

Create a Sub User (only available to Super-User):

To create a Sub User, a PNC Online Banking username and password are needed. Follow these steps to complete the creation and assignment of the PNC Remote Deposit.

1. Sign on to PNC Online Banking.
2. Click the **Business Tools** tab and the **Business Tools Summary** page appears.
3. Click **Account Delegation** and the **Account Delegation Summary** page appears.
4. Click the **Add Sub User** link.
5. Complete the following fields on the **Create Sub User** page.
 - First Name
 - Last Name
 - Email Address
 - Department (optional)
 - Create a log on identification (ID) which must begin with a dollar sign (\$)
 - Create a Temporary Password
6. Click **Next** and the **Grant Access** page appears.
7. On the Grant Access page, you can select to **Set up a new account entitlements for the Sub User.** Click **Next.**
8. Check the box to select PNC Remote Deposit and click **Next.**
9. On the **Access Details** screen, select the role for the Sub User. A Sub User can hold a Manager, Supervisor or Operator role (see screenshot below for a description of each).
10. Select the desired deposit account(s).
11. Review the details on the Sub User Detail page. Click **Previous** to make any changes to selections.
12. Review the information on the **User Summary** page and click **Save.** The new Sub User will appear on the **Account Delegation Summary** page.

Cash Flow InsightSM

PNC Remote Deposit Roles

*Only users with access to a Business Checking account enrolled in PNC Remote Deposit and a role will be able to access the services.
You can select one of the following roles for your employee:*

Operator

- Can create/update/read/delete a deposit
- Balance a deposit
- Can add notes to a deposit that may be needed for approval
- Cannot submit a deposit to completion. Approval required.
- Has limited in the ability to edit MICR and amounts.

Manager/Supervisor

- Has the same entitlements as the Operator role, in addition the Manager/Supervisor can do:
- Can create/update/read/delete deposits and can also submit those deposits without additional approvals
 - Update MICR and amounts of checks if they are unable to be read by the system.
 - Can reassign deposits to other users if necessary
 - Can generate reports for all locations that they are assigned, including images

Owner

- Has the same entitlements as the Manager/Supervisor role can do, in addition the Owner can do:
- Allows the user to download reports that include all users for the company
 - Allows the user to access deposits from all users