CA$HLINK II

Financial Institution Community
User Group Set-Up Worksheet

Instructions for Account Managers

A User Group is a unique sub-set of the CA$HLINK II Roles/Functions and Data Permissions available to a User in a particular CA$HLINK II Community e.g. Financial Institution Community. The Roles/Functions and Data Permissions that are assigned to the User Group are those Roles/Functions and Data Permissions that are necessary for a Financial Institution (FI) user or group of FI users (at the same Financial Institution) to accomplish his/her CA$HLINK II responsibilities. Data Permissions limit the extent to which a user can perform a particular Function within a Role e.g. a Deposit Reporter can only enter deposit reports for CA$HLINK II Account Numbers (CANs) assigned to his/her User Group. All CANs assigned to his/her User Group are only associated with his/her financial institution.

The CA$HLINK II Financial Institution User Group Set-Up Worksheet is a tool to facilitate the creation of or update to an FI User Group. You are uniquely qualified to determine the CA$HLINK II Roles required for the FI accounts you manage. The Roles selected by you for the FI User Group will enable the FI personnel to conduct their day-to-day CA$HLINK II responsibilities.

This Worksheet contains three Tables for which you must provide information in order for the PNC (Riggs) Bank System Security Administrators to properly create or update an FI User Group.

Table 1: Collects basic information as to who you are and the action requested e.g. Create or Update an FI User Group.
Table 2: Provides the universe of CA$HLINK II Roles available to an FI CA$HLINK II user. You will select the Role(s) and indicate the actions (Add/Remove a Role) to create or update the FI User Group.
Table 3: Indicates the Data Permission Types associated with each Role. For the Role(s) selected, you must provide values for the FI.

Questions concerning the User Group Set-Up Worksheet should be referred to CA$HLINK II Operations at 301-887-6600 or 1-800-346-5465.

Upon your completion of the CA$HLINK II Financial Institution User Group Set-Up Worksheet, please mail or fax the Worksheet to:

Via Mail: CA$HLINK II Operations
5700 RiverTech Court
Mail Stop: C1-CRVR-01-1
Riverdale, MD 20737

Via FAX: CA$HLINK II Operations
301-887-6631

Account Managers: Retain a copy of the Worksheet as a record to be filed in your Division's official files.

Table 1- Account Manager and FI Information. Please enter information for the following:

a. Date of request
b. Financial Institution Name
c. Division/Program Office Name
d. Account Manager Name and Title
e. Account Manager Signature
f. Account Manager Address
g. Account Manager Telephone Number.
h. Check Request New User Group Set-Up or Request Update to an existing User Group.
   - For New User Group Set-Up, enter ABA(s).
   - For Update to an existing User Group, enter name of existing User Group.

Table 1 – Account Manager and FI Information

a. Date:___________________________

b. Financial Institution Name:____

c. Division/Program Office:____

d. Account Manager:______________________________ ______________________________
(Print Name) **(Print Title)**

e. Account Manager Signature:____

f. Account Manager Address:____
____

g. Account Manager Telephone Number:_____________ ______________________________
(Area Code) **(Telephone Number)**

h. Check one: ☐**Request New User Group Set-Up**

Provide ABA(s) associated with this User Group:_________________ _________________

OR _________________ _________________

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☐**Request Update to an existing User Group**

Enter name for existing User Group: ____

Table 2 – Financial Institution User Group Role Selection

a. The My CA$HLINK and User Profile Requestor Roles are required for the User Group.
b. For a new User Group, select one or more of the remaining Roles to “Add” to the User Group.
c. For updates to an existing User Group, select one or more Roles to “Add” to or “Remove” from the User Group.

Table 2	**Financial Institution User Group Role Selection**	
Financial Institution Role	**Financial Institution Role Description**	**Role Action**
My CA$HLINK	Role assigned to all CA$HLINK II users. Provides functionality to change password and profile information, view notifications and look-up CA$HLINK II user information e.g. phone numbers, email addresses, etc.	Required
User Profile Requestor	Provides functionality to allow requests for creation of additional user profiles, distribution of user IDs and temporary passwords and for periodic re-certification of users.	Required
Bank Management Reporter	Provides selected bank management and bank management maintenance functionality for monthly analysis and compensation.	☐Add ☐Remove
Deposit Reporter	Provides functionality to allow for financial institution personnel to enter deposit reports.	☐Add ☐Remove
Relationship Manager	Provides functionality to allow for management of deposit reports and bank management information.	☐Add ☐Remove
Restorations Reporter	Provides functionality for an International Treasury General Account depositary to request restorations.	☐Add ☐Remove

Table 3 – User Group Data Permissions

a. Role/Data Permission Association column: Provides the Roles that contain functionality that use the associated Data Permission Type.
b. Data Permission Types column: Provides the Data Permission Types that are associated with the CA$HLINK II work performed by financial institutions.
c. Data Value(s) column: Provides the values for these Data Permission Types that are to be included in the User Group, that is specific American Banking Association number(s)-ABAs, CA$HLINK II Account Number(s)-CANs, Compensation (Comp) Plan Identification Number(s), and Statement Identification Number(s).

1. For a new User Group where one or more Roles were selected in Table 2:
   (a). Enter at least one or more data value(s) for the appropriate Data Permission Types.
   (b). Check “Add” to add the data values to the User Group.
2. For updates (as indicated in Table 2) to an existing User Group that affect one or more Roles in the User Group:
   (a). For the Data Permission Type(s) associated with the Role(s), enter the data value(s) to be added to or removed from the User Group.
   (b). Check “Add” to add additional data values to the User Group.
   (c). Check “Remove” to remove data values from the User Group.

Table 3	**Financial Institution User Group Data Permissions**						
Roles/Data Permission Association	**Data Permission Type**	**Data Value**	**Action**	**Data Value**	**Action**	**Data Value**	**Action**
Bank Mgmt Reporter Deposit Reporter Relationship Manager Restorations Reporter User Profile Requestor	ABAs		☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove
			☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove
Deposit Reporter Restorations Reporter	CANs		☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove
			☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove
			☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove
			☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove
Bank Mgmt Reporter Relationship Manager	Comp Plan IDs		☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove
			☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove
			☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove
			☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove
Relationship Manager	Statement IDs		☐Add ☐Remove		☐Add ☐Remove		☐Add ☐Remove

For CA$HLINK II Operations Use Only: Date Worksheet Received:____

Date User Group Created:____

User Group Name:____

User Group Created by:____
(Print Name) (Initial)