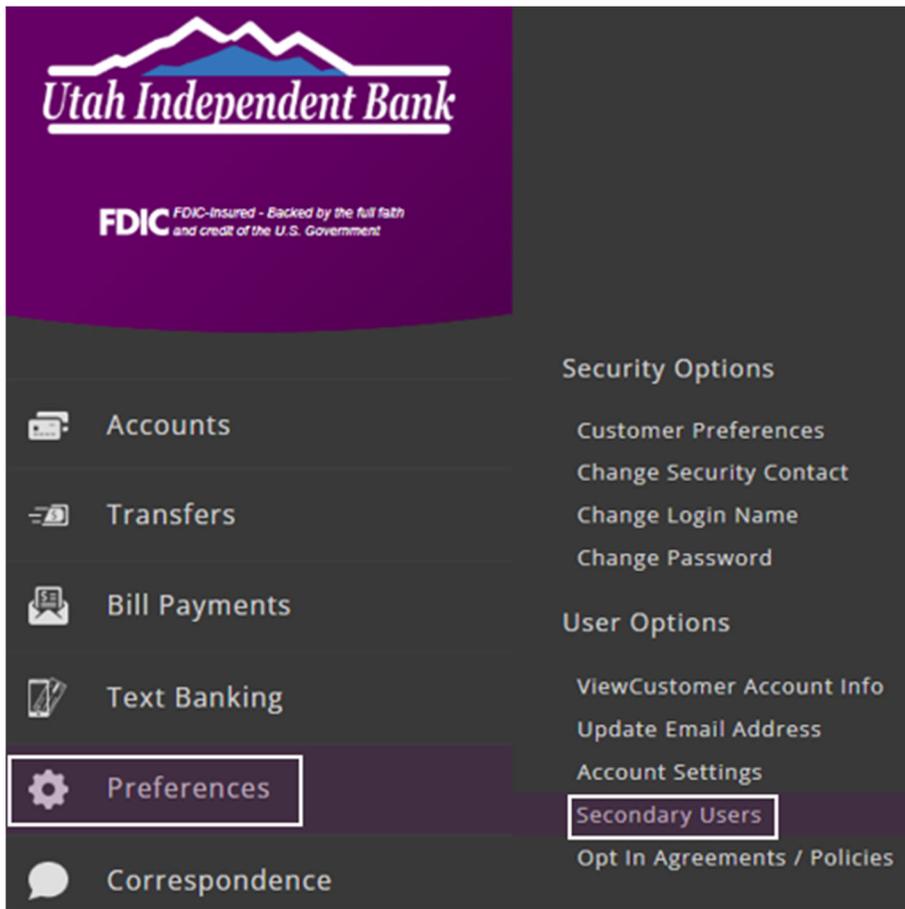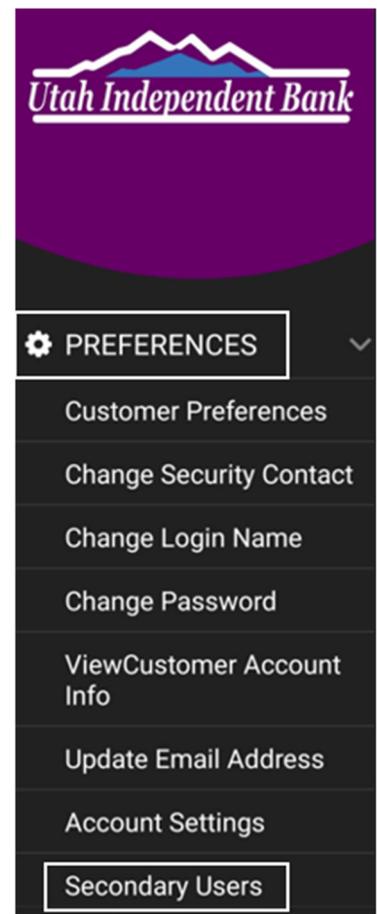# HOW TO SET UP A SECONDARY USER

To enable another person to be a secondary user for your online banking, go to Menu, Preferences, Secondary Users and Create New Secondary User. You have multiple options on what the secondary user has access to do with your account. You will control and manage any users you set up.

<u>Website</u>   <u>Phone</u>

- Add a username, password and confirm password for the secondary user you are adding to your account

New Secondary User

Customer Number: 19482

User Name

Password

Confirm Password

Cancel

Continue

- Set up Secondary User Rights, Update Options, Cash Management Rights, Card Management Rights and Account Rights with the features you want to allow the secondary user to have
- Submit

If you need to edit options or delete a secondary user, you will also be able to make those changes in this section.

NOTE: UIB employees do not have access to manage secondary users for you.