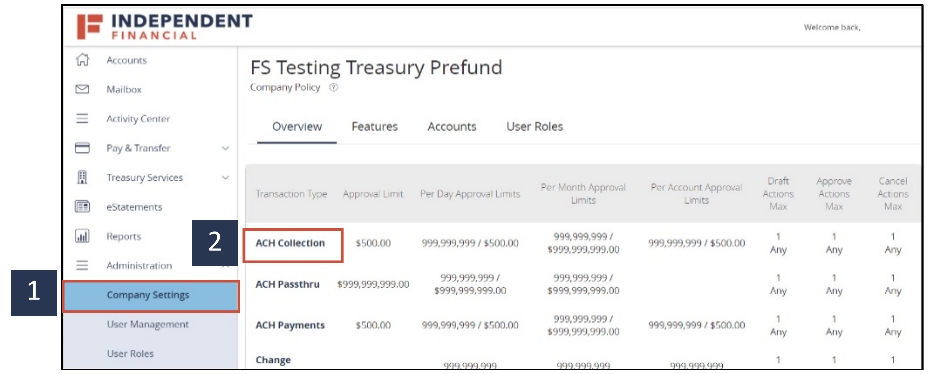
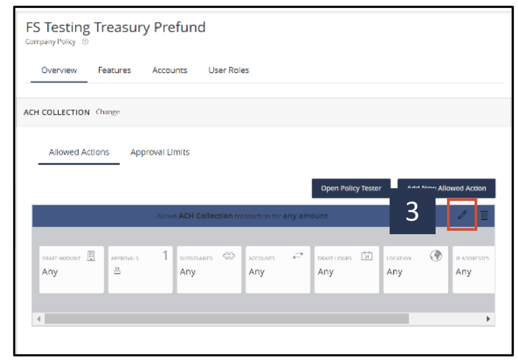
1. On the left hand menu item, under Administration select **Company Settings.**
2. In order to edit the Company Policy, under Overview tab click on **ACH Collection** or any Transaction Type available.
   - Note: Reference the Corporate Company Settings to view definition of options available.



3. Click the **Pencil** icon



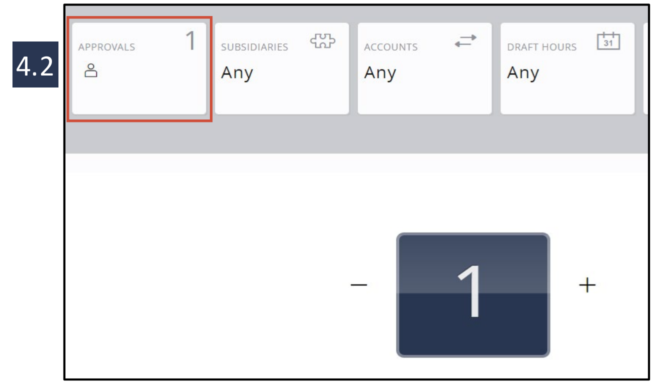
4. Click on each option displayed to set the company policy limit:

   4.1: **Draft Amount** – Enter an amount up to your approved company limit

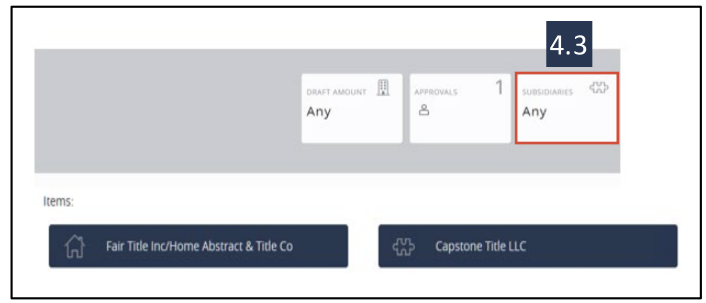
   - **Tip:** Set the draft limit to **Any** for Wires, while you are working with the bank to raise temporary approval limits.

4.2: **Approvals** – To add additional approvals required click the '+' button. If you decide to remove the additional approval requirement, click the '-" button.

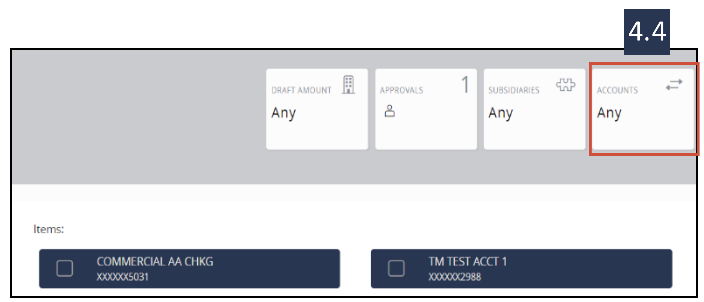
- Note: The number of approvers required cannot be lower than the number of approvals the company has been set up by the bank. If you would like to decrease your company set approvers please contact Treasury Support at Treasury.Support@ibtx.com



4.3: **Subsidiaries** – To restrict subsidiaries, select from the list of subsidiaries to be tied to the business profile.

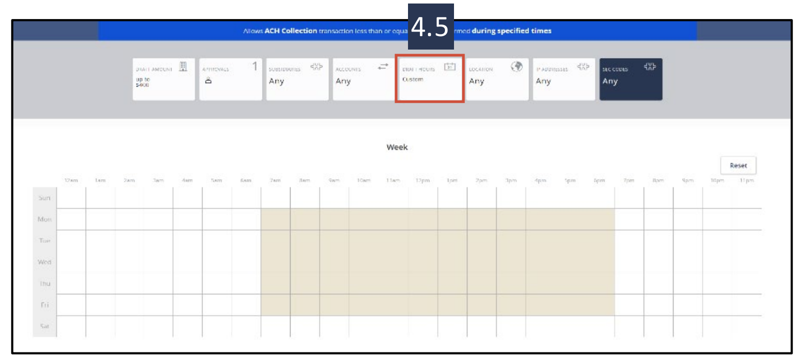


4.4: **Accounts** – To restrict account visibility, select the accounts to be tied to the business profile.

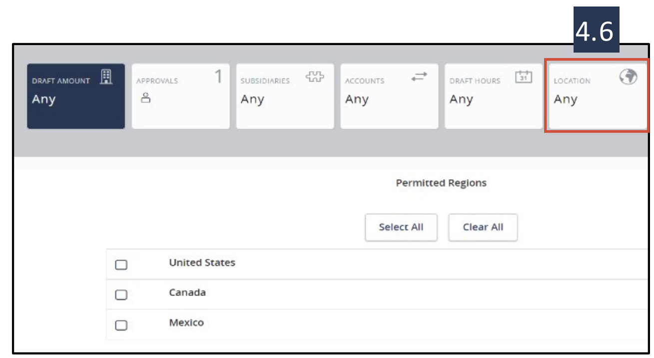


4.5: **Draft Hours** – Click each box to create a time restrictriction.

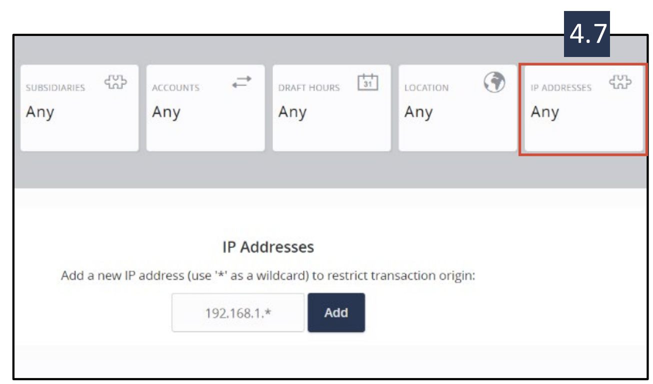
- Note: Time displayed is Central Time Zone.



4.6: **Location** – Select from the permitted regions

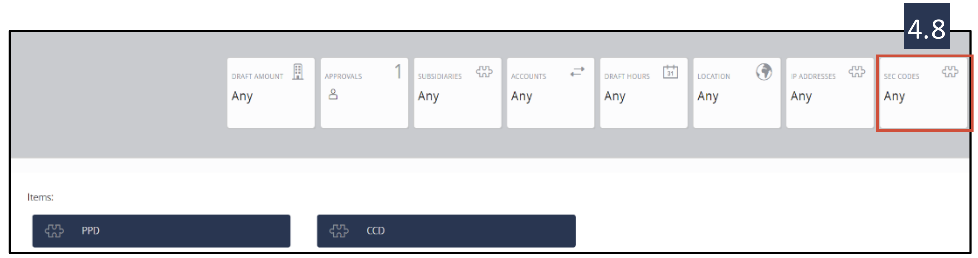


4.7: **IP Addresses** – Users can add I.P. addresses to restrict transaction origin

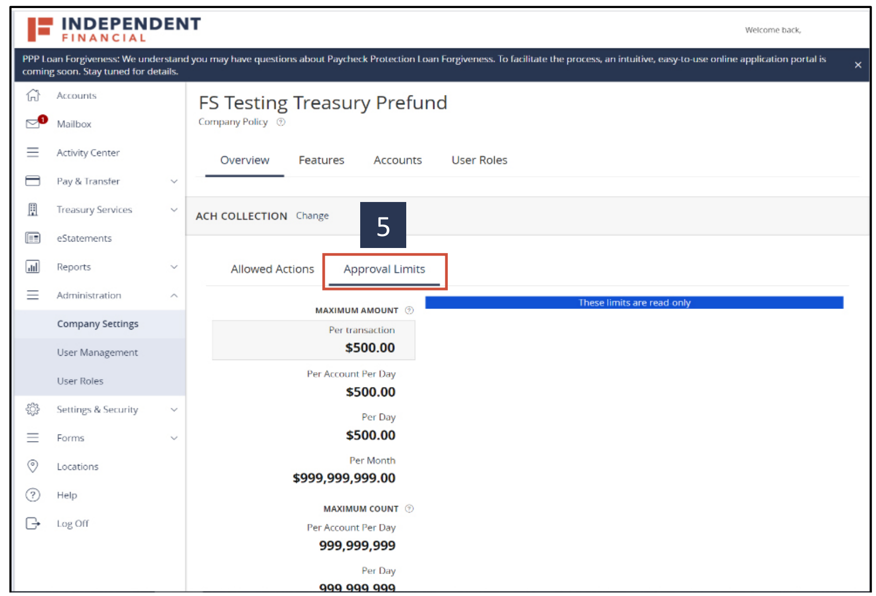


4.8: **SEC Codes** – Restrict SEC codes by selecting only PPD or CCD (applies to ACH only)

- Note: Options will vary and are dependent on services enabled.

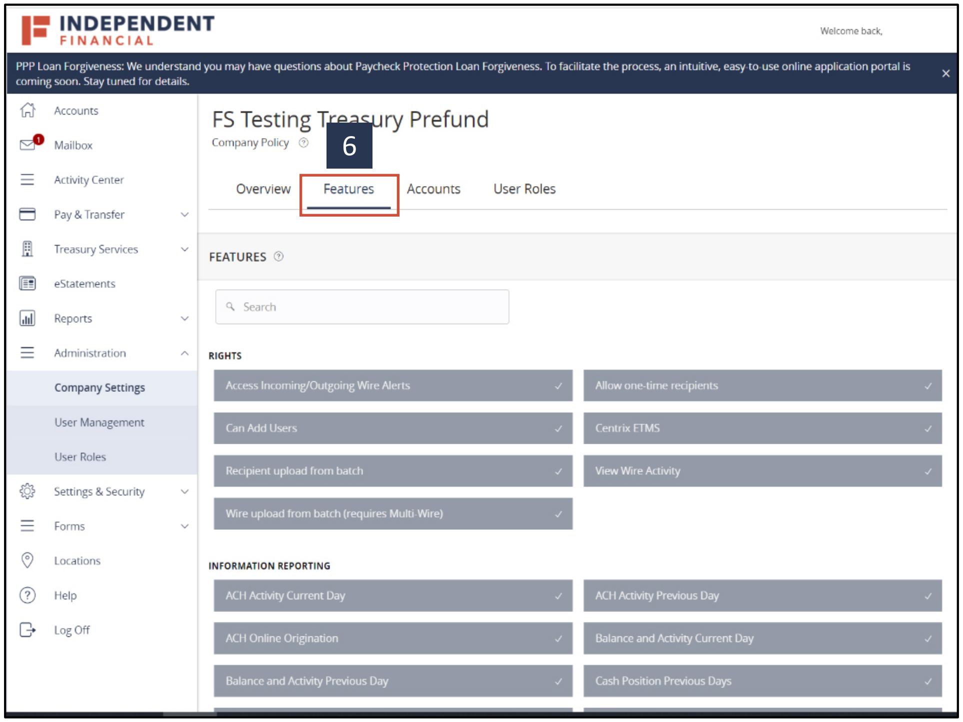


5. **Approval Limits** – This is a read only field. Limits are set by the bank. To request changes please email Treasury.Support@ibtx.com

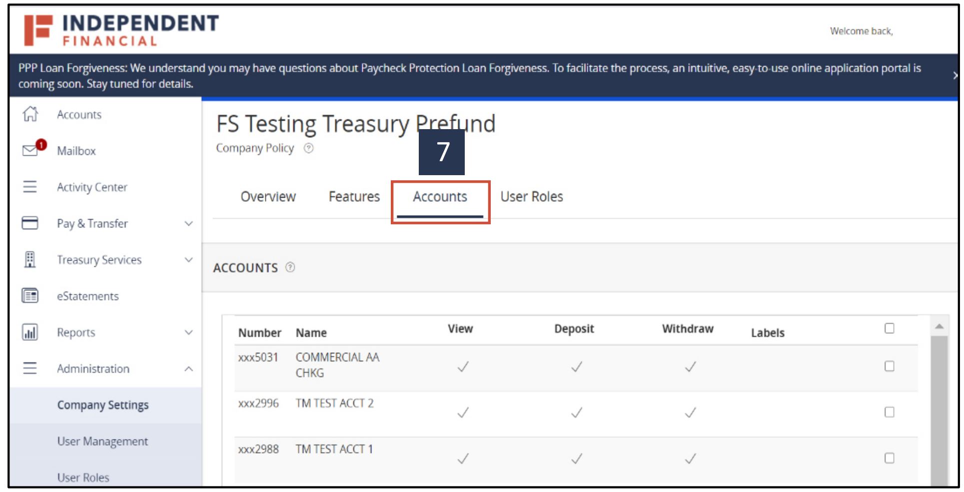


6. **Features** – This is a read only field. Features are enabled based on services the company has requested. To request changes or add new services please email Treasury.Support@ibtx.com

Reference the Corporate Company Settings to view definition of options available.



7. **Accounts** – This is a read only field. Accounts assigned to the company will be displayed. To request changes or add a new account please email Treasury.Support@ibtx.com



8. Under **User Roles** tab you can view and edit the User Roles that have been created for your company.

   - Note: Refer to step-by-step guide on how to Create User Role.