RepublicACH

ACH USER MANAGEMENT FORM

AUTHORISED USERS
The following user is granted access to RepublicACH as specified below:
(Please ensure that all registered information per user is completed)

COMPANY NAME: _____

ORIGINATOR ID: _____

TEMPLATE TYPE: _____

USER CLASSIFICATION:

☐ ADD USER ☐ DELETE USER DATE: _____

☐ FULL TIME ☐ TEMPORARY (*If Temporary, please state period*): _____

USER INFORMATION:

TITLE: Ms. ☐ Mr. ☐ Mrs. ☐

FIRST NAME: _____ SURNAME: _____

EMAIL ADDRESS: _____

USER ROLE AND RESPONSIBILITIES:
(Select ONE Option Only)

	Role	**Responsibilities**	**Acronym**
☐	Originator Administrator	This user can Block, Unblock, Activate and Log Off Users. Should be assigned to a Signatory.	OA
☐	Single Originator	This user can Import transactions/files, edit information, generate batches and view reports. Should be assigned to a Processing Officer.	SOU
☐	Approve	This user can Approve all files/transactions and review reports. Must be assigned to a Signatory.	A
☐	Single Originator & Approve	This user has full rights: Import, Generate and Approve. Must be assigned to a Signatory	SOU + A

Signature Information for Approvers		**Approving Authority (Select ONE)**		
Level (A or B)	Signature	One to Approve	Two Must Approve	One Level A and One Level B must approve
		☐	☐	☐

Other Approving Authority *(if not seen in the options above)*:

_____

Affix Company's Stamp & Sign with Authorised Signature

Date:

Name:

Designation:

Affix Company's Stamp & Sign with Authorised Signature

Date:

Name:

Designation:

Please note only authorised signatories on the Company's accounts should execute this form.

Republic Bank