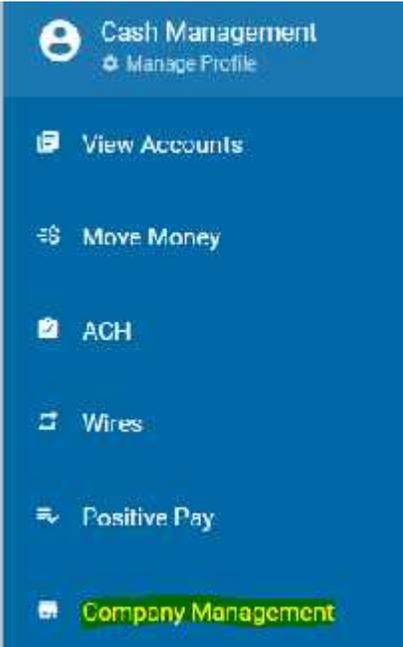


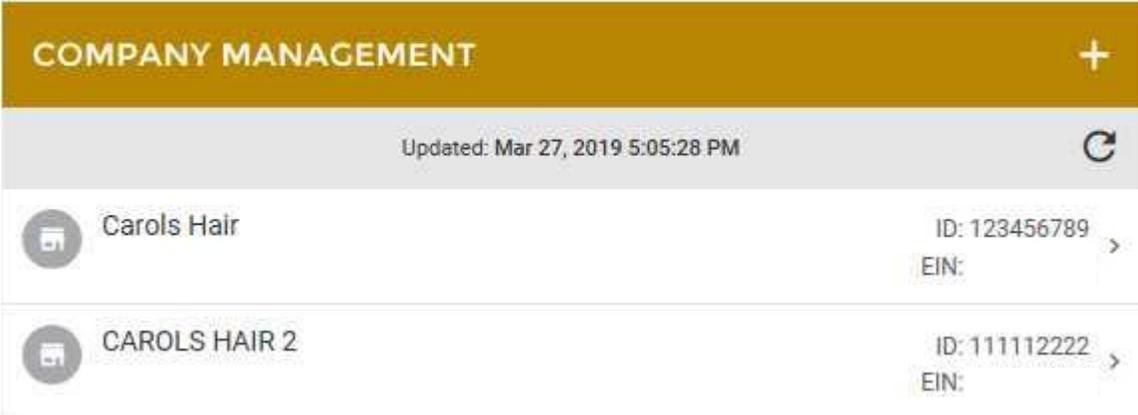
Company Management

Accessing Company Management

Company Management can be accessed from the main menu by clicking on the "Company Management" menu option.



Once users arrive to the Company Management section, any existing companies will be displayed there. The name, ID, and EIN will be displayed for each company listed.



Create New Company

The Company Management page is where you can see all existing companies and create new companies. To begin creating a new company, click on the "+" button near the top right of the page. This will bring up the New Company wizard.



The New Company wizard will help guide you through the process of creating a new company. The first step in creating a new company is entering the necessary information, including:

- Company Name
- Short Name
- Employer ID Number (EIN)
- ID Number
- Address
- City
- State
- Zip

A screenshot of a web form titled "NEW COMPANY" with a close button in the top right corner. The form is divided into several sections:

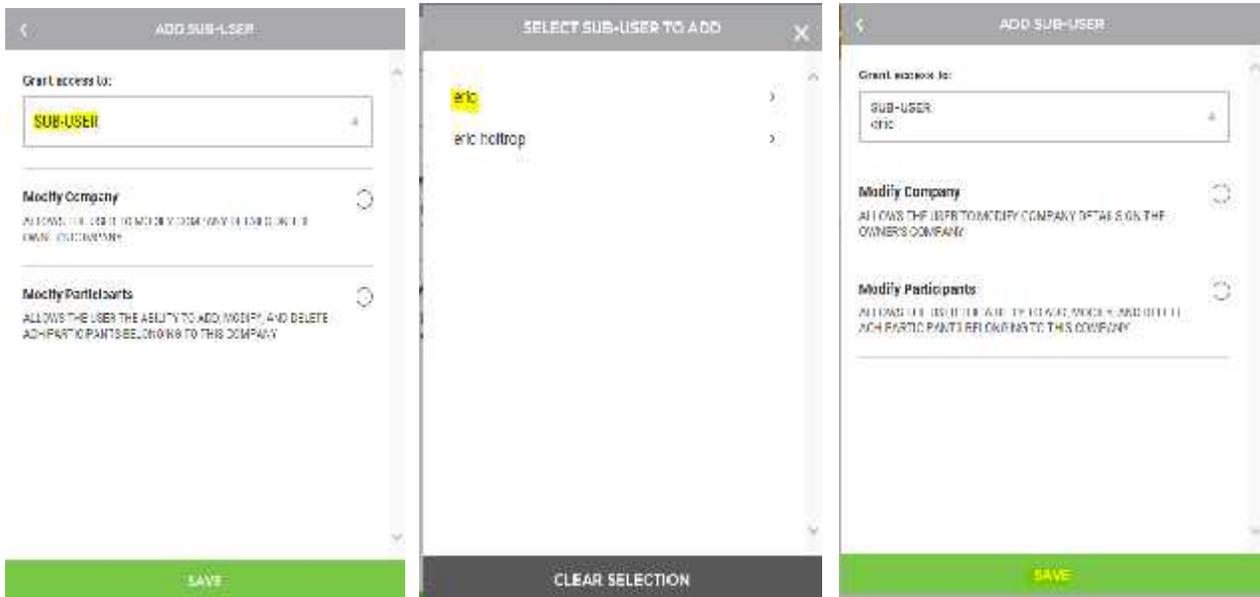
- COMPANY NAME:** Input field containing "Example-Corps, HRB".
- SHORT NAME:** Input field containing "Corps Hair". Below it, a note reads: "THE COMPANY'S SHORT NAME IS THE NAME DISPLAYED WITHIN AN AD FILE."
- EMPLOYER ID NUMBER (EIN):** Input field containing "123456789". Below it, a note reads: "THE EMPLOYER IDENTIFICATION NUMBER (EIN) IS A UNIQUE 9-DIGIT NUMBER ASSIGNED BY THE IRS TO A BUSINESS ENTITY FOR IDENTIFICATION PURPOSES."
- Use EIN as ID Number:** A checkbox that is checked, with a green checkmark icon to its right. Below it, a note reads: "THIS (OFTEN AN) DETERMINE WHETHER THE COMPANY ON THE NACHA FILE USES THE EIN OR IDENTIFICATION NUMBER FIELD."
- ADDRESS 1:** Input field containing "630 E 162nd St".
- ADDRESS 2:** Empty input field.
- CITY:** Input field containing "South Holland".
- STATE:** Input field containing "Illinois" with a dropdown arrow on the right.
- ZIP:** Input field containing "60473".
- SUB-USERS:** A section with a minus sign on the right and a "+ Add Sub-Users" button.
- ACCOUNTS:** A section with a minus sign on the right. It contains a "CHECKING (*****)" input field with a "Remove" button to its right, and a "+ Add Accounts" button below it.

At the bottom of the form is a large blue button with the text "NEXT" and a right-pointing arrow.

*When setting up a Company, user needs to add account

Sub-users can be added to a company by clicking the + Add Sub-Users button.

The Add Sub-User screen will be displayed. Users can select the sub-user they wish to add by clicking on the Sub-User field.



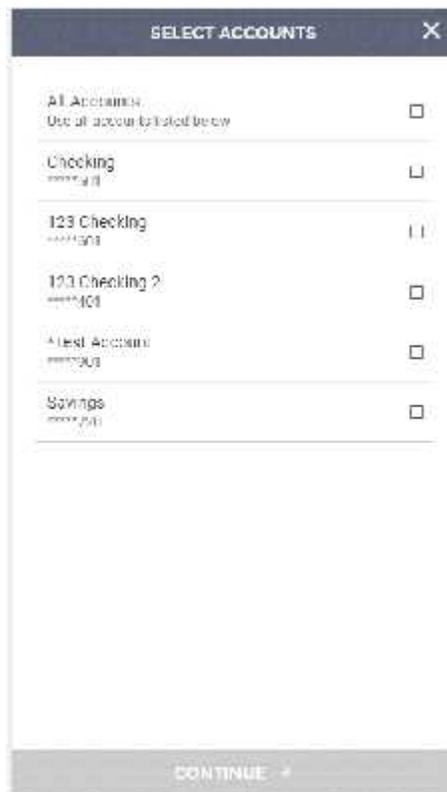
All existing sub-users will be displayed. Click on the sub-user you would like to add.

The selected sub-user will be displayed in the Add Sub-User screen.

Two permissions are displayed for sub-users - Modify Company and Modify Participants. Once all fields are set as desired, click save.

Accounts can be added to a company by clicking the + Add Accounts button.

The Select Accounts screen will be displayed. All existing checking and savings accounts will be displayed. Users can select the account(s) they wish to add and then clicking the continue button.



The selected accounts will be listed in the accounts section of the New Company screen.

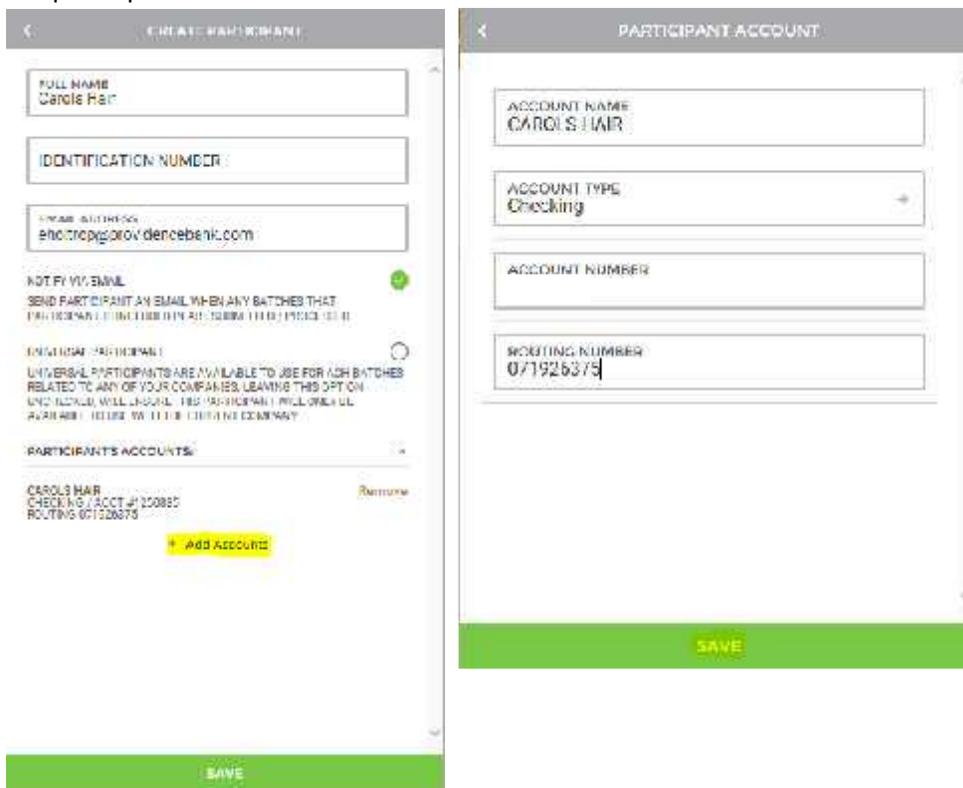
Once all required fields have been filled out, you can click "Next" at the bottom of the screen to proceed.

Next, you'll be directed to the Company Participants screen. Any existing universal participants will be displayed. To add a new participant to the company, click the + Add Participant button. If no participants need to be added, click the Next button.

* To edit or delete an existing participant click the three bar menu/edit icon



To create a new participant, enter participant information and then scroll down to add an account to the participant.

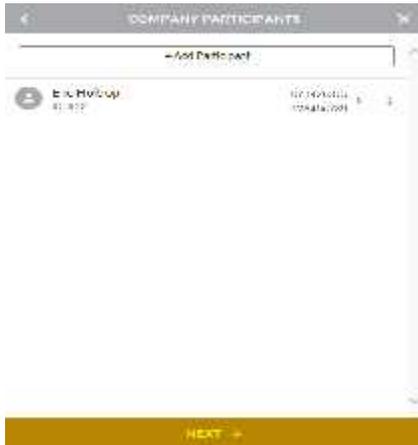


Account(s) can be added by clicking the + Add Accounts button.

The Participant Account screen will be displayed. Enter values for all fields and then click the save button to add it to the participant.

Once all desired information and fields have been added, click Save to add the participant to the company.

The new participant will be displayed on the Company Participants screen. Once all desired participants are added, click the Next button to move on.



Company Limits are then displayed for the new company. Review the limits and click the Create Company button to complete setup of the new company.



The new company will be displayed on the Company Management screen.



Editing a Company

To edit a company, click on the company from the list that you wish to edit.

COMPANY MANAGEMENT		+
Updated: Mar 29, 2019 3:44:00 PM		↻
 Carols Hair	ID: 123456789 EIN:	>
 CAROLS HAIR 2	ID: 111112222 EIN:	>
 Example Carols Hair	ID: 123456789 EIN:	>

Here, you can view company details, participants, and limits.