Video Transcript

Regions Online Banking for Business | Managing Users with People and Permissions

Note: Cheerful music plays.

On screen: Regions Logo appears. The green triangle of the Regions logo turns and morphs into a play button icon. An arrow clicks the play button and an illustration representing a person and a lock both appear on screen.

[Voice-over] People and Permissions lets you easily manage which employees have access to your business accounts and what transactions they can complete.

On screen: A graphical representation of a city skyline is in the background. In the foreground, a large white square animates on screen with a grey line icon of a person next to a locked lock, indicating a user without permission. The grey user-with-lock icon rotates out and a new grey user-with-lock icon rotates in. Once again, this icon rotates out and a third identical icon rotates in. When the voice-over says the word "access," an arrow appears from off screen and clicks on the grey lock in the currently displayed line icon. The lock opens and turns green, indicating this user now has permission. The white square grows wider and reveals a three-item list, made up of empty circles to the left of grey lines. The arrow selects the top two circles, and green check marks replace the circles.

[Voice-over] If you're away from the office – or out of town – and have a time-sensitive payment to a vendor, it's easy to give a trusted employee access to send a wire or make an ACH payment on your behalf.

On screen: The city skyline background morphs into a tropical setting. A calendar graphic grows from the center. The calendar morphs into a tall white rectangle with a user icon on top and the options to select "Send a wire" or "Make an ACH" on the bottom. The arrow selects the option to send a wire. An empty circle to the left of the selection turns green with a checkmark inside. The arrow then selects the option to make an ACH, and a checkmark appears to the left of the selection.

[Voice-over] Simply log into Online Banking and from the business account you want to manage, select the **Customer Service** tab, **Settings**, then **Manage Users** to edit your trusted employee's permissions or add a new user.

On screen: The white rectangle grows to fill the screen. An actual laptop, with the Regions website open, animates in. The arrow selects the Log In button to access Online Banking. The Regions Online Banking site opens and grows to fill the screen. The arrow selects the **Customer Service** tab from the navigation bar, and **Settings** from the drop-down menu. On the Settings page, in the first column on the left, the cursor selects **Manage Users**. The Manager Users page appears and the instruction line which reads, "Click on any user row to edit their permissions," is highlighted. Then, when the voice-over says, "or add a new user," the plus-sign icon is highlighted.

[Voice-over] You also have the option to allow **View Only** access to your bookkeeper or accountant.

On screen: One of the user rows is selected and the **Edit User** page appears. The page scrolls down and the **Edit** link next to the **Accounts & Services** heading is selected. An **Edit Accounts & Services** window pops up. The **View Only** option is selected for the business checking account, and the update button is selected.

[Voice-over] And, each approved user has their own username and password to better protect your business from internal fraud.

On screen: From the **Edit User** screen, the **Edit** link next to the User Information heading is selected. An **Edit User** window pops up. The username and password section is highlighted. The X icon is selected to close the window.

[Voice-over] For more security, you can enable dual control to add approval tiers to ACH Payments and Wire Transfers.

On screen: From the Edit User screen, the page scrolls down and the **Edit** link next to the **Permission Limits** heading is selected. An **Edit Permission Limits** window pops up. The **Edit** link next to the ACH heading is selected and the ACH section is expanded. The X icon is selected to close the window.

[Voice-over] People and Permissions is designed to make banking easier so you can focus on what's important – growing your business.

On screen: A graphical representation of a monitor morphs into the frame and the city skyline background is once again revealed. There are two documents visible on the monitor's screen, each document made up of a green dollar sign on top and three grey lines underneath. The arrow selects the dollar sign on the first document. The dollar sign and grey lines disappear. A green circle with a white checkmark inside appears as the document lifts up and out of the monitor, then fades away.

The remaining document shifts slightly into the center of the monitor's screen. The arrow selects the remaining document's dollar sign, and it too turns into a checkmark as the document lifts and fades away. The monitor animates off and buildings animate in from the bottom of the frame.

[Voice-over] That's why once you sign up, you can start using it right away.

On screen: The monitor animates back in, this time with a People & Permissions card visible on its screen. An empty circle on the card is selected. The circle fills and a checkmark appears.

[Voice-over] Log in to your Regions Online Banking for Business account, select the Products tab, Business Services, then People and Permissions to get started.

On screen: The graphics are once again replaced with an actual laptop on a white background. The laptop is open to the Regions homepage. The arrow selects the **Log In** button on the homepage to access Regions Online Banking. The **Products** tab is selected from the main navigation bar, and **Business Services** is selected from the drop-down menu. The Business Services page scrolls down and the checkbox for **People and Permissions** is selected.

[Voice-over] Or visit Regions.com/businessservices to learn more.

On screen: This URL appears http://www.regions.com/businessservices, the scene fades to white, and the Regions logo animates in.