

- 1 Access **Administration**
- 2 Select **"Create user"**
- 3 Input required the user's information.
If user is non-resident, please check "User without CPF" and use Passport number as ID

Administration

Users

- Create user
- Select product profile
- Select user profile
- Change user

Powers and Jurisdiction

- Register ranges
- Register levels
- Level X Ranges
- Level X Users

Approval

Report of changes

Create user

Full name:

CPF: ☐ User without CPF

Username

Email address

Email address confirmation:

Visually impaired (blind): ☒ No ☐ Yes

Preferred language

- 4 Assign the company/Accounts that this user will have access

Relate accounts/company

☐

Company

Account

- 5 Select one account to be the user's main account

- 6 Select **"Enable"** and **"Submit"**

Send token to/first access account:

Token

Virtual token

☒ Enable ☐ Disabled

CANCEL

EDIT PERMISSIONS

SUBMIT

Setup user's profile:

- 7 Access **Administration**
- 8 Select **"Select user profile"**
- 9 Select the profile
- 10 Select the roles
(Inquiry/Operator/Approver)
for each product
- 11 Select **"Submit"**

➔ Administration

› Users

- Create user
- Select product profile
- **Select user profile**
- Change user

› Powers and Jurisdiction

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- Level X Users

› Approval

› Report of changes

▶ Select profile

Users:

To copy a existing user profile [Click here](#).
[Select here](#)Accounts for display

↓ Tips

As a safety matter of your company, we suggest you to configure the permission of approver only for the legal representatives.

Products

All

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection										
Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current account										
Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMIT

Assign approval level for the user (in case this user will have approval permissions)

12 Access **Administration**

13 Select “**Level X Users**”

14 Select the user’s level

15 Select “**Save**”

Administration

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Association of level to users

User	aprovador1	Exclude
USER X	<input type="radio"/>	<input checked="" type="checkbox"/>
USER X	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
USER X	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
USER X	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

• Inform the user his/her username that you created.

• A temporary password will be sent to the user’s e-mail. This e-mail is automatic and sent by: internetbanking@br.mufg.jp