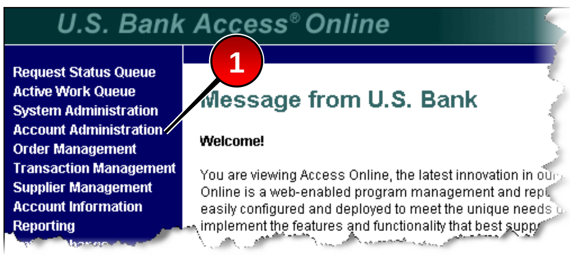
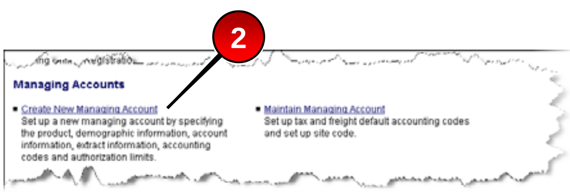
Managing Account Setup

You can use this quick reference guide as a fast reminder of the basic steps for setting up a managing account in Access Online.

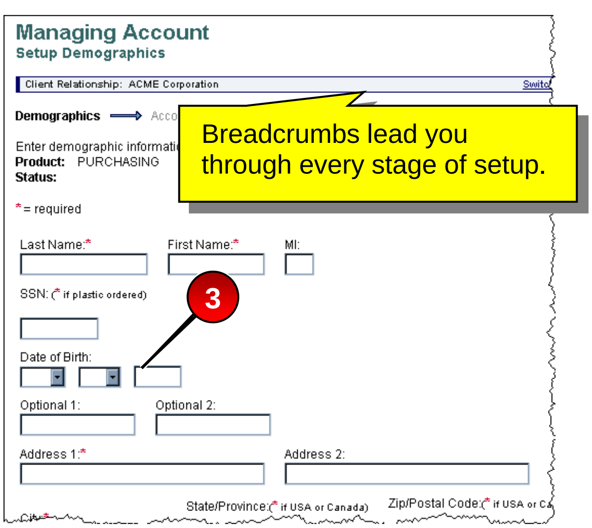
When you set up a new managing account, the system leads you through a series of screens to ensure that you complete each step in the process.



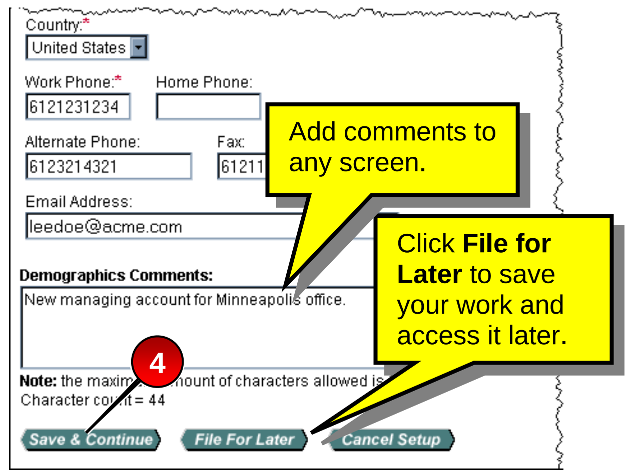
1. Select the **Account Administration** high-level task.



2. Click the **Create New Managing Account** link.

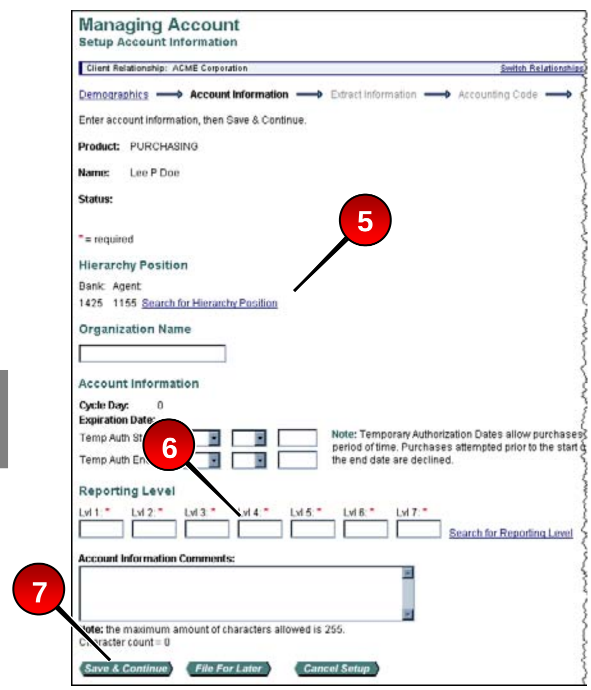


3. Specify information in each required field and/or optional field. Required fields have a red asterisk.

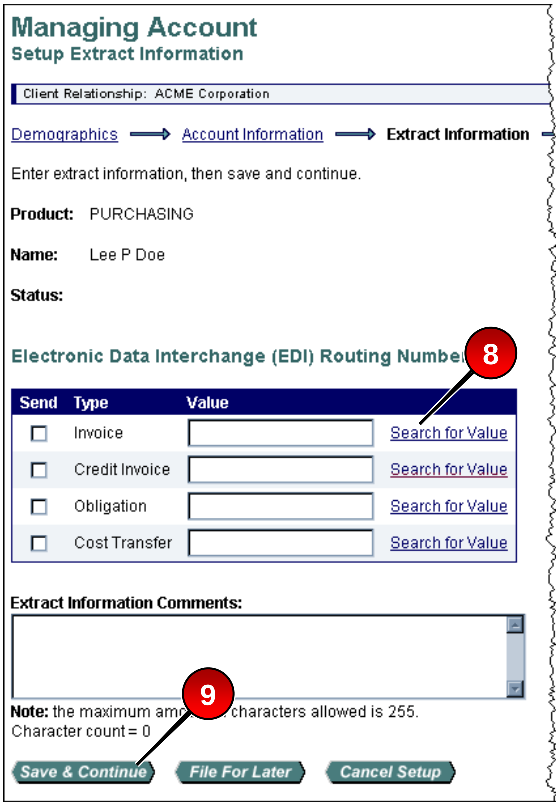


4. Click the **Save & Continue** button.

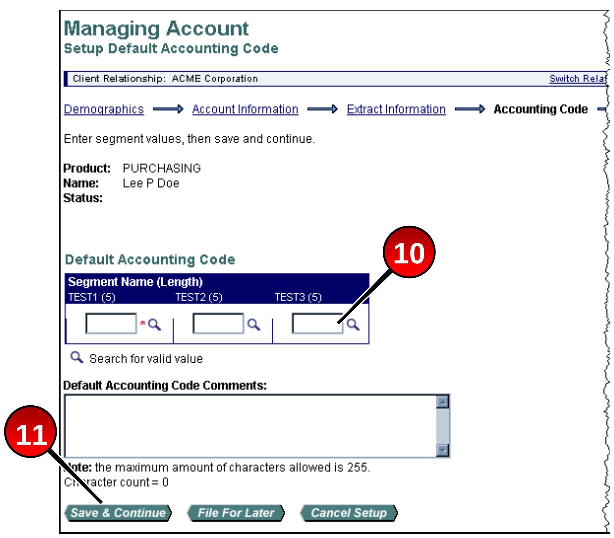
Note: At any point in the setup process, you can click the **File for Later** to save your work and access it later through the *Active Work Queue*.



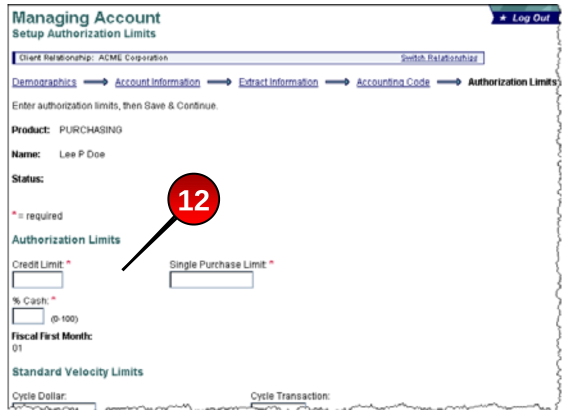
5. Specify the appropriate processing hierarchy position and set any other parameters.
6. Specify the appropriate reporting hierarchy position.
7. Click **Save & Continue**.



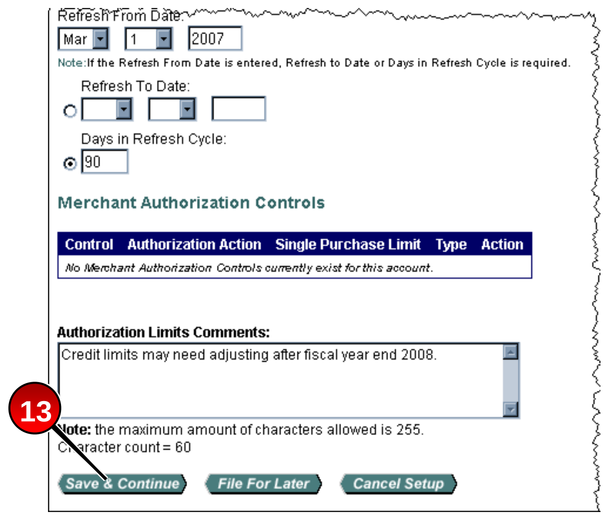
8. Specify the correct extract information for the managing account.
9. Click **Save & Continue**.



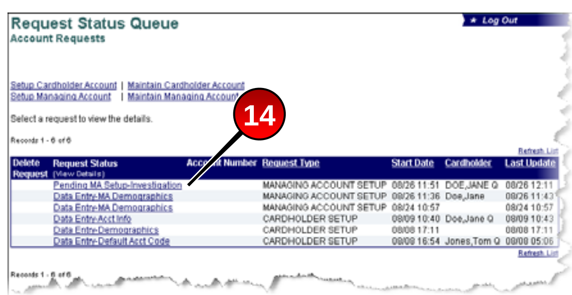
10. Specify the managing account's default accounting code.
11. Click **Save & Continue**.



12. Specify the authorization limits and velocity limits for the managing account.



13. Click the **Save & Continue** button.



14. Access the setup request in your *Request Status Queue*.

➢*Learn More:* For more detailed information, refer to the *Managing Account Setup and Maintenance* web-based training lesson and user guide available at:

https://wbt.access.usbank.com

Contact your relationship manager for the most current passwords.

The training site also has a glossary available.