



Users and Permissions Levels: Add/Modify:

| | | | | | |
|-------------------------------------------------|---------------------------------------------------|-------------------------------------------------------|----------------------------------------------|-----------------------------------------------|--------------------------------------------------------|
| Company Name: | | | Organization: | | |
| User Name: | | Title: | E-Mail | | Phone Number: |
| Manage File Upload: <input type="checkbox"/> | Manage Users (Admin): <input type="checkbox"/> | Manage Pmt Accts (Admin): <input type="checkbox"/> | Manage Vendors: <input type="checkbox"/> | Approve Payments: <input type="checkbox"/> | Approve Pmt Batch: <input type="checkbox"/> |
| View Only: <input type="checkbox"/> | | View FX Rate: <input type="checkbox"/> | Approve FX Rate: <input type="checkbox"/> | | View Organization Reports: <input type="checkbox"/> |
| User Name: | | Title: | E-Mail | | Phone Number: |
| Manage File Upload: <input type="checkbox"/> | Manage Users (Admin): <input type="checkbox"/> | Manage Pmt Accts (Admin): <input type="checkbox"/> | Manage Vendors: <input type="checkbox"/> | Approve Payments: <input type="checkbox"/> | Approve Pmt Batch: <input type="checkbox"/> |
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| View Only: <input type="checkbox"/> | | View FX Rate: <input type="checkbox"/> | Approve FX Rate: <input type="checkbox"/> | | View Organization Reports: <input type="checkbox"/> |

Remove:

| | | | |
|------------|--------|--------|---------------|
| User Name: | Title: | E-Mail | Phone Number: |
| User Name: | Title: | E-Mail | Phone Number: |
| User Name: | Title: | E-Mail | Phone Number: |

Authorization Signature:

| | |
|-------------------------------------------------------------------------------------------|--------|
| 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@corpay.com

877-974-1752

Permissions Overview:

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| Upload File: Allows user permission to upload files to the web interface |
| Admin Rights: Allows user to add and remove users, assign permission levels and manage bank account information |
| Manage Vendors: Ability to submit additional vendors lists through the interface |
| Approve Payment Batch: Allows user to review and approve the entire payment batch |
| Approve Payments: Allows the user to approve payments and void transactions if payment is voidable |
| View Only: The user is allowed only access to view payment and report information |
| View Organization Reports: Allow users to see report data for all companies within an organization |
| Below Permissions Apply Only to Customers Utilizing Cross Border Payments |
| Approve FX Rate: Allow user to approve and lock the foreign transaction rate |
| View FX Rate: Allows user to view pending cross border transactions, and the associated foreign transaction rates |