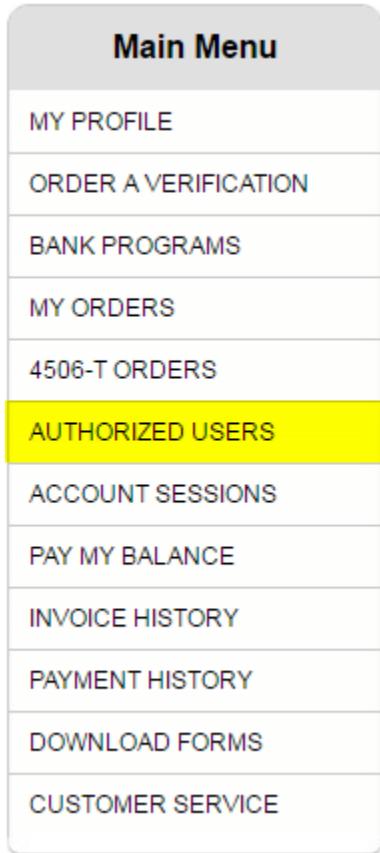


BankVOD

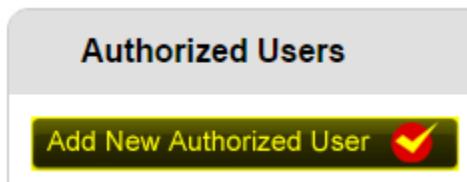
Setup:

Login to <https://www.bankvod.com/MyAccount/#b>

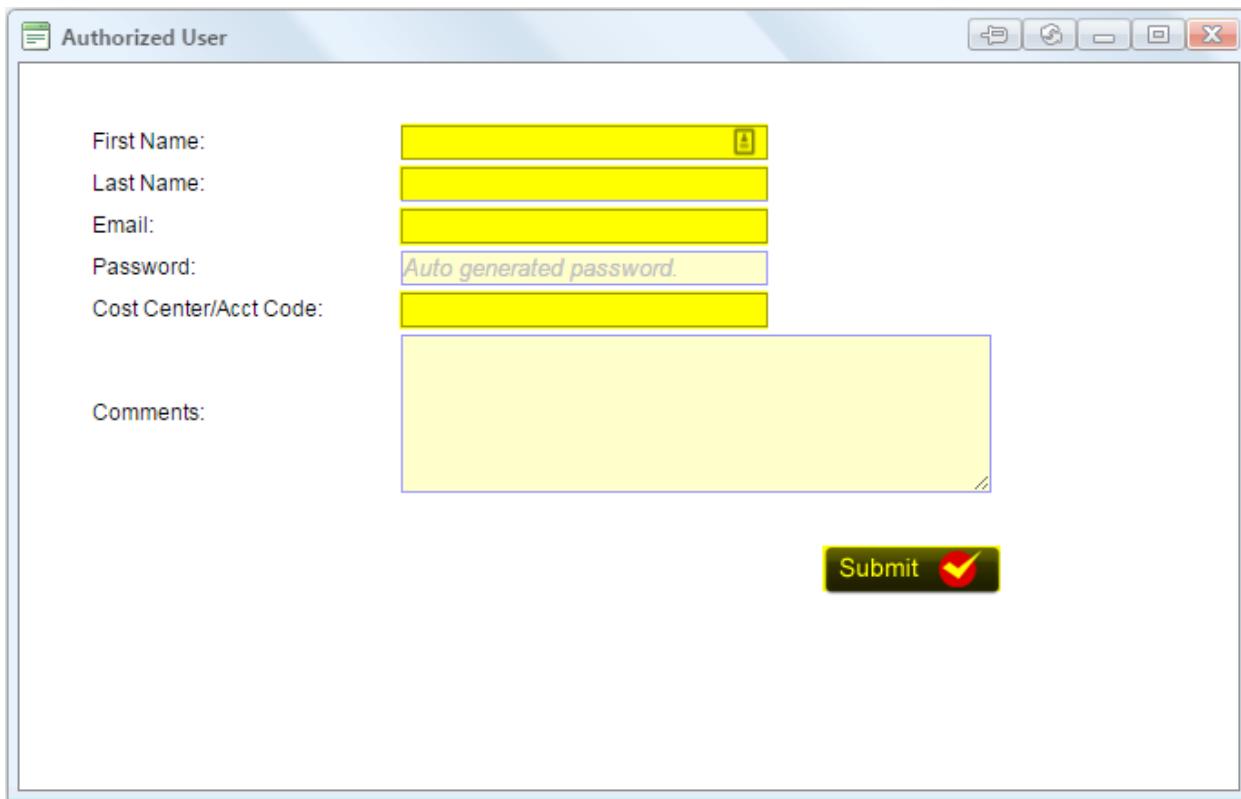
This will open the Bank VOD home page from the Main Menu navigation bar select Authorized Users:



Click the Add New Authorized User button:



This will open the Authorized User popup, fill out the highlighted fields and click submit:



After the user has been added find the user, using the search feature:

Name: Email:

Click "Update" next to the user's HRMs account:

First Name	Last Name	Email	Created Date	Supervisor (limited)	Supervisor (full)	Lockout	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Update Delete

This will open the Authorized User pop up again, change the password to HRM default for this site and click Submit:

The screenshot shows a Windows-style dialog box titled "Authorized User". The window has standard operating system controls at the top right. Inside, there are five text input fields for "First Name", "Last Name", "Email", "Password", and "Cost Center/Acct Code", all of which are currently yellowed out. Below these is a large, empty text area labeled "Comments" with a blue border. At the bottom right is a "Submit" button with a red checkmark icon.