

# APEX-ACH User Authorization

## Credit Union User - Add/Change/Delete Request Form

User Name: \_\_\_\_\_ User Logon ID: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Union: \_\_\_\_\_ Routing/Transit Number: \_\_\_\_\_

Abbrev Code: \_\_\_\_\_ Authorized By (print): \_\_\_\_\_

Authorized By (signature): \_\_\_\_\_ Title: \_\_\_\_\_

- Add New User Authorization     
  Change Current User Authorization     
  Delete Current User Authorization  
 Other – List: \_\_\_\_\_

Please indicate the functions affected by this request. Refer to the User Authorization Key for function descriptions. The User Profiles Key lists sample products and functions that may be assigned to users based on job description/duties.

**General** (select one or more functions)

Days/Hours the user can access system (CST):

- Mon \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 Tues \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 Wed \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 Thurs \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 Fri \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 Sat \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 Sun \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Special Instructions:

User's TCP/IP address: (can list up to 5)

Description	Network (xxx.xxx.xxx.xxx)	Begin Node	End Node
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Item Maximum Transaction Amount: \$ \_\_\_\_\_  
 New Password

**ACH** (select one or more functions)

Add Delete

- All Functions  
  Payment Initiation  
  Multiple Batch Initiation  
  Derived Processing  
  NOC Initiation  
  Return Initiation  
  Reversal Initiation  
  Approve Payments  
  Modify Batch  
  ACH File Transfer

Add Delete

- Submit ACH File  
  Transaction Inquiry  
  Host Inquiry  
  Current Status  
  ACH Schedule Definition  
  ACH Schedule Update  
  ACH Schedule Inquiry  
  ACH Schedule Delete  
  Template Definition  
  Template File Import

Add Delete

- Template Verification  
  Template Update  
  Template Delete  
  Template Inquiry  
  Company Definition  
  Company Inquiry  
  ABA Look Up

**Security** (select one or more functions)

Add Delete

- All Functions  
  User Definition  
  User Update  
  User Delete

Add Delete

- User Inquiry  
  User Approval  
  User Reports  
  User Logoff

Add Delete

- Audit Trail Inquiry  
  RBA Maintenance

**Credit Union** (select one or more functions)

Add Delete

- All Functions
- Member Definition
- Member Approval
- Member Update
- Member Delete
- Member Inquiry
- Member Security Admin
- Mbr Security Admin Approval

Add Delete

- Member Exposure
- Member Position
- Control Officer Maintenance
- ACH Inquiry
- ACH File Approval
- Current Status
- User Definition
- User Update
- User Delete

Add Delete

- User Inquiry
- User Approval
- User Reports
- User Logoff
- Host Inquiry
- Audit Trail Inquiry
- RBA Maintenance

**Distribution - Reports** (select one or more functions)

Add Delete

- All Functions
- Report/File Security

Add Delete

- Delete Report/File
- Retrieve Report/File

Add Delete

- Report/File Access Inquiry

**APEX Operations Use Only**

Completed By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_  
Corporate Confirmation Notification: \_\_\_\_\_

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