

How to Enable or Disable Statement Viewing for a User

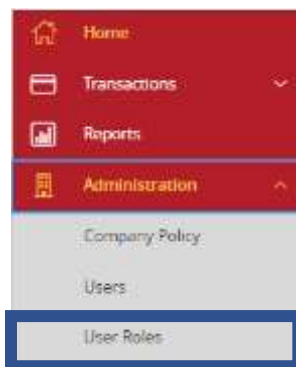
Overview

A user with User Role administration rights can turn on or turn off statement viewing for a user. Please note that the statement view entitlement is an on or off entitlement. This entitlement cannot be controlled at an account level. This means when turned on, a user can view all account statements which are assigned to them (note: online statements not available for all account types). When this entitlement is turned off, a user cannot view any statements.

As the viewing entitlement is tied to a user's role, if more than one user is tied to the same role, all users with the same role will either be able to view statement or be unable to view statements depending if the entitlement is turned on or off.

How to Enable or Disable Statement Viewing

Login > click Administration in the left hand menu> click User Roles



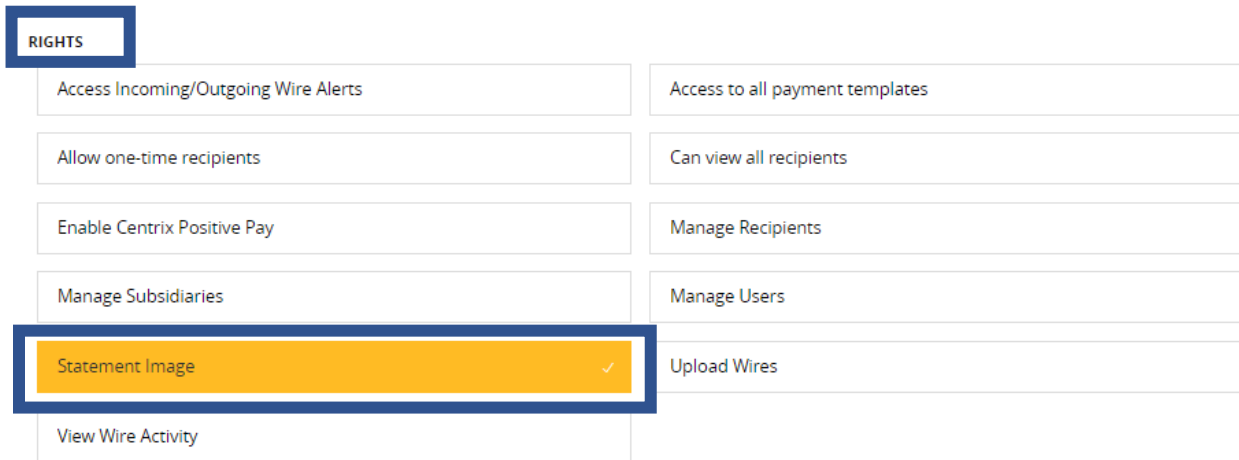
Scroll down and locate the user and click the on the pencil to edit their user's role



In the User Role screen, click on the Features tab.



Scroll down to Rights and click Statement Image to turn the entitlement on or off



Scroll up to the top of the page and click Save the change.

