

Users and Permissions Levels

Add Users:

Company Name:					Organization:				
Full Name:			CDK User Name:		Email:			Phone #:	
Pay Now: <input type="checkbox"/>	Schedule: <input type="checkbox"/>	Void: <input type="checkbox"/>	Hold: <input type="checkbox"/>	Release: <input type="checkbox"/>	Approve Pmts: <input type="checkbox"/>	Manage Vendors: <input type="checkbox"/>	Manage Pmt. Accts: <input type="checkbox"/>	Manage Users: <input type="checkbox"/>	Gateway Access: <input type="checkbox"/>
Location Access:									
Full Name:			CDK User Name:		Email:			Phone #:	
Pay Now: <input type="checkbox"/>	Schedule: <input type="checkbox"/>	Void: <input type="checkbox"/>	Hold: <input type="checkbox"/>	Release: <input type="checkbox"/>	Approve Pmts: <input type="checkbox"/>	Manage Vendors: <input type="checkbox"/>	Manage Pmt. Accts: <input type="checkbox"/>	Manage Users: <input type="checkbox"/>	Gateway Access: <input type="checkbox"/>
Location Access:									
Full Name:			CDK User Name:		Email:			Phone #:	
Pay Now: <input type="checkbox"/>	Schedule: <input type="checkbox"/>	Void: <input type="checkbox"/>	Hold: <input type="checkbox"/>	Release: <input type="checkbox"/>	Approve Pmts: <input type="checkbox"/>	Manage Vendors: <input type="checkbox"/>	Manage Pmt. Accts: <input type="checkbox"/>	Manage Users: <input type="checkbox"/>	Gateway Access: <input type="checkbox"/>
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Full Name:			CDK User Name:		Email:			Phone #:	
Pay Now: <input type="checkbox"/>	Schedule: <input type="checkbox"/>	Void: <input type="checkbox"/>	Hold: <input type="checkbox"/>	Release: <input type="checkbox"/>	Approve Pmts: <input type="checkbox"/>	Manage Vendors: <input type="checkbox"/>	Manage Pmt. Accts: <input type="checkbox"/>	Manage Users: <input type="checkbox"/>	Gateway Access: <input type="checkbox"/>
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Full Name:			CDK User Name:		Email:			Phone #:	
Pay Now: <input type="checkbox"/>	Schedule: <input type="checkbox"/>	Void: <input type="checkbox"/>	Hold: <input type="checkbox"/>	Release: <input type="checkbox"/>	Approve Pmts: <input type="checkbox"/>	Manage Vendors: <input type="checkbox"/>	Manage Pmt. Accts: <input type="checkbox"/>	Manage Users: <input type="checkbox"/>	Gateway Access: <input type="checkbox"/>
Location Access:									

Remove Users:

User Name:	CDK User Name:	Email:
User Name:	CDK User Name:	Email:
User Name:	CDK User Name:	Email:

Permissions Overview:

Pay Now: Allows user to submit a payment for release after final approval (marked paid in CDK).
Schedule: Allows user to schedule a payment for release on a specified date (marked paid in CDK).
Void: Allows user to cancel held payments and transactions in an error state (transaction is voided in CDK)
Hold: Allows user to place a payment on hold (marked paid in CDK). Transaction needs to then be released.
Release: Allows user to release a held or scheduled payment immediately.
Approve: Allows the user to approve payments.
Manage Vendors: Allows user to add vendors.
Manager Users: Allows user to add and remove users, and assign permission levels (Admin Rights)
Manager Payment Accounts: Allows user to add and delete bank accounts (Admin Rights)
Gateway Access: Allows access to the cloud based solution for payment approvals.

Authorization Signature: *(Signer must already be set up as administrator in your system)*

I have reviewed the above users and assigned permissions and agree that they are correct:		
Signature:		
Printed Name:	Title:	
Company Name:		Date:

Please send to: techsupport@nvoicepay.com

877-974-1752

Nvoicepay Security Commitments
<https://www.nvoicepay.com/security-commitment/>