

Gulf Capital Bank

User Management Corporate

Digital banking designed for your success.

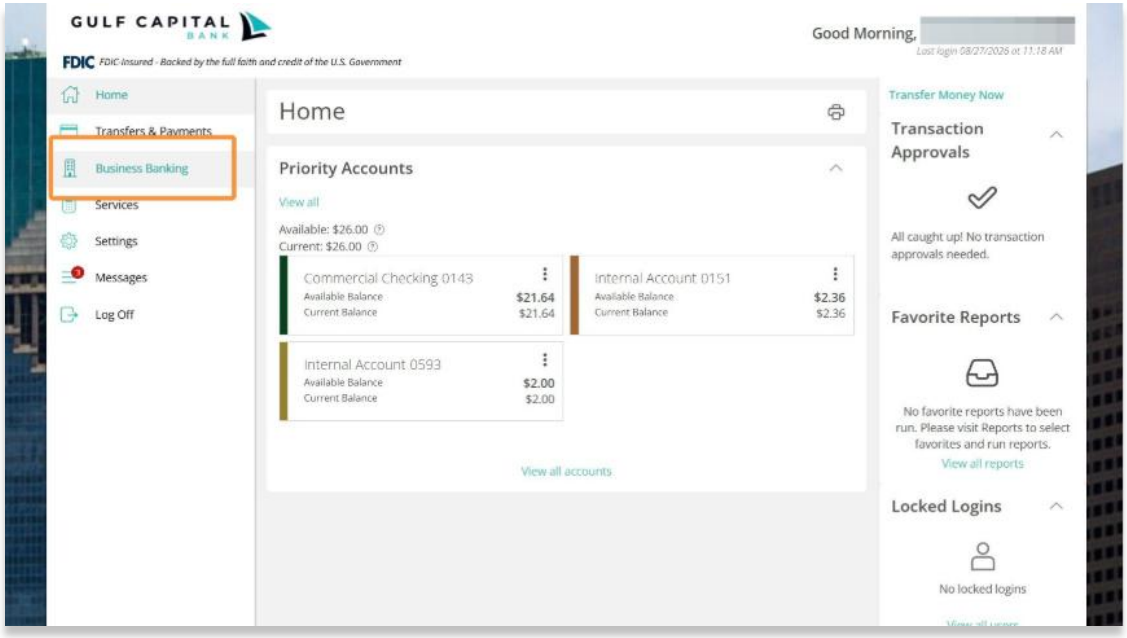
GULF CAPITAL BANK

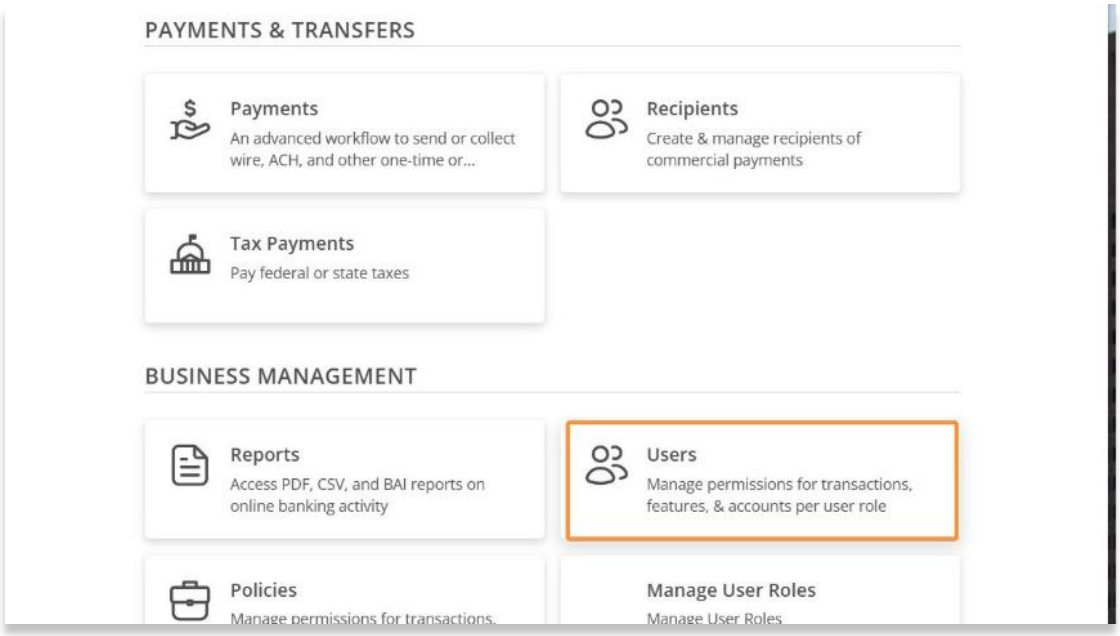
Banking Built For Houston

User Management (Corporate)

Learn how to efficiently add, modify, and deactivate users within the Gulf Capital Bank online banking portal. This guide provides step-by-step instructions for configuring user roles, setting up login credentials, and managing account access for your business.

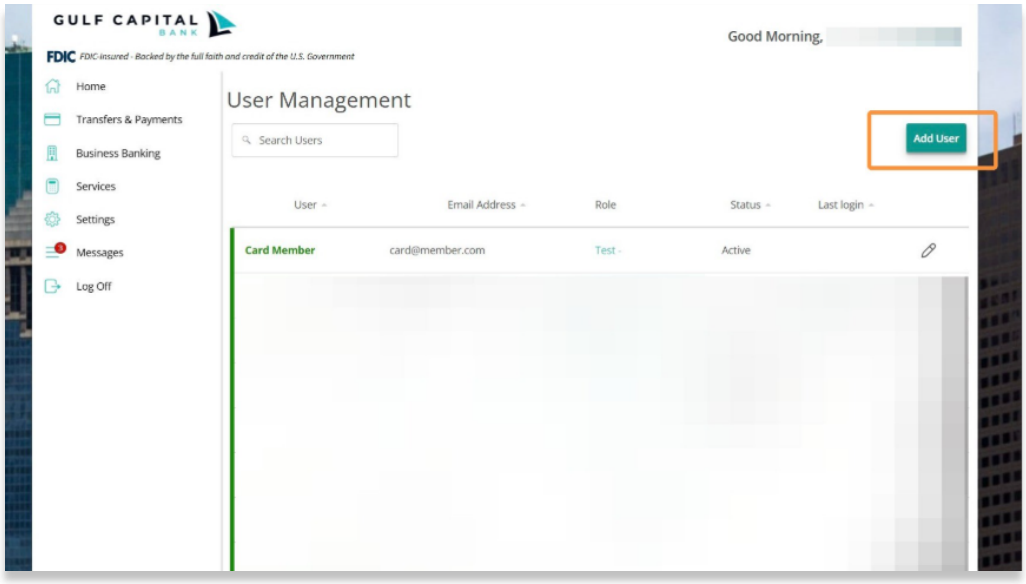
1. **To create a new user, select the "Business Banking" menu and then select "Users".**



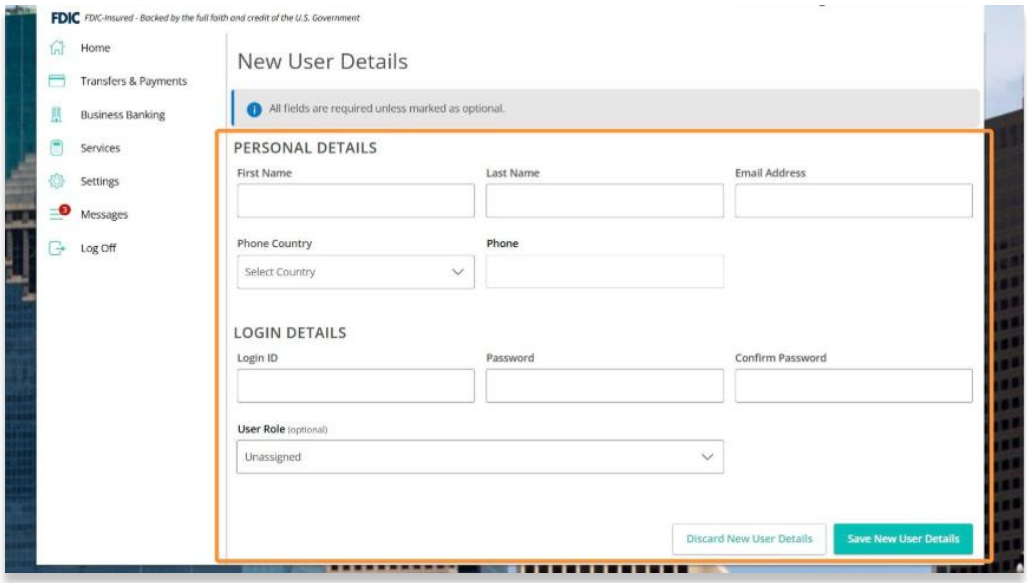


If you need additional assistance, please contact our Client Services Team at (713)999-8875.

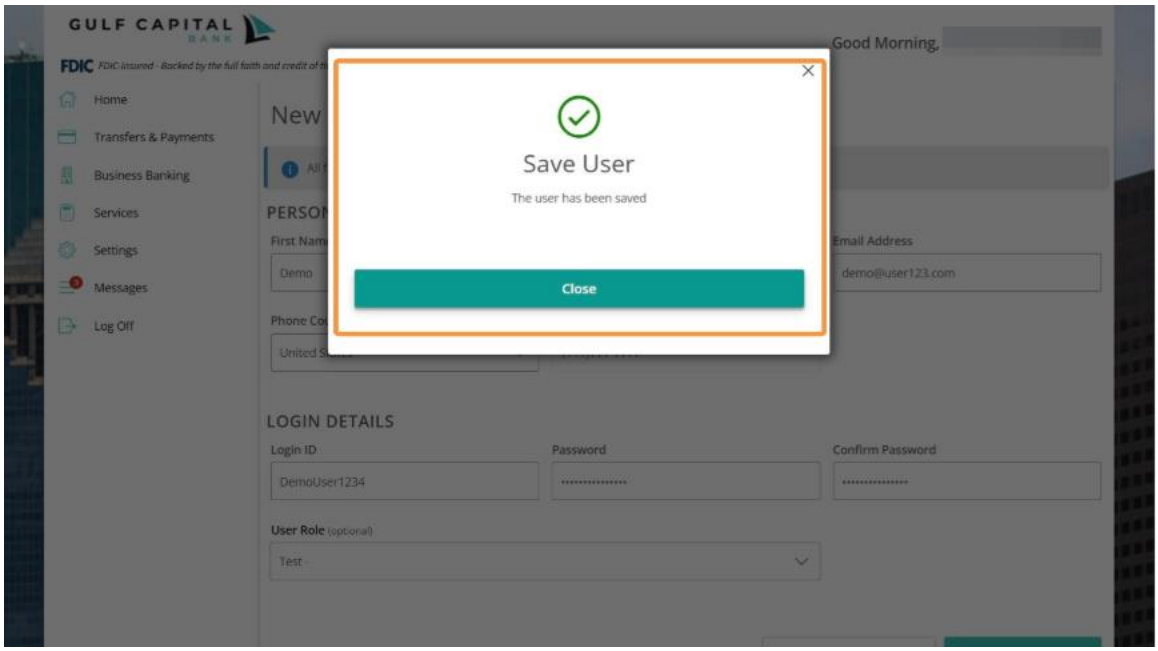
2. **Select the "Add User" button.**



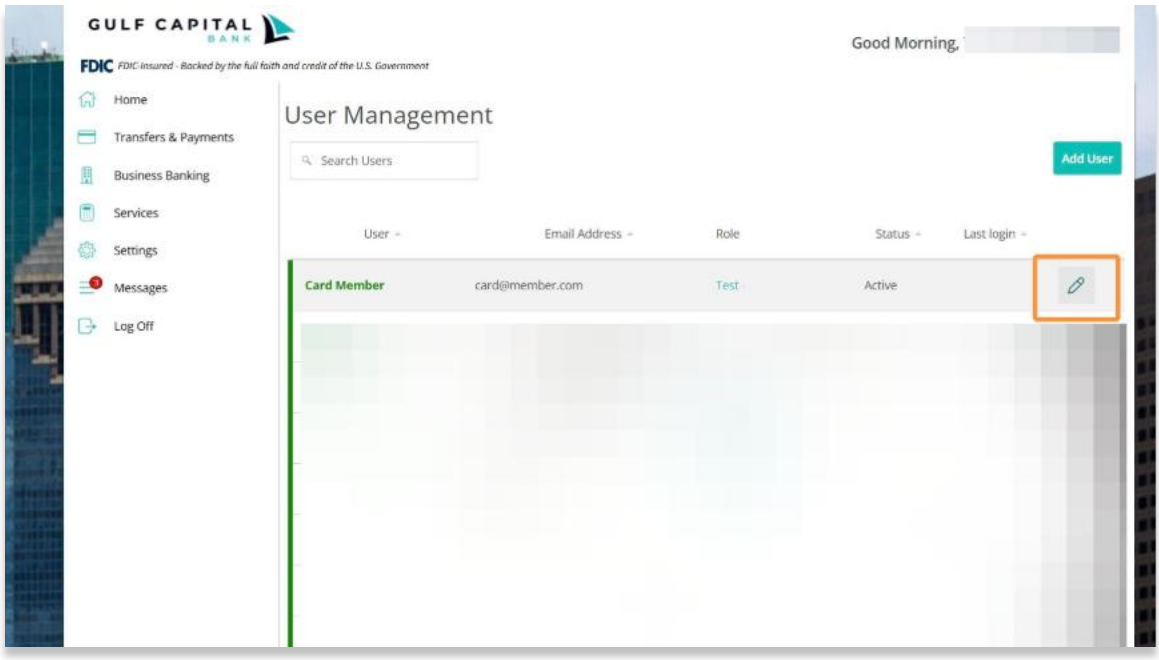
3. **Complete all fields on the "New User Details" form. "Login ID" and "Password" requirements will be listed in the drop-down for reference when entering the information in the corresponding fields. Please note that the password assigned is temporary, the user will be asked to change the password upon initial login. Assign a "User Role" to the user. The user will be unable to log in without an assigned "User Role". Select the "Save New User Details" button when complete.**



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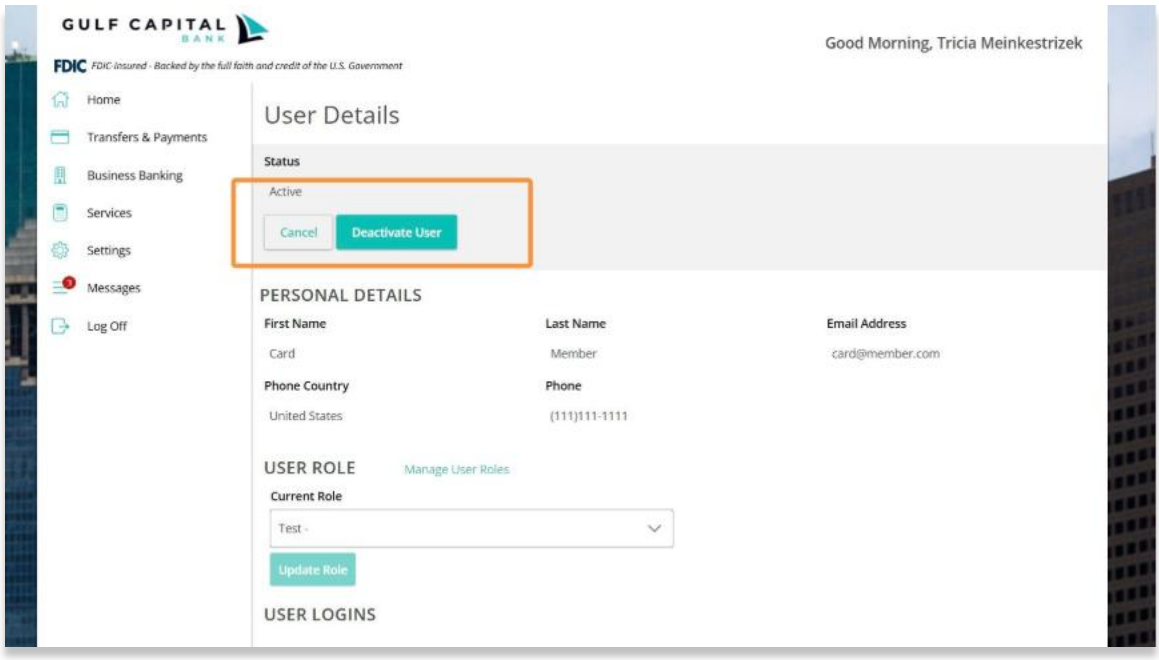


4. **To edit an existing user, click on the pencil icon.**

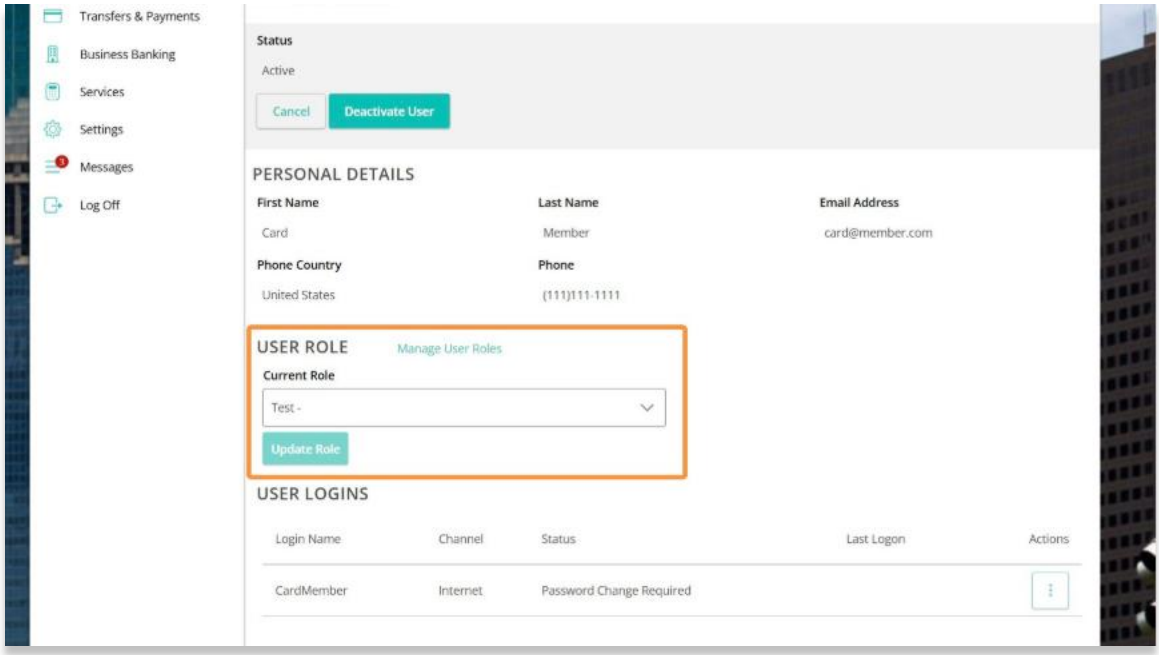


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5. **Select "Deactivate User" to disallow an existing user from logging in without completely deleting the user.**



6. **Select the "User Role" drop-down menu to update the User Role for a user. Click "Update Role" upon completion.**



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7. **Select the "Delete" button to permanently delete the online user. This action cannot be undone.**

