

Lockbox Online Viewing Corporate Administrator Guide FIS Lockbox


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User Management

The standard access levels are **Corporate Administrator** and **Corporate User**. Additional groups may be present if your company has subscribed to other lockbox services (Client Decisioning or Virtual Lockbox).

Prior to setting up a user in the Lockbox Online Portal, all users must have a Huntington Business Online User setup and Lockbox Online Viewing- FIS' rights enabled by the Business Online Corporate Administrator.

Corporate Administrator

The Corporate Administrator is responsible for maintaining the Corporate Users. The Corporate Administrator also grants Corporate Users access to a specific lockbox or set of lockboxes.

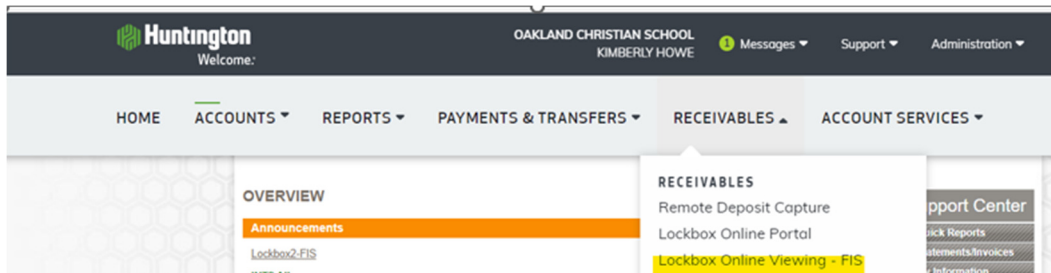
The Huntington Lockbox Support team will set up your company Corporate Administrator during the onboarding process, and the Corporate Administrator will have the ability to setup and manage additional users within the company.

Setting up an Existing Business Online (BOL) User

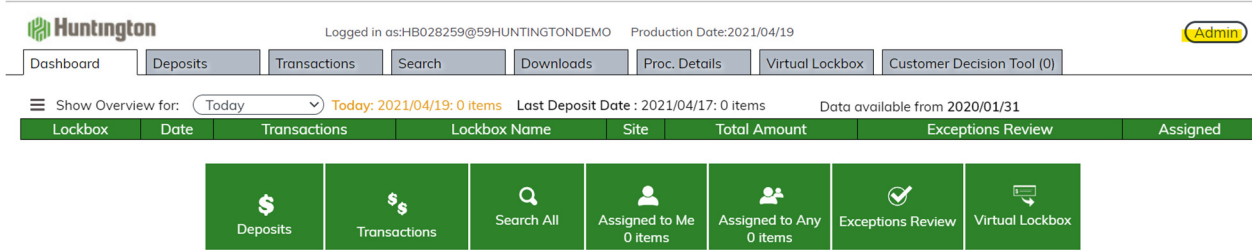
Step 1: The Corporate Administrator will set up the user in Huntington Banking Online.

Step 2: The Corporate Administrator will setup their company user on the Receivables Hub using the steps outlined below.

Corporate Administrator logs on to the Huntington Bank Business Online portal. The Admin selects the Receivables menu, then Online Lockbox Viewing – FIS, which takes them directly to the Receivables Hub dashboard.



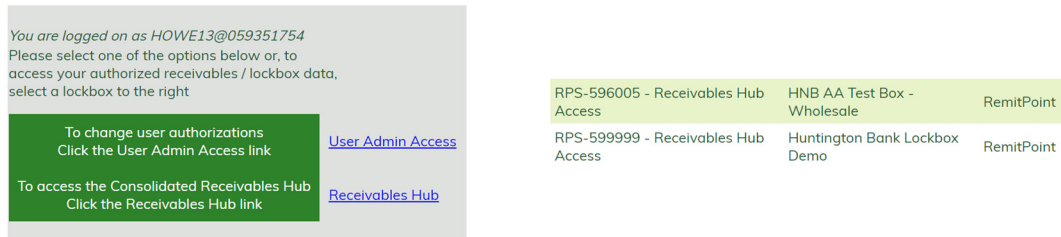
Click on the **Admin** button in the upper right section of the screen.



Select the **User Admin Access** hyperlink

Huntington Bank Image Lockbox Menu

Last access at 01/25/2023 13:22:38

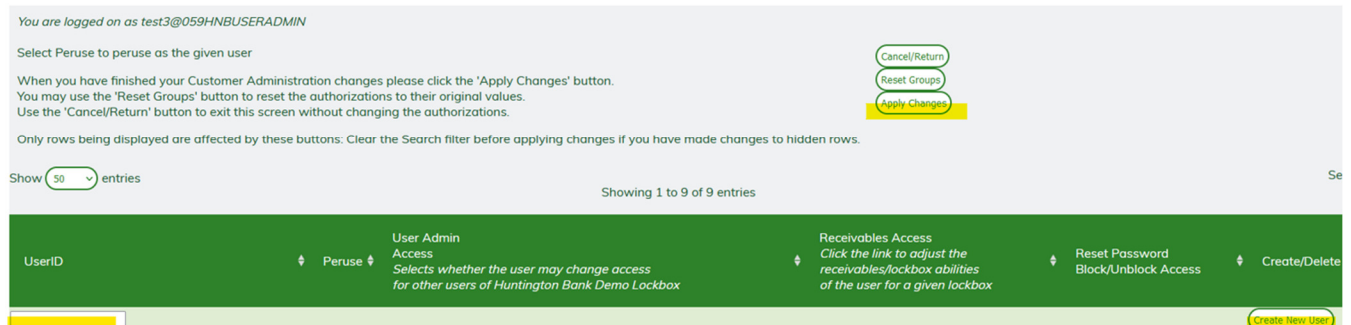


Adding a User

Enter the Business Online Username in the **UserID** block (in the sample below, username is test1) and click on the **Create New User** button and click on **Apply Changes**.

Note: The lockbox username is case sensitive and must exactly match the Business Online Username.

Huntington Bank Image Lockbox : Customer Administration for Huntington Bank Demo Lockbox



The User will be added to the User list for this Business Online ID and can be enabled for the available features by checking the box beside each feature. Click the **Update** button in the last column.

Huntington Bank Image Lockbox : Entitlements for User 'testuser1@59HUNTINGTONDEMO'

You are logged on as test3@059HNBUSERADMIN

To change contact information for User 'testuser1@59HUNTINGTONDEMO' click the Change User Contact Details link [Change User Contact Details](#)

You are editing testuser1@59HUNTINGTONDEMO (Huntington Bank Demo Lockbox)

Please use the buttons below to Allow, Update or Remove access to a lockbox.
 All settings (for all lockboxes) are saved if you press any of these buttons.
 You may use the 'Reset Groups' button to reset the authorizations to their currently saved values.
 Use the 'Cancel/Return' button to exit this screen without changing the authorizations.

Lockbox	DDA Account Number	Account Name	Lockbox Location	User Admin Access	Web Page Access	Invoice Correction	Distributed Capture	Payment Connect	Lockbox Access Allow/Update/Remove
RPS-599999	123456789	Huntington Bank Lockbox Demo (59HUNTINGTONDEMO)	RemitPoint	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	Update Remove

Click Apply Changes

A list of lockboxes tied to the Business Online company ID will be displayed. Click Allow to assign the user id to each of the lockboxes if your company has more than 1 box.

Click Apply Changes

Click User Administration to return to the previous screen or click Menu to return to the main landing page.

Modify or Delete User

From the User Admin Screen, locate the User, and Select the **Modify** hyperlink to change enabled features, Select or deselect **User Admin Access** by clicking on the check box, or Click on the **Delete User** button to delete the user. Once your selections are complete, Click the **Apply Changes** button.

When you have finished your User Administration changes please click the 'Apply Changes' button.
 You may use the 'Reset Groups' button to reset the authorizations to their original values.
 Use the 'Cancel/Return' button to exit this screen without changing the authorizations.

Select the company to display the users for that company: [Cancel/Return](#) [Reset Groups](#) [Apply Changes](#)

User ID	User Admin Access <i>Selects whether the user may access this screen from lockbox menu</i>	Receivables Access <i>Click the link to adjust the receivables/lockbox abilities of the user for a given lockbox</i>	Reset Password	Create/Delete
351754	<input checked="" type="checkbox"/>	Modify	Reset	Delete this User