# Online Banking Business User Guide

## *Permissions*

Assigning permissions to a role will control what sub-users can view, change, navigate, and execute within the system. Roles must have permissions assigned in order for those sub-users to access business-specific services.

There are two types of role permissions in the Business Admin widget:

*Role Level Permissions* - permissions that apply to the sub-user and typically turn on or off specific functionalities for a given sub-user

*Account Level Permissions* - permissions that apply to the sub-user's account and typically turn on or off specific functionalities for a given account

***To Assign Role Permissions*** – In the Business Admin Widget, go to the **Roles Tab** and **select the desired role** from the left-hand pane. Select the **Edit icon** (pencil) in the Permissions section. **Check the desired boxes** to grant permissions and click **Save Changes.**

***To Assign Account Permissions*** – In the Business Admin Widget, go to the **Roles Tab**, scroll to the Accounts and Limits section, and **click Add Accounts**. The assign account permissions window will display. **Select the account permissions to assign** to the accounts and **click Choose Accounts**. The Assign Accounts window will display. **Select the Internal and External accounts** to assign the permissions to and **click Assign Accounts.**