



United Bank
real solutions

USER MANAGEMENT

Our updated user management is designed to be simple and intuitive. Authorized administrators can easily view user details, update information, adjust permissions, and remove access as needed. Adding new users is streamlined, with flexible options to assign access and entitlements. A more comprehensive user guide is coming soon, get started today by following the steps below.

To add or edit your users:

1. Select the drop-down menu next to your name.
2. Navigate to **Settings > Users**.
3. Choose the appropriate action:
 - **Add User** – To add a new user
 - **Edit User Details** – Update name, email address, phone number and other profile information by selecting the pencil icon
 - **Edit User Entitlements** – Modify user permissions (settings, accounts, and actions the employee has access to) by selecting the **Key icon**
 - **Delete User** – Remove a user from online access by selecting the **Trash icon**