eCorp Employee Setup Change Form

Use this form to add, delete or change employee access. Mail or bring this form to your local branch.

	Employee #1	Employee #2	Employee #3	Employee #4
	☐ Add ☐ Delete ☐ Change	☐ Add ☐ Delete ☐ Change	☐ Add ☐ Delete ☐ Change	☐ Add ☐ Delete ☐ Change
Employee Name	_____	_____	_____	_____
Social Security Number	_____	_____	_____	_____
Phone Number	_____	_____	_____	_____
E-Mail Address	_____	_____	_____	_____
Account Groups	_____	_____	_____	_____
ACH File Review Threshold ($)	_____	_____	_____	_____
ACH File Daily Transfer Limit ($)	_____	_____	_____	_____
Functions				
Document Retrieval	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Export to 3rd Party Software	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Supervisor Level *(check one)*				
Employee	☐	☐	☐	☐
Supervisor	☐	☐	☐	☐
Administrator	☐	☐	☐	☐
Senior Administrator	☐	☐	☐	☐
Authorized Access Times	Begin Time End Time	Begin Time End Time	Begin Time End Time	Begin Time End Time
Monday	___:___ ___:___	___:___ ___:___	___:___ ___:___	___:___ ___:___
Tuesday	___:___ ___:___	___:___ ___:___	___:___ ___:___	___:___ ___:___
Wednesday	___:___ ___:___	___:___ ___:___	___:___ ___:___	___:___ ___:___
Thursday	___:___ ___:___	___:___ ___:___	___:___ ___:___	___:___ ___:___
Friday	___:___ ___:___	___:___ ___:___	___:___ ___:___	___:___ ___:___
Saturday	___:___ ___:___	___:___ ___:___	___:___ ___:___	___:___ ___:___
Sunday	___:___ ___:___	___:___ ___:___	___:___ ___:___	___:___ ___:___
Approvals				
Automatically Approve Stop Payments	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Automatically Approve Internal Transfers	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Automatically Approve ACH Transfers	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Automatically Approve Wire Transfers	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Automatically Approve ACH File Transfers	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Automatically Approve Other File Transfers	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Employee Permission to Approve Transfers	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Administrative Options				
Inquire/Add/Change/Delete Employees	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Add/Change/Delete Internal Transfers Templates	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Add/Change/Delete ACH Transfer Templates	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Add/Change/Delete Wire Transfer Templates	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Inquire/Change Fund Transfers	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Authorized Fund and File Transfers				
Fund Transfer ID	_____	_____	_____	_____
Fund Transfer ID	_____	_____	_____	_____
Fund Transfer ID	_____	_____	_____	_____
Fund Transfer ID	_____	_____	_____	_____
File Transfer ID	_____	_____	_____	_____
File Transfer ID	_____	_____	_____	_____
File Transfer ID	_____	_____	_____	_____

_____ _____

Authorized Signature *Print Name*

_____ ___/___/___

Title *Date*

Union Center
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