



Express Account Management

A user profile that has pending changes cannot be modified until those changes are approved or canceled.

1. Click **Administration > Company Administration > Express account management**.
2. Select from the following options and then click **Go**:

User	Contains all user profiles in the company except for saved user profiles. Users are shown in alphabetical order in this format first name last name - user ID .
Account	Contains all accounts in the company. Accounts are shown in alphabetical order in this format account description - account type - masked account number . If more than 20 accounts are available, then a Search link appears next to the Account drop-down so that a specific account can be more easily located.

3. Assign service and account entitlements as appropriate:

Service	Service entitlement names typically match or reflect the service to which it provides access. Some services may have sub-entitlements that determine access to specific tasks or features.
Entitle Account	For account reconciliation and positive pay services, this account entitlement allows a company user to view outstanding issues, stale issues, exception decisions, status on issues, and enter and update issues for the selected account (depending on the services entitled). For other services, this account entitlement allows a company user to view an account and its activity, and create transactions/requests from/for the selected account.
Allow Transmit	For account reconciliation and positive pay services, this account entitlement allows a company user to approve and make decisions on exceptions for the selected account and allows those with the Approval role to approve manually entered issues for the selected account (depending on the services entitled). For other services, this account entitlement allows a company user with the Approval role to approve transactions for the selected account. Note: The Allow Transmit column only appears when the transmit function is applicable to the service and the selected company user has the Approval role.
Approve	Allows a company user to submit a request to close or modify an account.



4. **Note:** The **Entitle Account**, **Allow Transmit**, and/or **Approve** account entitlements may not be applicable for some services.
5. Click **Save changes**.