

# Designation of Business Online Banking Administrator



Businesses have governing people authorized to transact and make decisions on behalf of the business. "Governing person" means a person serving as part of the governing authority of an entity. A governing person, who is also a signer on the business accounts at Columbia Credit Union, may not want to manage or oversee the businesses online banking and may want to delegate this authority to another individual. To address this need, Columbia Credit Union allows businesses to designate an authorized individual to take their place as the Online Banking Administrator. This allows access to view and/or transact business on specified accounts for the business entity through Business Online Banking. This Online Banking Administrator is granted the authority to assign duties to other individuals whom they may see fit through Columbia Credit Union's Business Online Banking system. These individuals assigned by the Administrator are referred to as entitled sub-users.

**Duties and Responsibilities of Administrators:** The authorized Administrator for the business will be fully and solely responsible for granting and managing all access to Business Online Banking offered by Columbia Credit Union. This includes granting initial access permissions, modifying access permissions, setting and resetting passwords, and terminating access permission.

Governing Person – Initial understanding: \_\_\_\_\_

## Assignment of Administrator:

Administrator Name: \_\_\_\_\_ Administrator's SS# \_\_\_\_\_

Administrator Email Address: \_\_\_\_\_ Administrator Phone: \_\_\_\_\_

Administrator's Position with Business: \_\_\_\_\_

*If Online Administrator is not an account signer, this additional information is required:*

Administrator Address: \_\_\_\_\_

Administrator Mother's Maiden Name: \_\_\_\_\_  Admin Identification Attached

## Account Number(s) under Administrator's control:

\_\_\_\_\_  
\_\_\_\_\_

## Statement of Understanding:

I, \_\_\_\_\_, am a governing person for  
\_\_\_\_\_ business in the State of \_\_\_\_\_.

I have identified the authorized individual listed above (hereinafter referred to as "the Administrator") as the Administrator for Columbia Credit Union's Business Online Banking for the above-identified accounts. I understand that the Administrator will manage all online access to the above-identified accounts, which includes but is not limited to: 1) personally accessing and transacting business online on the Columbia Credit Union accounts identified above; 2) granting access to other agents to access and transact business on these identified accounts; 3) removing and modifying online access to the above identified accounts. With this understanding, I hereby accept full responsibility for the acts of the Administrator as if they were my own acts, and for the acts of any agent(s) that the Administrator extends access to the above identified accounts through Columbia Credit Union's Business Online Banking. I further understand that in assigning this Administrator I am requesting that Columbia Credit Union allow this Administrator the right and authority to manage online access to the identified business accounts, including the ability to grant access to others. I therefore agree, for myself individually and on behalf of the business, to hold Columbia Credit Union harmless for any acts of the Administrator I have assigned and/or any other individuals to whom the Administrator assigns access. I further understand that it is my responsibility to notify Columbia Credit Union immediately of any change in Administrator or Administrator's access to identified accounts including, but not limited to, termination of the designation. I further understand that I must give Columbia Credit Union a minimum of two-business days' notice of such changes.

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Staff Use Only

- New Set up
- Add/Remove Account
- Delete Existing Administrator & Add New Administrator – New Username: \_\_\_\_\_
- Add Additional Administrator (Contact Digital Banking first)

Submitted by (employee): \_\_\_\_\_