p> <ul style="list-style-type: none"> - Edit the company information - Add or delete Company Administrators - Edit your account names under Account Configuration - Change BAI Export Settings - Add Transaction Groups - Set Company Permissions
4.	<p>To set Company Permissions scroll to the Permissions section. The following options are available by clicking edit on the appropriate option in the Permissions section:</p> <ul style="list-style-type: none"> - Edit account access for the Company - Grant permission to use particular ACH Companies at the Company level - Grant service permissions at the Company level - Grant service permissions at the Account level