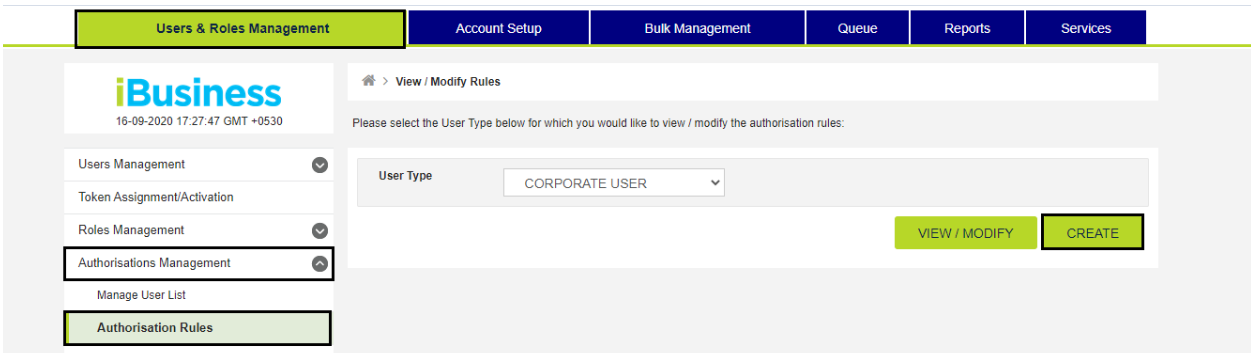
CREATE/ MODIFY AUTHORIZATION RULES USING CORPORATE ADMIN

How to Create Authorization Rules

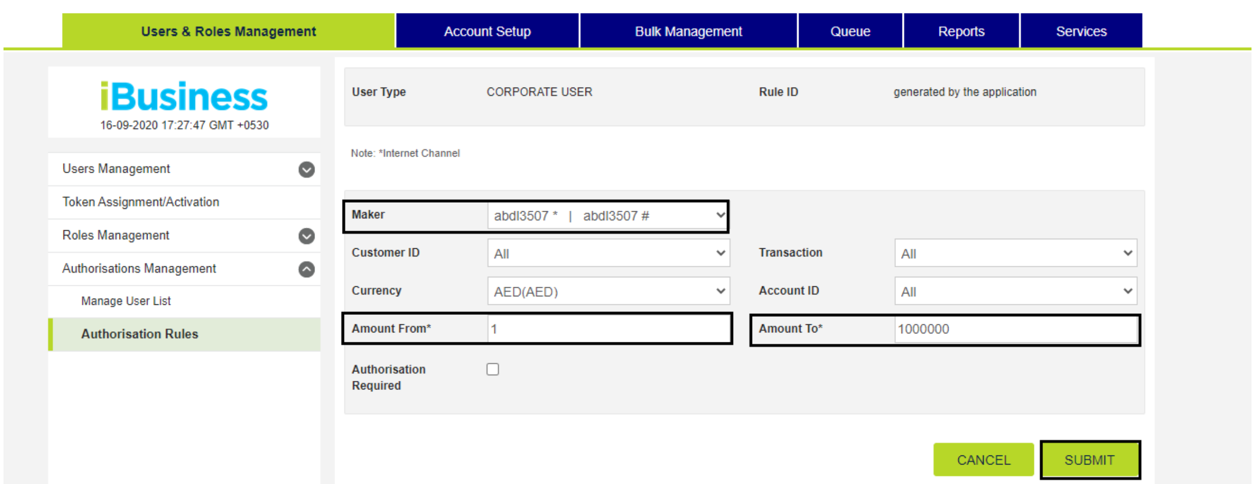
1- Click on **Users & Roles Management**, and select **Authorizations Management.** Click on **Authorization Rules**, and Click on **CREATE**



2- On next page, Select Maker (User who create transactions) from Drop down, Enter **Amount From*** (Minimum Amount Limit), Enter **Amount To*** (Maximum Amount Limit) and Click on **SUBMIT**

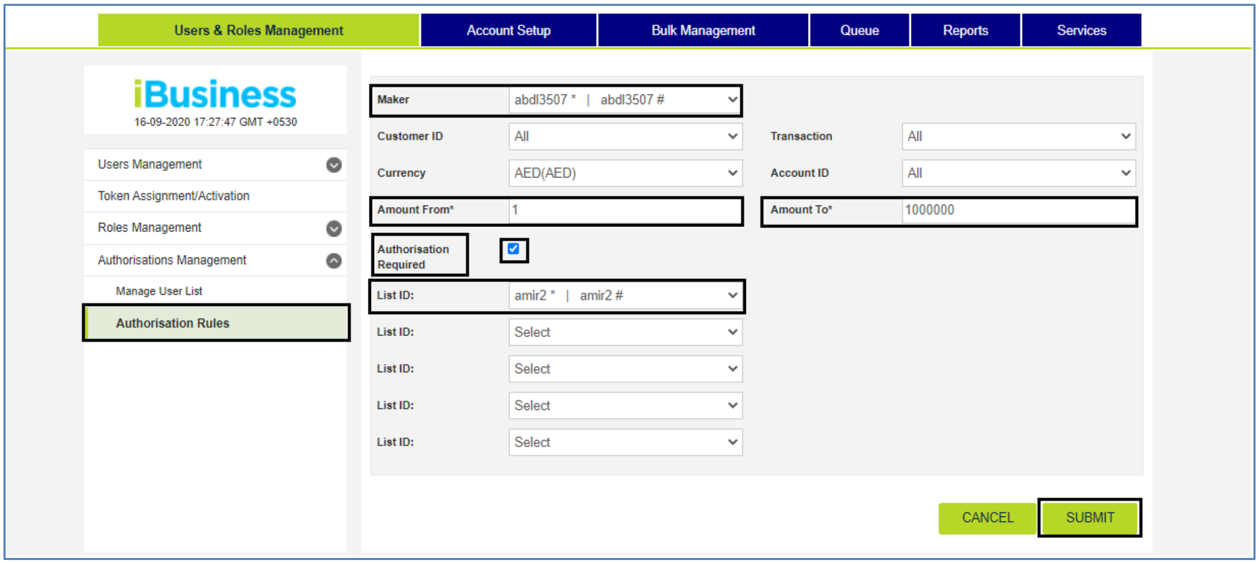
Note:

a. For Auto Authorized transactions leave the **Authorization Required** box unchecked. (User will initiate the transaction and it will go to bank for further processing.)

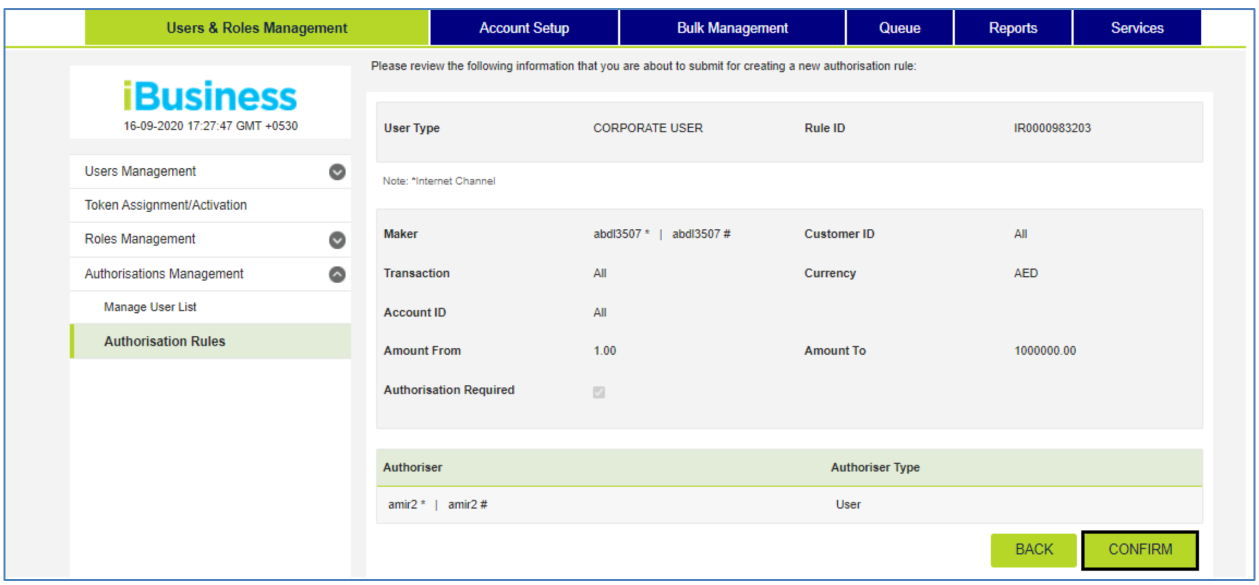


b. For Authorization required transactions, check the **Authorization Required box** and choose Approval ID in List ID.

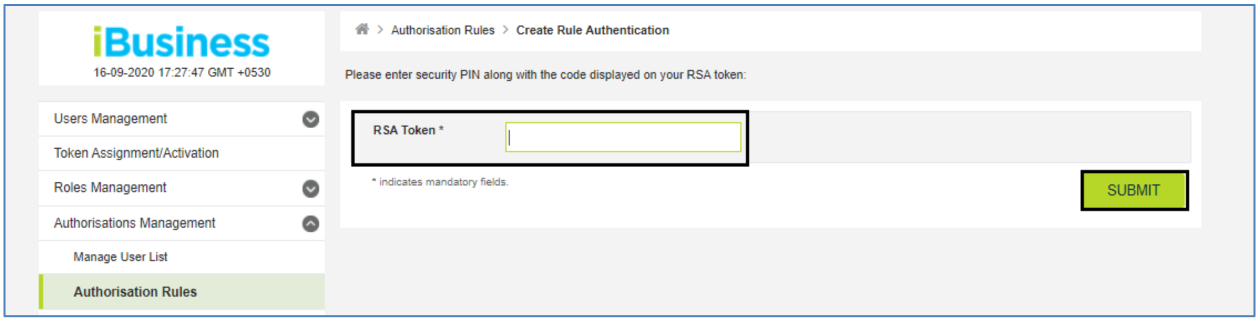
(User will initiate the transaction, List ID user will approve it and it will go to bank for further processing.)



3- Click on **CONFIRM**



4- You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). You will get a confirmation once the Authorization Rules have been successfully created.

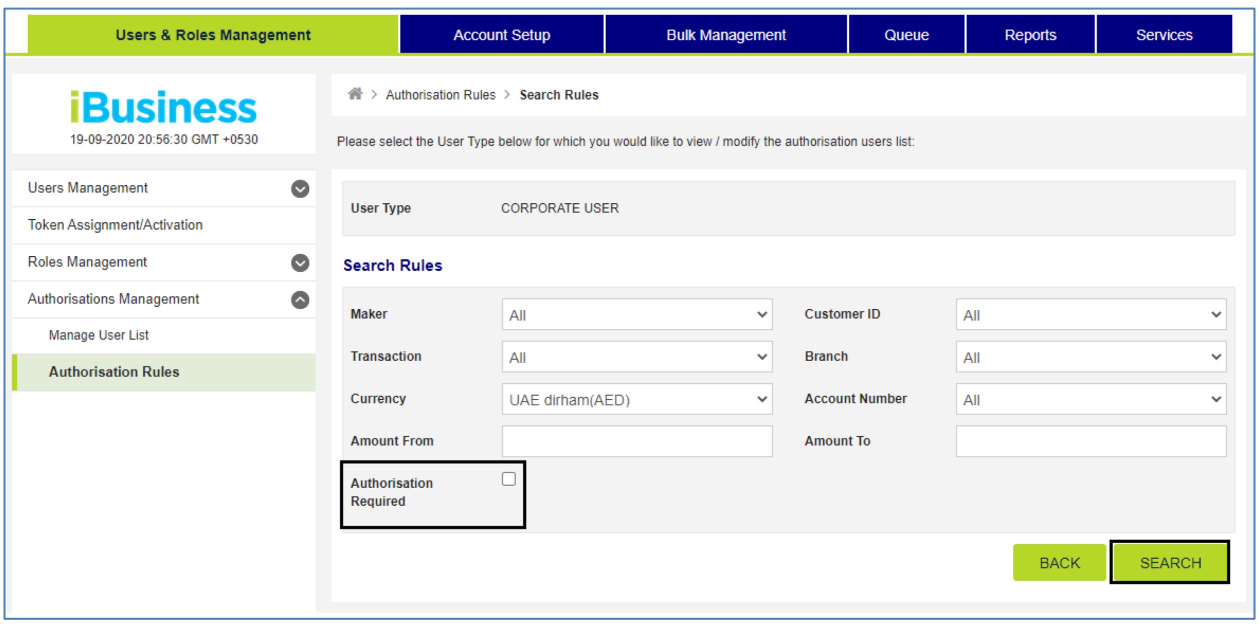


How to Modify Authorization Rules

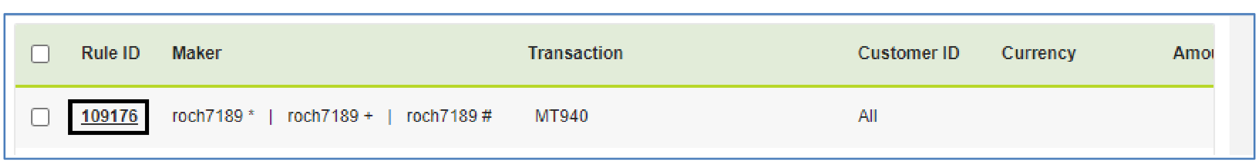
1- Click on **Users & Roles Management**, click on **Authorizations Management**, Click on **Authorization Rules** and click on **VIEW/ MODIFY** button.

   a. In order to modify Authorization rules defined as AUTO AUTHORIZE (without approval) click on **SEARCH**

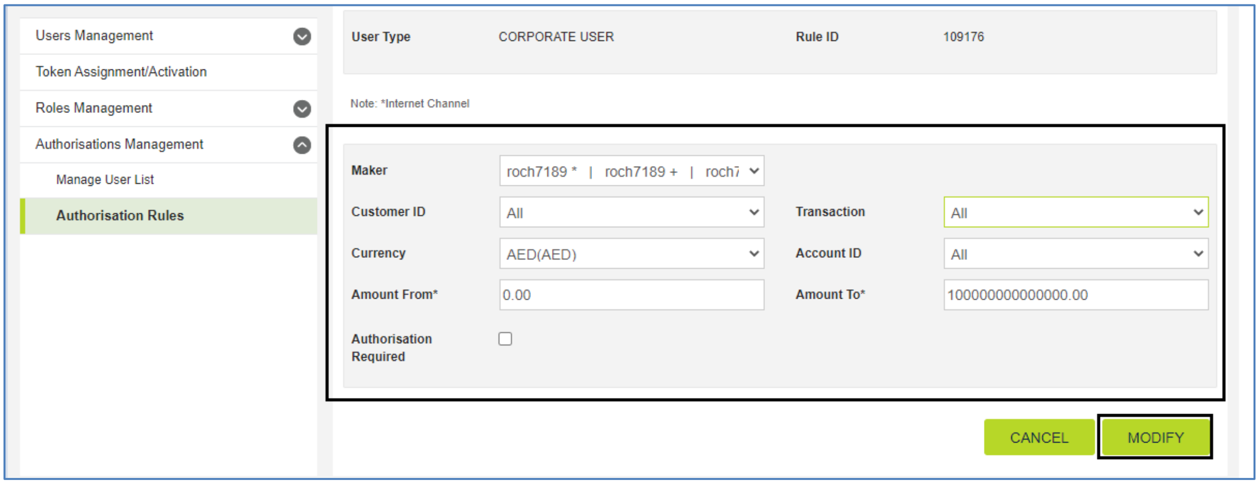
   b. In order to modify Authorization rules defined with approval work flow (Maker user & Approval user), Click the Authorization Required checkbox and click on **SEARCH**



2- Click on the **Rule ID**



3- Make necessary modification and click on **MODIFY** button



4- Click on **CONFIRM.** You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). You will get a confirmation once the Authorization Rules have been Modified successfully.