# Online Banking Business User Guide

## *Roles*

A role defines the permissions and features that are available to sub-users within that role. **Creating a role is required before you can add sub-users to the system**. In the Business Admin Widget, the Roles tab will allow you to add, edit, and edit roles as needed. Once a role has been added, use the **Edit icon (pencil) to modify a role** or use the **Delete icon (trash) to remove a role**.

***To add a new role*** – In the Business Admin Widget, go to the **Roles Tab**. Select **Add a Role**, then enter the **name and description** of the role. **Click Create Role**.