



Chippewa Valley Bank

Business Online Banking Enrollment Worksheets

*Complete and Return to:
Chippewa Valley Bank
Attn: Accounting Dept*



General Information

Business Name: _____

Account# _____

Tax ID #: _____

Contact Name: _____

Phone: _____ Fax: _____

Email Address: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Website URL: _____



Default Access

Use this to set restrictions on when users can log in to Online Banking. (For Example: If you want to only allow your employees to be able to access Online Banking during business hours, set the schedule below to reflect your business hours.

	Begin Time AM/PM	End Time AM/PM
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____



Preferences

Please place a check mark in the appropriate column. Please keep in mind that this will be the default for all employees. If there is even one employee that you want to have access to these features, place the check mark in the YES column. Access will then have to be taken away from those employees that you do not want to be able to have access to these features when the employees are set up within Business Online Banking.

YES

NO

Do you want account numbers displayed? _____

Do you want access to export statements or transactions? _____

Do you want to be able to Inquire on Stop Payments? _____

Do you want to Add Stop Payments? _____

Do you want to Delete Stop Payments? _____

Do you want to view Transactions? _____

Do you want to view Check/Deposit Images? _____

Do you want to allow employees to ADD, INQUIRE, CHANGE, or DELETE other employees? _____

Do you want to allow employees to ADD, CHANGE or DELETE Wire Transfer Templates? _____

Do you want to allow employees to ADD, CHANGE, or DELETE Internal Fund Transfer Templates? _____

Do you want to allow employees to INQUIRE or CHANGE Fund Transfers? _____

Do you want to allow employees to make Loan Payments? _____

Do you want to allow employees to initiate a Wire Transfer Out? _____



Senior Administrator Set-up

**The Senior Administrator needs to be appointed; this person will be in charge of setting up and maintaining other employees.*

Employee Name: _____

Phone #: _____ Fax #: _____

Email Address: _____

Do you want to allow this person to have security to export information? _____

What would you like the Access ID to be? _____

(This is case sensitive and must be at least 6 characters long. Please pick something that you will remember, as this cannot be changed without completely re-enrolling.)

Senior Administrator Security

Please place a check mark in the appropriate column. Keep in mind that these questions only pertain only to the Senior Administrator's security.

YES

NO

Inquire on Stop Payments? _____

Add Stop Payments? _____

Delete Stop Payments? _____

Allow Inquiry on Fund Transfers? _____

Allow Change on Fund Transfers? _____

Approve Transfers? _____

Inquire on Employees? _____

Add Employees? _____

Change Employees? _____

Delete Employees? _____

Add Internal Transfer Templates? _____

Change Internal Transfer Templates? _____

Delete Internal Transfer Templates? _____

Add Wire Transfer Templates? _____

Change Wire Transfer Templates? _____

Delete Wire Transfer Templates? _____

Do you want to view Check/Deposit Images? _____