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How to Create and Manage User Entitlements

- In the top blue bar, click the Administration. α.
 - Then, on the "Entitlements Management" page, b. click on Create New User.



In the "Add Email" section, type in user's email address in the "Email" field, then click on Continue.





Complete the "Enter User Details" section with the user's information and click Continue.

Note: the primary phone number will be used for multi-factor authentication. The user will receive a text message (or voice call) with a one-time PIN to log into the RBC Clear portal.

Add Email		🖉 Edit
1 Enter User Details		
Now, add some details. Enter fu	Ill legal name and best primary number where user can be contacted. Middle Name (optional) Last Name Last Name	
Preferred Name (optional)		
Primary Phone Number ③ United States +1 V	1234567891 Mobile ~	
Add Secondary Phone Number	Back Con	3 tinue

Under the "Select User Type" section, select Yes or No as to whether the user will be an Administrator then click on Continue.

Copital Morkets RBC	<mark>RBC</mark> Clear [∞]		Working Capital Solutions
\equiv Menu Accounts Payments Reports	Administration Connectivity		ደ
Assign Entitlements			
	2	-(3)	4
Create User A	ssign Entitlements	Review	Setup Complete
Add Email			
Enter User Details			
2 Select User Type			
Let's start with defining the type of user you'll be	setting up. This will allow for certain permissions of	or limits to be enabled.	
Will this user be an Administrator?			
No This user will only be able to access accounts and functions assigned to them.	Yes This user will have the ability to manage access levels and approvals for users.		
			Continue 4

Assign Entitlem	ents			
counts this user will l	be associated with and	d what level of access th	ay will have.	
User Details				
First Name		Last Name		
First Name	Middle Name	Last Name	Preferred Name	
user1@email.com	Administrator			
Email	User Type			
+1 123 456-7891	Mobile			
Primary Number	Device Type			

Under "Assign Entitlements", complete each of the following sections, "Accounts and Reporting", "Payments and Transfers", "File Services", "Technical Integration Management" and "Relationship Management".

Click on "Accounts and Reporting" to expand options for entitlements assignment.

Q	Accounts and Reporting 5
\$	Payments and Transfers
D	File Services
¥	Technical Integration Management
469	Relationship Management

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Accounts and Reporting

In the "Accounts and Reporting" section:

- Determine whether the user will be the "Viewer". The "Viewer" will be able to see the entitled accounts' balances, transactions, statements and reporting.
- b. Choose Accounts, then click Assign Accounts to select one or more accounts that the user will be associated with. Next, click Confirm Selections.
- c. Determine whether the user will be provided access to open new or manage existing Time Deposit Accounts.
- d. Once you have made your selections, click Confirm Selections.

Accounts and Reporting			Close
Assign permissions to the user to v	ew the Accounts and Reports tabs. The assigned per	missions to manage Time Deposits.	
Provides access to Accounts and Reporting tab in the portal	60		
Choose Accounts	6b		
Choose my accounts Assign Accounts	Assign Accounts Select one or more accounts that you would like to associate with this	user.	
<u>6b</u>	Select all existing accounts		
Manage Time Deposits Provides access to add and manage	Acme Subsidiary A Parent: [ParentName] LEI #12345678 Address line 1, City, State, Postal Code, Country		
Time Deposit Accounts within the Accounts tab on the portal.			6
60			Confirm Selections
		Back Confirm Selections	

Payments and Transfers

Click on "Payments and Transfers" to expand options for entitlements assignment.



In the "Payments and Transfers" section, complete all

three sub-sections: "Viewer", "Creator" and "Approver".

- In the "Viewer" section, determine whether the user will be able to view the detailed instructions for wires and transfers by ticking the box or leaving it unchecked.
- Next, determine whether Choose my accounts or Select same as Accounts and Reporting. If "Choose my accounts" is selected, click on Assign Accounts to select one or more accounts that the user will be associated with.
- In the "Creator" section, determine whether the user will be able to initiate wires and transfers from the assigned accounts by ticking the box or leaving it unchecked.
- b. Next, determine whether Choose my accounts or Select same as Accounts and Reporting. If "Choose my accounts" is selected, click on Assign Accounts to select one or more accounts that the user will be associated with.
- a. In the "Approver" section, determine whether the user will be able to approve pending wires and transfers by ticking the box or leaving it unchecked.
- Next, determine whether Choose my accounts or Select same as Accounts and Reporting. If "Choose my accounts" is selected, click on Assign Accounts to select one or more accounts that the user will be associated with.
- c. If the "Approver" is ticked, set transaction limits for the user, with the Maximum (per day) field being optional.
- Once you have made your selections in all sub-sections, click Confirm Selections.

③ Payments and Transfers	Close
Assign permissions for this user to view, create and/or approve wires and transfers.	
Viewer	
payments and transfers for selected	
accounts.	
Chasse Accounts	
Choose my accounts Select same as Accounts and Reporting	
access to 0 of 36 account	s
Creator	
Provides access to initiate wires and 90	
transfers from selected accounts.	
9h	
Choose Accounts	
Choose my accounts Select same as Accounts and Reporting	
access to 0 of 36 account	s
Approver 100	
Provides access to approve wires	
and transfers.	
Choose Accounts	
Choose my accounts Select same as Accounts and Reporting	
access to 0 of 36 account	S
Set Limits	
Maximum per transaction (required)	Maximum per day (optional)
3 0.00 USD 10 c	\$ 0.00 USD
	Confirm Selections
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File Services

Note: File Services grants a user with access to RBC Clear Connectivity. This section will only be visible in the assignment if one or more active File Profiles exist. File Profiles are managed by users with Technical Integration Management entitlement.

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If one or more File Profiles exist, you will see a section called File Services. Click on "File Services" to expand options for entitlements assignment.

Ř	Accounts and Reporting
\$	Payments and Transfers
D	File Services
~	Technical Integration Management
457	Relationship Management

- Once expanded, click Assign File Profiles. Then,
 Assign File Profiles modal appears with all File
 Profiles available for selection which is indicated by
 green check.
- b. Once selected, click Apply Selections.



- a. After selecting the File Profiles, specify the required access level for each one.



- View File Level: Grants the user access to view all high-level file details including control totals, file statuses, and error totals
- View File and Transaction Level: Grants the user access to view the details for all transactions within a particular file, including account numbers, debit and credit amounts, and transaction statuses.
- b. Once you have made your selections, click Confirm Selections.

Choose Permissions				
File Profile Name	Profile ID	View File Level	View File and Transaction Level	
85	PF001	۲	\bigcirc	
85	PF004	۲	\bigcirc	
Те	T088D	\bigcirc	۲	
PF	PF777	\bigcirc	۲	
Те	TA001	۲	\bigcirc	
85	PF0A0	۲	\bigcirc	

Technical Integration Management

Note: Technical Integration Management grants access to RBC Clear Connectivity, enabling users to view and manage Connectivity Profiles for SFTP and host-to-host file profile setup for ACH payments. All Connectivity and File Profiles are subject to the maker-checker process. Please ensure your entity has sufficient users with the appropriate access to manage these functions.

	Click on "Technical Integration Management" to	Accounts and Reporting	
15	expand options for entitlements assignment.	③ Payments and Transfers	
		C File Services	
		Technical Integration Management	
		😨 Relationship Management	
10	a. Once the section is expanded, decide if the user	Technical Integration Management	Close
16	will be provided with access to "View" or both	View Manage	
	"View" and "Manage" by ticking the box or leaving	View only access to connectivity and service setups Access to submit connectivity and service setups. Review and approve connectivity and service setups	

Choose Entities

Choose entities

it unchecked. Note: "Manage" rights cannot be assigned to the

user without granting "View" rights.

- b. The administrator must specify which entity(ies) the user is authorized to manage. If "Choose entities" is selected, click on Assign Entities to select one or more Entity(ies) to assign to the user. Then, click Confirm Selections.
- c. Once you have made your selections in all subsections, click Confirm Selections.

Assign Entities	6b				
Assign Littles 7	- Tec	hnical Integration Management			
	Vie Vie sen	Assign Entities Here you'll select entities to be assigned to the user		×	
		What entities would you like to add to this user?			
	Choose Ch As	C L 2 200, Y			
	🐨 Ri		Back Confirm Selections]	

submitted by another user.
Note: All connectivity and service

Management entitlements.

setups require maker-checker. Ensure you have a minimum of 2 users with Technical Integration

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Relationship Management

- In the "Relationship Management" section, α. determine whether the user will be provided access to Core Onboarding by ticking the box or leaving it unchecked.
- b. If "Choose entities" is selected, click on Assign Entities to select one or more Entity(ies) to assign to the user.
- Then, click Confirm Selections. с.









On the "Review and Submit Profile" page, review all the entitlement details. If changes are needed, click Edit to begin making updates to the entitlements details. Once all information and entitlements have been validated click Submit.



st st Name	Middle Name	Last Name	Preferred Name
er@email.com nail	+1 123 456-7889 Primary Number	Administrator User Type	Mobile Device Type
titlement Details			2
Accounts and Reporting			Close
View Only		T	
		N	
		IE	
		IE N	
		IE	
Time Deposits Provides accounts tab	ess to add and manage Time Deposit Accounts within the on the portal.		
③ Payments and Transfers			Close
Viewer		Tes	
		NIB	
		IBD	
		IBD	
		IBD	
Creator			
creator		A	
		Р	
		A	
		N	
		u	
Approver		٧	
Approval Limits		4	
\$9,999,999,999.99 USD Daily maximum See one on USD		F	
Per transaction		A N	
		L	
C) File Services			Close
i New accounts added to th	ne File Profile will be visible if View Transactions is enabled	for the user	
View File Level	View access to File level data Pay WIS)		
View File and Transaction Level	View access to File and Transaction level data		
File Profiles	Payment Profile 2 TestPmtFileIssue		
 Technical Integration Mana 	agement		Close
View Only		A	
15		c	



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Management of Existing User Entitlements

20 In the top blue bar, click the Administration.

Then, on the "Entitlements Management" page, scroll down the page to locate the user whose entitlements you wish to manage. Click the user's name to view the "Profile Summary".







21

On the "Profile Summary" page, review all the entitlement details. If changes are needed, click Edit to begin making updates to the entitlements details.



23

Under "Assign Entitlements", make updates within the desired each. When finished, click Review.



24

Review all the user details and entitlement details. Once all information and entitlements have been validated click Submit.

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Setup Complete

Administrator First Name	Middle Name	User Last Name	adminuser Preferred Name
usen c.com Emaii	Primary Number	Administrator User Type	Mobile Device Type
Entitlement Details			2 E
Accounts and Reporting			
Payments and Transfers			
D File Services			
 Technical Integration Mar 	lagement		
 Relationship Managemen 	t		24
			Submit

Review

Assign Entitlements

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Review and Submit Profile

Create User