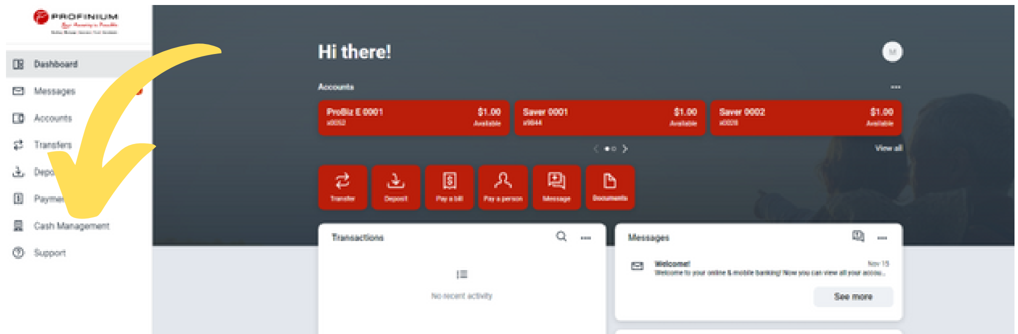
ADDING SUB USERS IN CASH MANAGEMENT – STARTER GUIDE

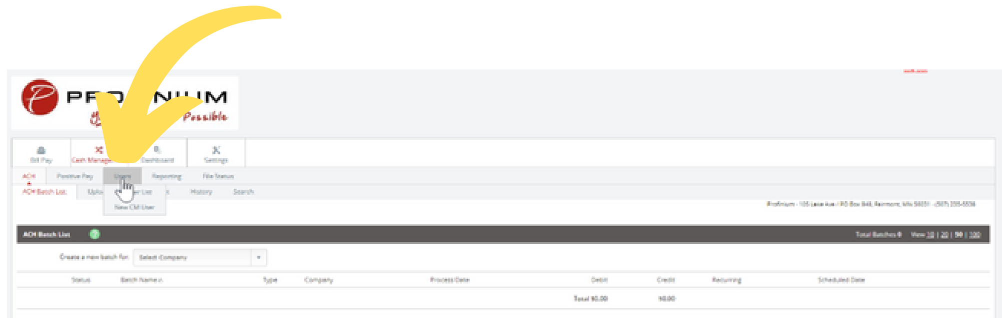
STEP 1:

On the dashboard, on the left hand side menu, click on **Cash Management.**



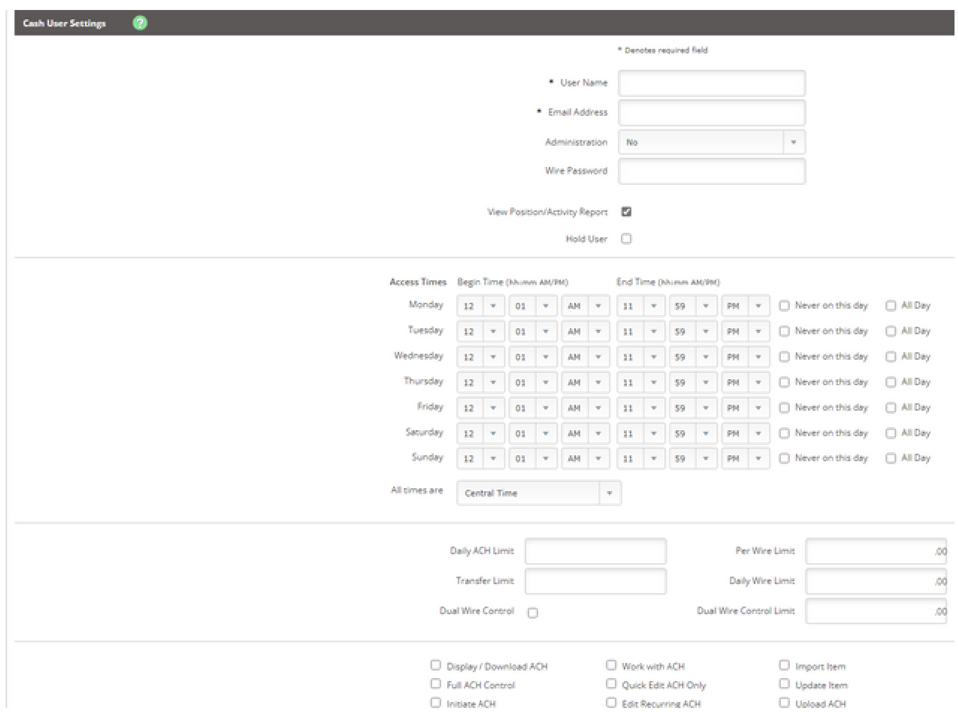
STEP 2:

Within your cash management site, click on the U**sers** sub tab.
Then click **New CM User**.



STEP 3:

On the New CM User page you will add all the relevant information for the user. You will also have a variety of access options to select based on how much access you would like your sub users to have.



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