

# BankVOD


## Setup:

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

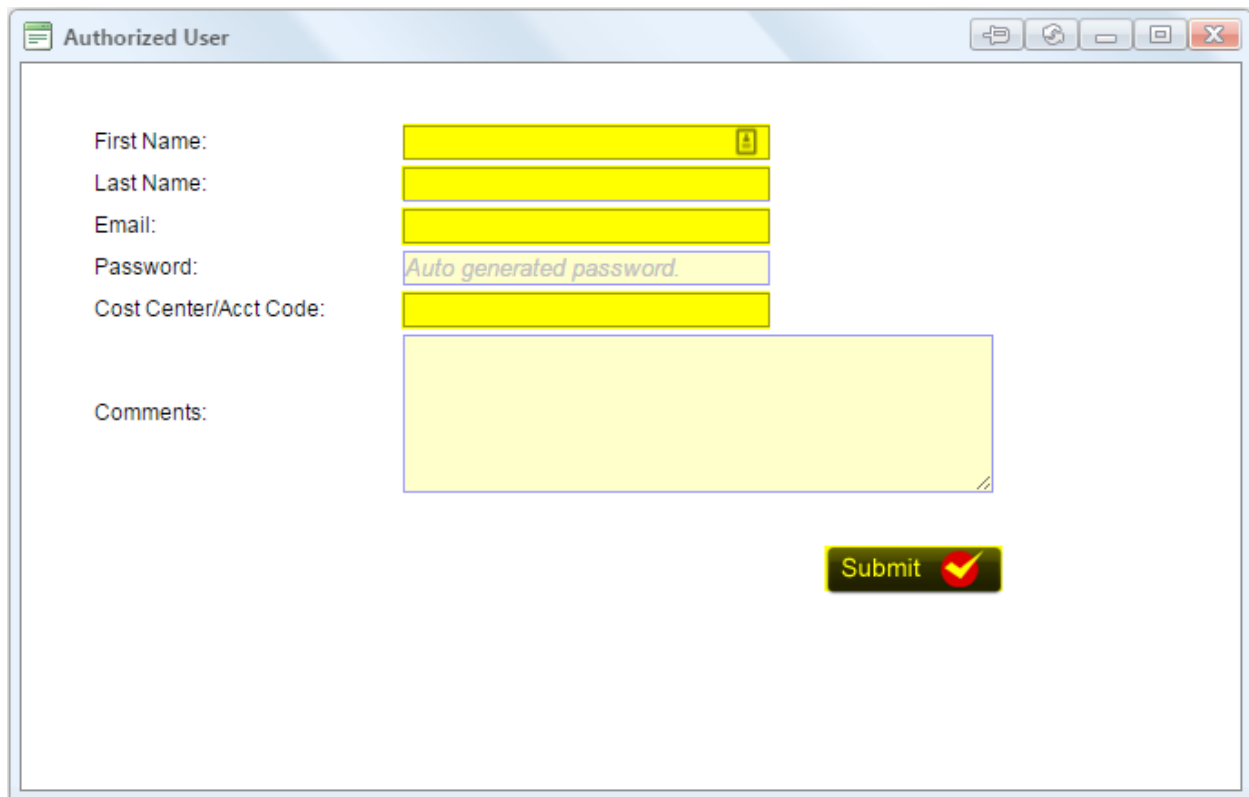
This will open the Bank VOD home page from the Main Menu navigation bar select Authorized Users:

Main Menu
MY PROFILE
ORDER A VERIFICATION
BANK PROGRAMS
MY ORDERS
4506-T ORDERS
AUTHORIZED USERS
ACCOUNT SESSIONS
PAY MY BALANCE
INVOICE HISTORY
PAYMENT HISTORY
DOWNLOAD FORMS
CUSTOMER SERVICE

Click the Add New Authorized User button:


Authorized Users
Add New Authorized User 

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




The 'Authorized User' window contains the following fields:








- First Name:
- Last Name:
- Email:
- Password:
- Cost Center/Acct Code:
- Comments:





**Submit** 

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

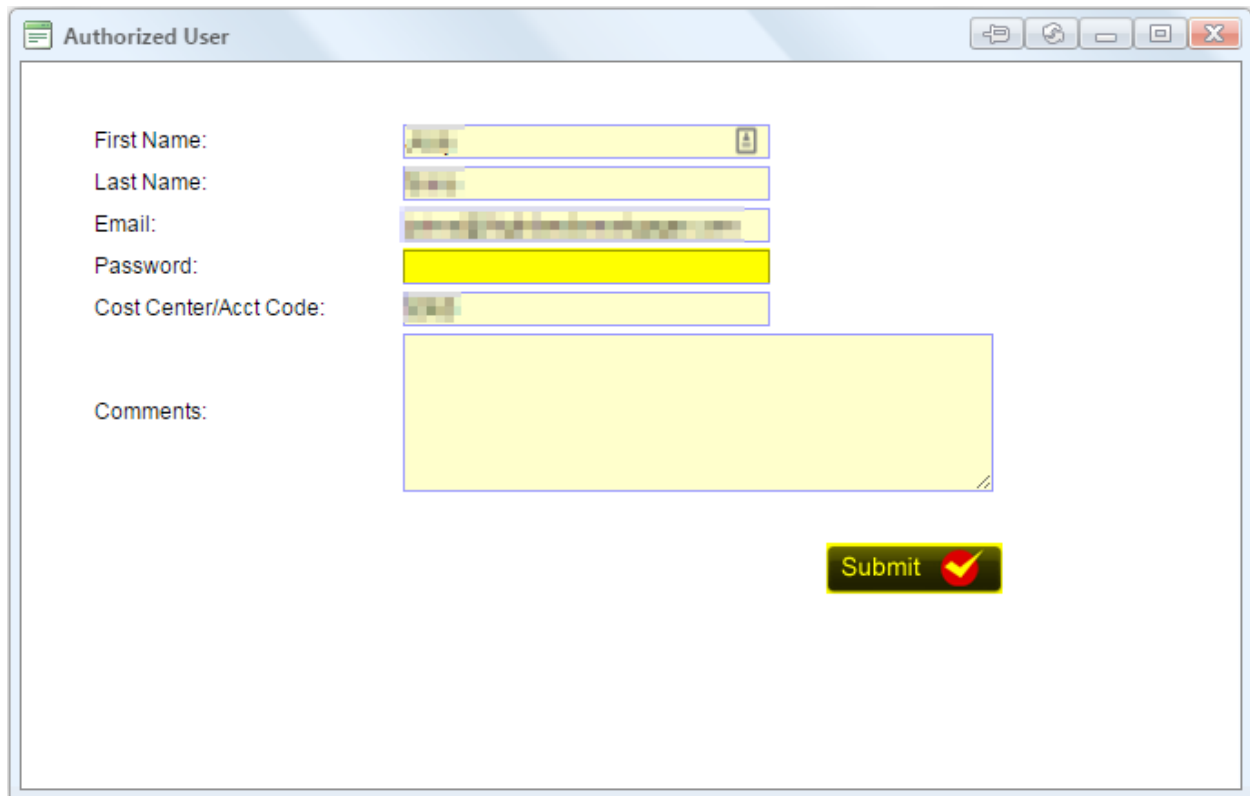
Name:   Email:  **Search**

Click “Update” next to the user’s HRMs account:

First Name	Last Name	Email	Created Date	Supervisor (limited)	Supervisor (full)	Lockout	
							<b>Update</b> <a href="#">Delete</a>

  **1**   Page size: 10 1 items in 1 pages

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



**Authorized User**

First Name:

Last Name:

Email:

Password:

Cost Center/Acct Code:

Comments:

**Submit** 