



ATB FX ADMINISTRATOR

User Guide

ADMINISTRATOR ROLE

When we set up ATB FX for your business, we will assign the person(s) you designated as the administrator for your business on the platform. The administrator role can then create and manage all your users on ATB FX.

Your administrator can follow the steps below to create, modify, and delete user profiles and permissions. This includes the assignment of roles, the accounts assigned to each user, and security credential resets.

Setting up user accounts

How to view all users and individual user details

Step 1 - After logging into ATB FX, select “User Admin” in the main menu.

Login ID	Counterparty Shortname	First Name	Last Name	Status	
Global Search					
[Redacted]	CORE TEST C1	Krista	[Redacted]	ACTIVE	ⓘ
[Redacted]	CORE TEST C1	Kayla	[Redacted]	ACTIVE	ⓘ
[Redacted]	CORE TEST C1	Mike	[Redacted]	ACTIVE	ⓘ

Step 2 - Clicking on the information icon to the right of the user will show that user’s details. From this screen, you can select the tab for:

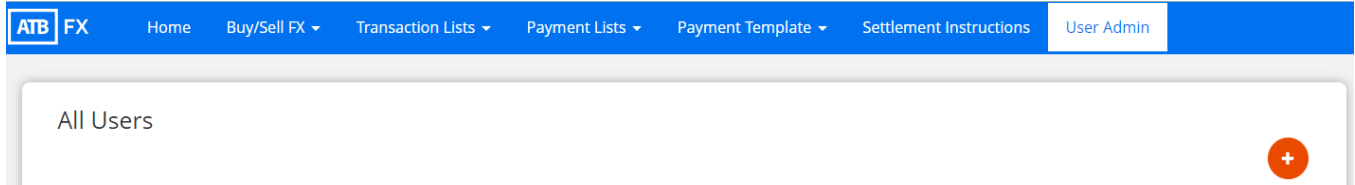
- User Information
- Role
- Accounts assigned and accounts of this counterparty
- Password

Client User Details			
User Info	Role	Account	Password



How to add a new user

Step 1 - On the “User Admin” main screen, click on the “+” button to add a user.

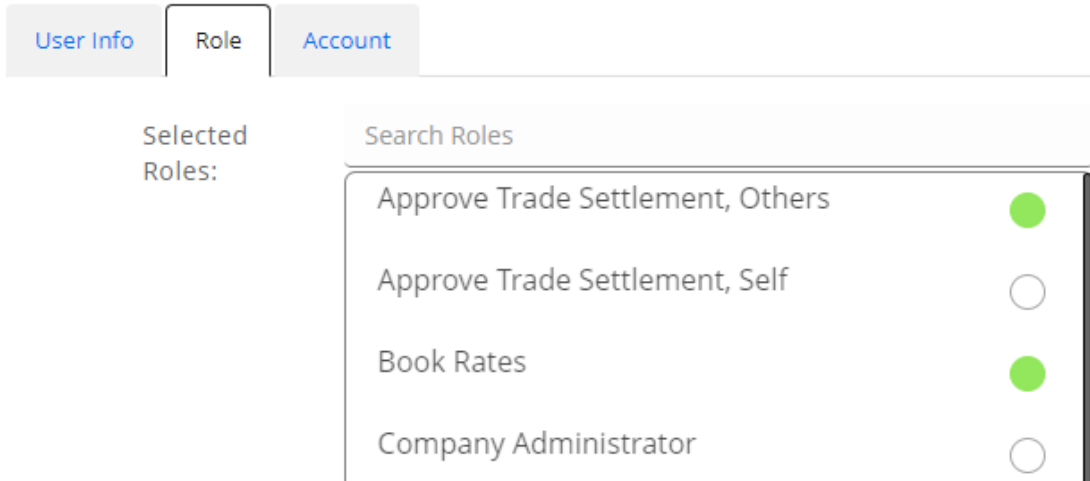


Step 2 - Add in the new user’s information – login ID, name, email address, phone number and initial user status (active or suspend). If your username gets rejected, it means another ATB FX user already has that login ID, so you’ll need to try another variation.

Client User Details

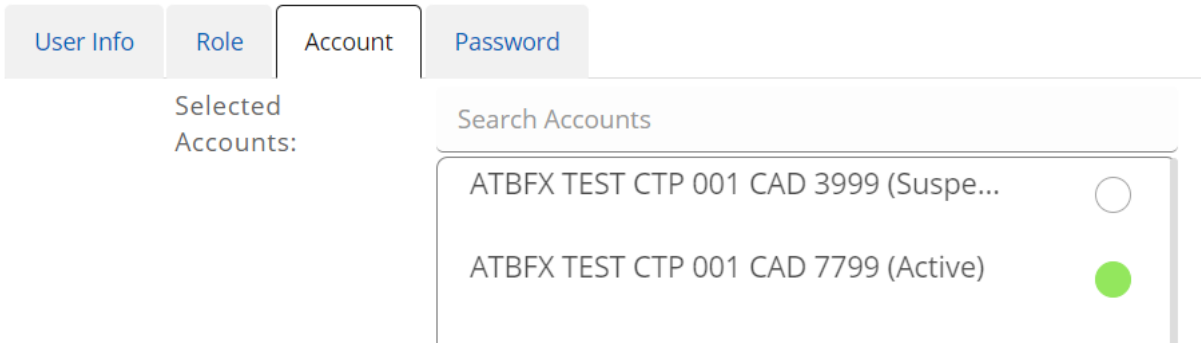
User Info	Role	Account
Counterparty Shortname*:	CORE TEST C1	
Login ID*:	<input type="text" value="Hsmith"/>	
Last Name:	<input type="text" value="Smith"/>	
First Name:	<input type="text" value="Heather"/>	
Middle Name:	<input type="text"/>	
Email Address*:	<input type="text" value="hsmith@gmail.com"/>	
Phone Number (Work):	<input type="text"/>	
Phone Number (Cell)*:	<input type="text" value="7809543287"/>	
Status*:	<input type="text" value="ACTIVE"/>	

Step 3 - Click the “Role” tab, and select which roles you want that user to have in ATB FX. If you’re unsure, a list of the roles along with the tasks each user can do are listed in the table below.



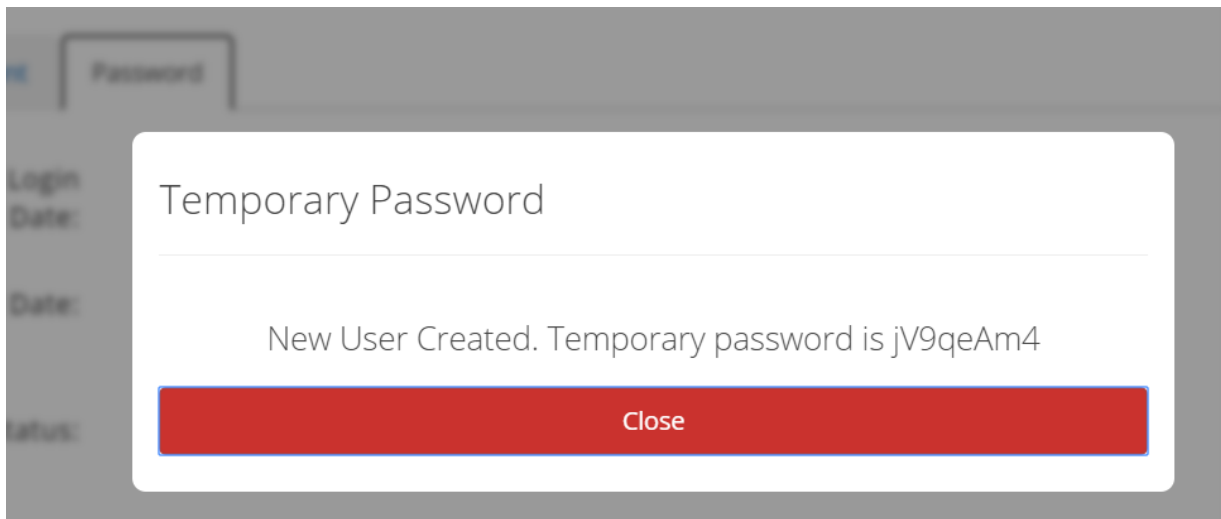
Roles	Responsibilities
Company Administrator	Create/manage other users, roles, accounts, and other administrative capabilities.
Approve Trade Settlement, SELF	Users can approve the trade settlement of any trade.
Approve Trade Settlement, OTHERS	Users can approve the trade settlement of trades that others have submitted for approval.
Book Rates	Users can book a rate and enter settlement instructions when booking a rate for any product that they have been set up for.
Create and Manage Wire Templates	Users can create a new wire instruction, or amend an existing wire instruction.
Manage Trade Settlement	Users can add existing wire instructions to trades and submit for approval, as well as export transaction history.
View Account Balances	Users can view account balances.

Step 4 - On the “Account” tab, select at least one account from the list of counterparties that this user will be able to access. When selected, the icon will turn green.



Step 5 - New users are automatically onboarded with two-factor authentication (2FA) enabled so there is no action you need to take on the “Password” tab.

Step 6 - Click “Save,” and you will get a temporary password to give to the user, along with the login ID you created on the “User Info” tab. These items will not automatically be emailed to the new user, and the password will expire after 24 hours.



Managing user accounts

The Administrator can suspend users, as well as update and/or change their permissions.

How to change user information and permissions

Step 1 - On the “User Admin” main screen, click on the information icon to the right of the user you want to manage.

Step 2 - Click the “Edit” button found in the bottom right corner.

The screenshot shows the ATB FX User Admin interface. The top navigation bar includes 'ATB FX', 'Home', 'Buy/Sell FX', 'Transaction Lists', 'Payment Lists', 'Payment Template', 'Settlement Instructions', and 'User Admin'. The main content area is titled 'Client User Details' and features four tabs: 'User Info', 'Role', 'Account', and 'Password'. The 'User Info' tab is active, displaying the following details:

Counterparty Shortname*:	CORE TEST C1
Login ID*:	Hsmith89
Last Name:	Smith
First Name:	Heather
Middle Name:	
Email Address*:	hsm*****
Phone Number (Work):	
Phone Number (Cell)*:	780*****
Status*:	ACTIVE

At the bottom, it shows 'Created By: [redacted]', 'Created Date: 2023-10-10', 'Updated By: [redacted]', and 'Updated Date: 2023-10-10'. There are 'Back' and 'Edit' buttons at the bottom left and right respectively.



Step 3 - Make the desired changes to the user. All the information can be edited except for the login ID.

Here is a list of information that can be changed on each tab:

- Name, email address, phone number, and status

User Info	Role	Account	Password
Counterparty Shortname*:	ATBFX TEST CTP 001 V2		
Login ID*:	Hsmith1		
Last Name:	<input type="text" value="Smith"/>		
First Name:	<input type="text" value="Heather"/>		
Middle Name:	<input type="text"/>		
Email Address:	<input type="text" value="hsm*****"/>		
Phone Number (Work):	<input type="text" value="780*****"/>		
Phone Number (Cell):	<input type="text"/>		
Status*:	<input type="text" value="ACTIVE"/>		



- **Role assignment:** You can select and deselect the permissions that apply to the user.

User Info | Role | Account | Password

Selected Roles:

Search Roles	
Company Administrator	<input checked="" type="checkbox"/>
Approve Trade Settlement, Others	<input type="checkbox"/>
Approve Trade Settlement, Self	<input checked="" type="checkbox"/>
Book Rates	<input type="checkbox"/>
Create and Manage Wire Templates	<input checked="" type="checkbox"/>
Manage Trade Settlement	<input checked="" type="checkbox"/>
View Account Balances	<input checked="" type="checkbox"/>

- **Account Assignment:** Select accounts for your user. If you have another legal entity (third-party account) you want to be linked, call the ATB FX team to get it added to your account.

Client User Details

User Info | Role | Account | Password

Selected Accounts:

Search Accounts	
ATBFX TEST CTP 001 CAD 7799 (Active)	<input checked="" type="checkbox"/>
ATBFX TEST CTP 001 CAD 3999 (Suspe...	<input type="checkbox"/>

- **Password:** You can reset the password and security key for two factor authentication (2FA). You cannot disable two-factor authentication.

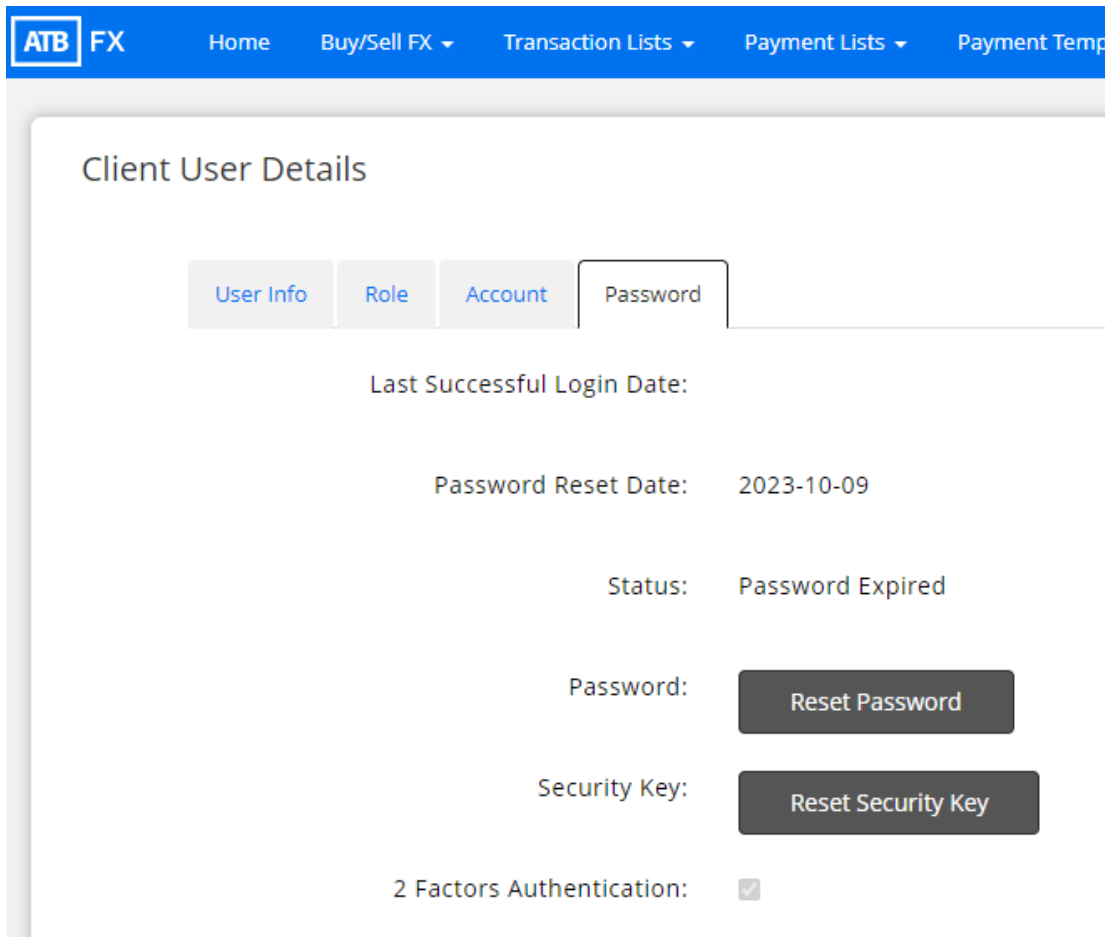
Step 4 - Click "Save" to apply your changes to the user.



How to reset a password or two-factor authentication (2FA) security key

Step 1 - On the “User Admin” main screen, click on the information icon to the right of the user you want to change the password for.

Step 2 - Select the “Password” tab.



The screenshot shows the ATB FX interface with a blue navigation bar containing 'Home', 'Buy/Sell FX', 'Transaction Lists', 'Payment Lists', and 'Payment Temp'. Below the navigation bar is the 'Client User Details' section. It features four tabs: 'User Info', 'Role', 'Account', and 'Password', with 'Password' being the active tab. The 'Password' tab displays the following information:

- Last Successful Login Date:
- Password Reset Date: 2023-10-09
- Status: Password Expired
- Password: [Reset Password button]
- Security Key: [Reset Security Key button]
- 2 Factors Authentication:

Step 3 - Click the “Reset Password” button, and you will be given a temporary password for the user. This password will expire after 24 hours.

Or, click the “Reset Security Key” button to allow the user to set up two-factor authentication (2FA), for example, on a new device.



Contact us

If you need assistance using ATB FX, our ATB Financial Markets Support team is available to help.

Phone 1-855-ATB-FXFX (1-855-282-3939) Option 1

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