Access through Online Banking:
Go to Treasury Services > Select Remote Deposit.

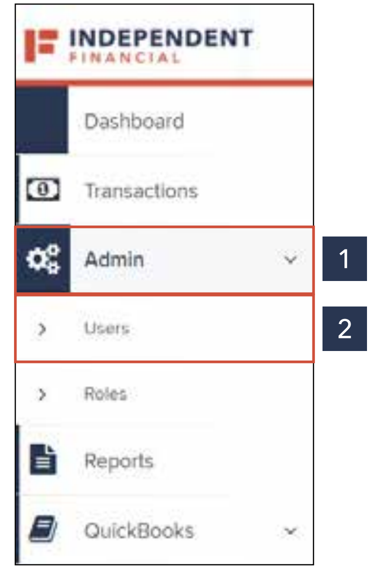
or

Access through an internet browser: Enter the following URL:
https://smartpay.profitstars.com/business/login

CREATING A NEW USER

1. On the left hand menu, select **Admin**.
2. Select **Users**.
3. Select **Add User**.
4. Select **Business User**.

   Note: Do not select RTG User as this will cause an issue on the backend.



5. **Add User Settings**
    - **Full Name:** Enter the name of the user.
    - **User Name:** Enter the username.
    - **Q2 Online ID:** Enter their Independent Financial (IF) online banking username.

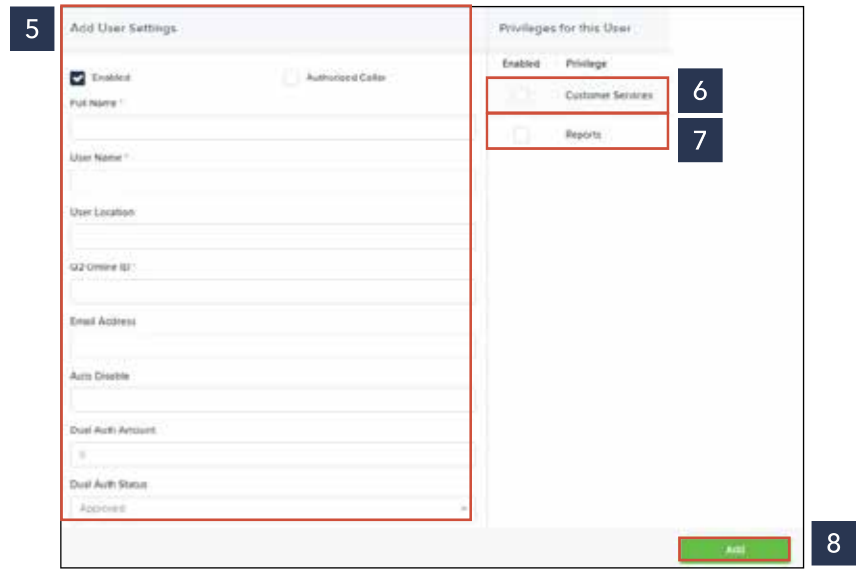
    Note: The Q2 Online ID must match the IF online banking username for Single Sign On to properly work.

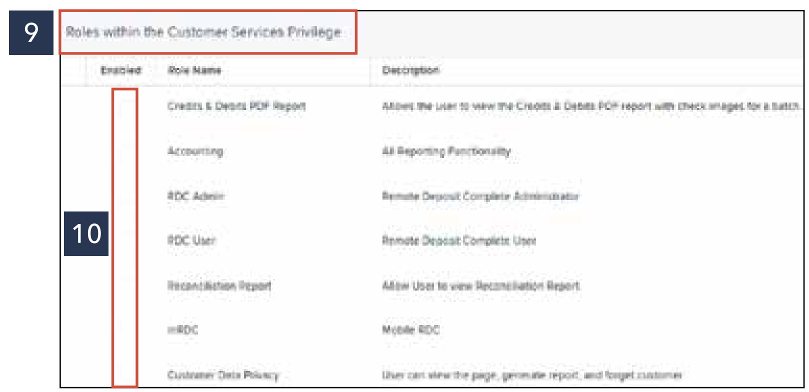
    - **Email Address:** Enter the user's email address.

      Note: The below fields are unsupported.

        - Auto Disable
        - Dual Auth Amount
        - Dual Auth Status
6. Check the **Customer Services** box to enable access.
7. Check the **Reports** box to enable access.
8. Select **Add**.
9. Select **Roles within the Customer Service Privilege** to expand the dropdown menu.
10. Check applicable boxes to **Enable** access.

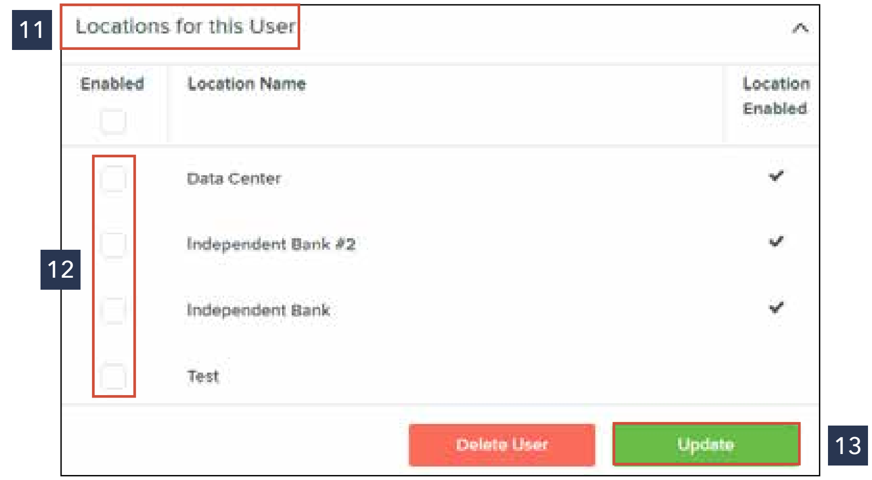
    Note: **RDC Admin** access is required for a user to Close a Deposit.





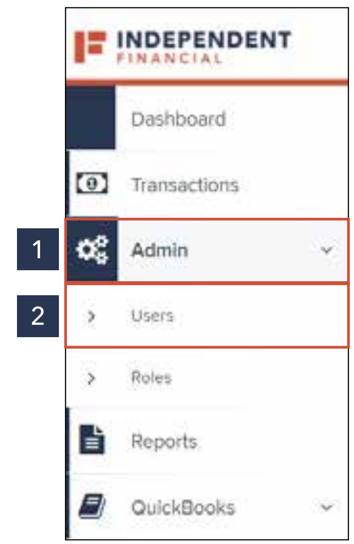
11. Select **Locations for this User** to expand the dropdown menu.
12. Check applicable boxes to **Enable** account access.
13. Select **Update**.

The User Setup page is used by the administrator to manage their users. After additional users are added, please contact Treasury Support for assistance with linking the SSO.



UNLOCKING A USER

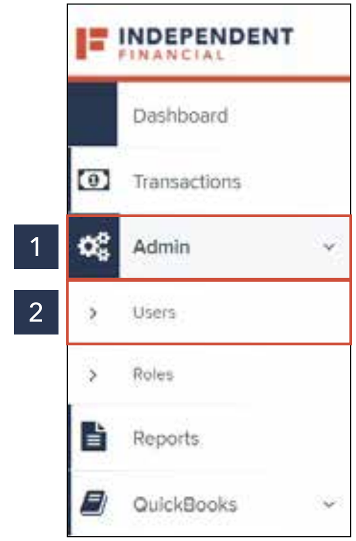
1. Select **Admin** on the left hand menu to expand the dropdown menu.
2. Select **Users**.
3. Select **Unlock** under the Locked column.

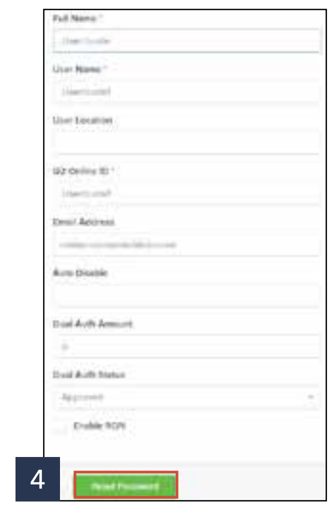


RESETTING A PASSWORD

1. Select **Admin** on the left hand menu to expand the dropdown menu.
2. Select **Users**.
3. Select the pencil icon next to the user's name.
4. Select **Reset Password**
5. Select **Copy Password** to manually send the temporary password to the user.

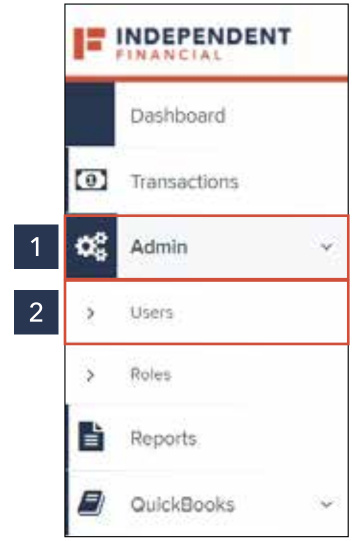
   Note: The Copy Password Reset Link is not supported.

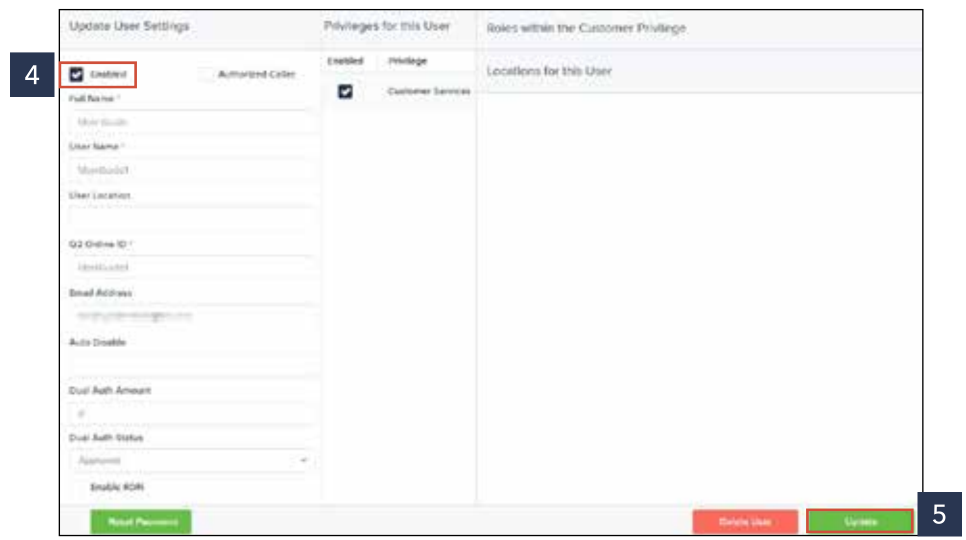




DISABLING A USER

1. Select **Admin** on the left hand menu to expand the dropdown menu.
2. Select **Users**.
3. Select the pencil icon next to the user's name.
4. Uncheck the **Enabled** box.
5. Select **Update**.





DELETING A USER'S PROFILE

1. Select **Admin** on the left hand menu to expand the dropdown menu.
2. Select **Users**.
3. Select the pencil icon next to the user's name.
4. Select **Delete User**.
5. Select **Yes**.