



Business Online Change Form

Date ___ / ___ / _____

Company Name: _____

Tax Id Number: _____

New Accounts

Account Number: _____

Account Nickname: _____

Display Group: _____

Account Type: _____

Electronic Statements:

Add Account to Existing Services:

ACH: Yes No

Wires: Yes No

Positive Pay: Yes No

Bill Payment: Yes No

**For certain services, users will need to be given access once the new accounts have been added. This can be done by the Business Online Administrator of the business or Alden State Bank Business Online Banking support. **

Check here to give the following employees access to this new account.

Employee(s)

New Service Access - complete this section if an existing user is being added to an existing service.

Employee(s)	Account(s)	Service(s)
_____	_____	_____
_____	_____	_____

New User - please complete the attached User Profile Information section for any new users.

Business Online Administrator Authorization

Authorized Signature

Name

_____ / ____ / ____
Title *Date*

USER PROFILE INFORMATION

The following information is to be completed by the customer.

The following information is required for every user code. Complete one form per user. Photocopy and fill out this worksheet as needed. All fields required.

User Profile - Codes

Name: _____
(Customer's Name)

Security Level (select one)

- Employee Supervisor
 Administrator Senior Administrator

Contact Information

Email: _____

Business Phone: (____) _____ - _____

Business Phone Ext: _____

Employee indicates the corporate user has employee security rights. Employees are not able to review outstanding transactions that other corporate users generate or account activity that other corporate users with higher administration levels generate.

Supervisor indicates the corporate user has supervisor security rights. Supervisors can review outstanding transactions that other corporate users generate, establish transfer templates that require supervisor approvals and can also establish new users.

Administrator indicates the corporate user has administrator security rights. Administrators can review outstanding transactions that other corporate users generate, complete administrative functions online and establish new corporate users and supervisors.

Senior Administrator indicates the corporate user has senior administrator security rights. Senior Administrators can review outstanding transactions that other corporate users generate by other corporate users, complete administrative functions online, modify their corporate user permissions and establish new corporate users, supervisors, and administrators.

Log in Information

Verification Username: _____
(Maximum 19 characters)

Temporary Password: _____

8-17 Characters,
1 Upper & 1 Lower case letter,
1 number & 1 special character

Account Access (What accounts this user will have access to)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

User Features Access (What additional features this user will be able to utilize)

ACH Access:

*Token Required | User must be listed on the Automated Clearing House Credit and Debit Entry Agreement Schedule E or change form.

Wire Access:

*Token Required | User must be listed on the Wire Transfer Enrollment Form or change form.

Positive Pay:

Bill Payment:

Notifi:

Stop Payments: Inquiry: New:

Business Change Alerts: