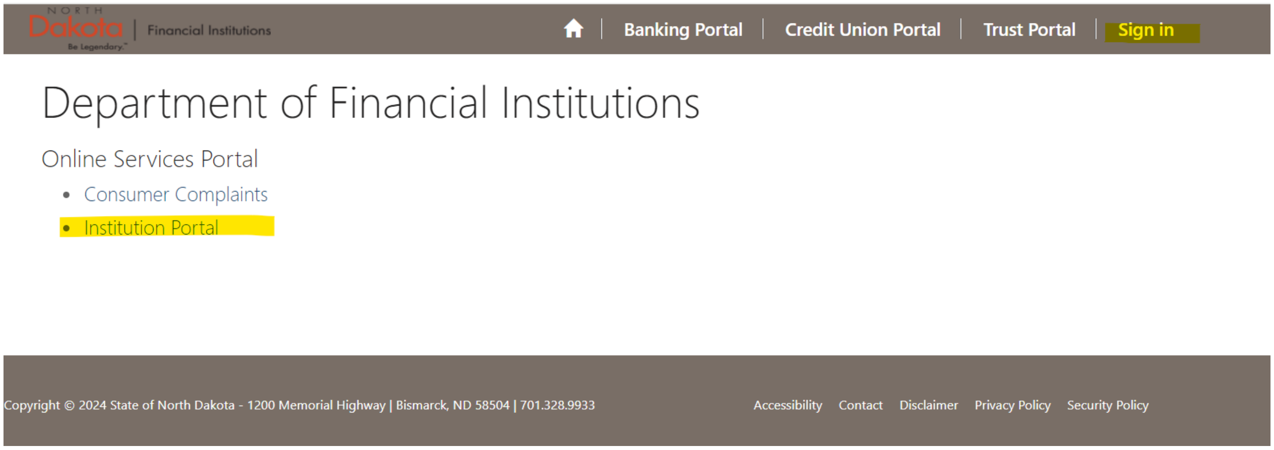
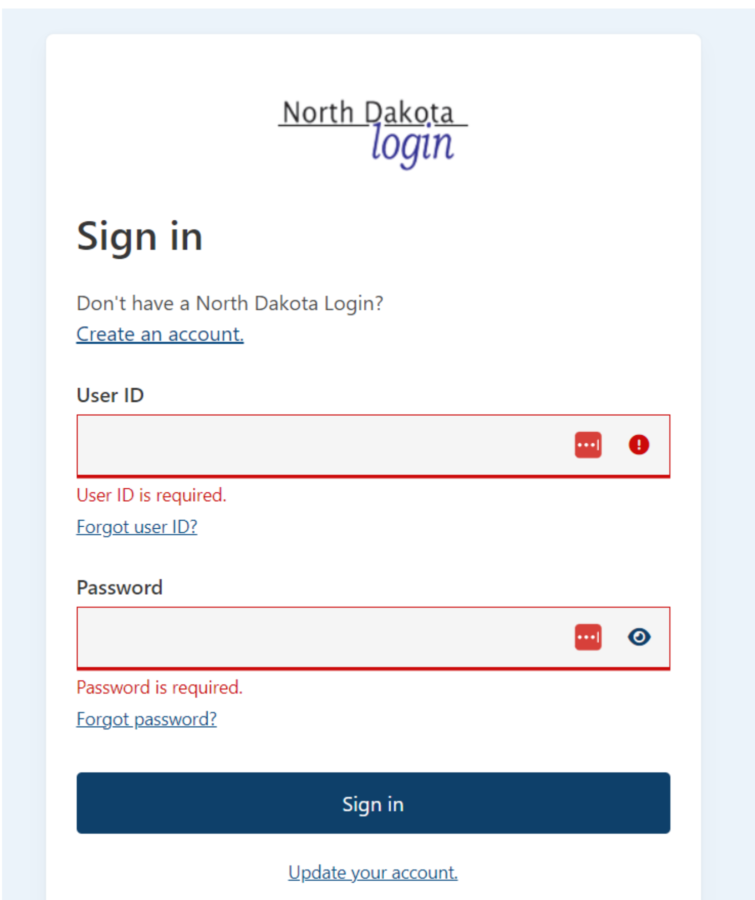
Creating a New User and User Portal Invite

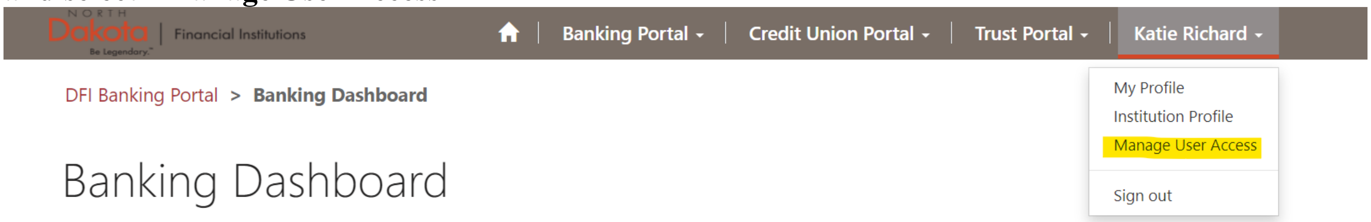
1. **The Financial Institutions Banking Administrator logs into the DFI Portal by using this URL: [Home · ND Apps Portal] and choose Institution Portal or the Sign In menu option in the top right.**



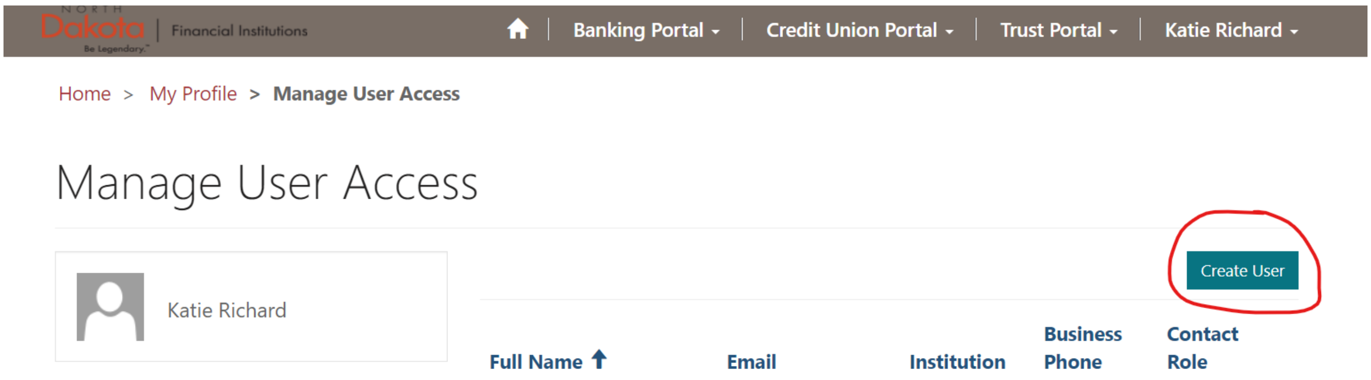
2. **Sign In. An established Financial Institution Banking Administrator should have their NDDFI Portal login credentials pre-populated or they can enter what they have already established for their login information.**



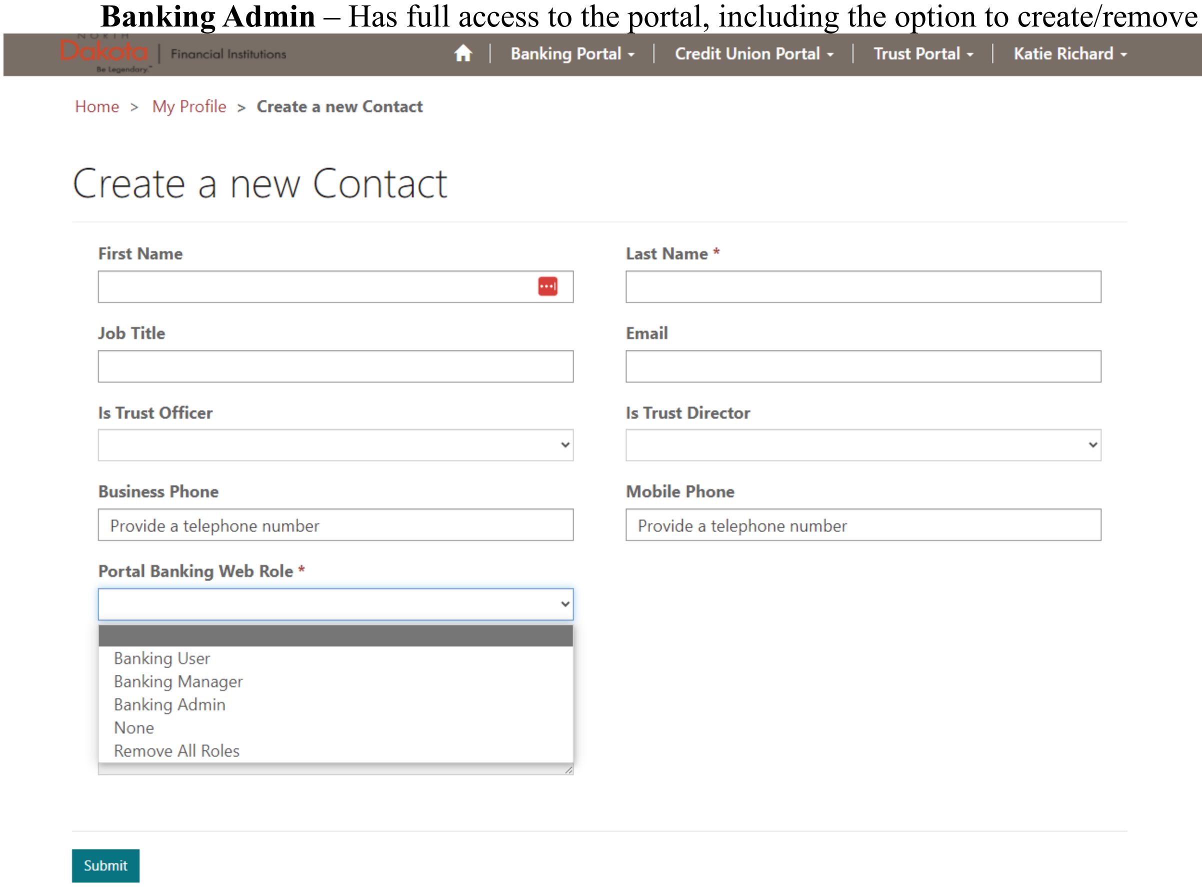
3. Once logged in, navigate to and select the top right dropdown where your name is located and select "Manage User Access"



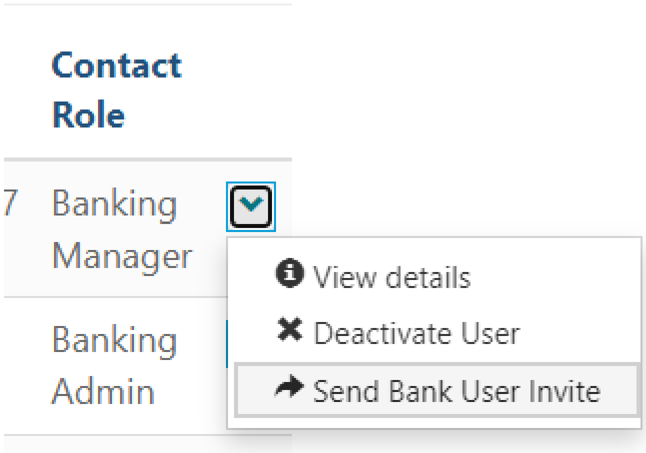
4. To create a new user, select the "Create User" button



5. Fill out the information listed, choose the Portal Banking Web Role, and click Submit.
Banking Manager – Can access and fill out all forms on the portal, but cannot create/remove users.
Banking Admin – Has full access to the portal, including the option to create/remove users.



6. **Find the drop-down arrow in their name row next to their Contact Role. Choose "Send Bank User Invite".**



7. **The person you just added should receive an email to activate their account. Follow the instructions in the email to get logged in.**