

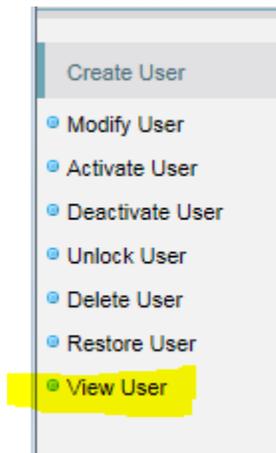
## Audit of Agency Users by an Agency Admin.

Agency admins should use this procedure to view all users within their agency.

1. Log on to Core Banking (CB\$) <https://www.ncdstbanking.com/B001/channel.jsp>
2. Once logged in click on the User Management tab at the top.



3. On the left side menu click on View User.



4. The following screen will be displayed.

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User Type:	AGENCY USER	▼					
First Name:	Starts With	▼	<input type="text"/>	Last Name:	Starts With	▼	<input type="text"/>
User ID:	Starts With	▼	<input type="text"/>	Email:	Starts With	▼	<input type="text"/>
From Date:	<input type="text"/>	📅		To Date:	<input type="text"/>	📅	

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Search

5. If you are a smaller agency you can just click the Search button to the far right. This will bring up all users within your agency (Around 30 users). **If you are a larger agency you may need to key in each letter of the alphabet in the first name field. Example: Key in the letter A and hit Search. This will display everyone in your agency which name starts with A. Then Key in B to display everyone in your agency which name starts with B. Continue through the alphabet to complete your audit.**

[NCC@UDST3410](#)

[NCC@UDST3410](#)

6. Once your list of users are displayed you can click on their user id [NCC@UDST3410](#) to display their profile.
7. In the profile below look in the Activation Status to verify if they are active.

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Entity: FLEXCUBE DIRECT BANKING User Type: AGENCY USER  
Channel: Internet

**User Profile**

Date of Birth: 01-01-1980 00:00:00	
Name: [REDACTED]	
Address: [REDACTED]	City: Durham
	State: NC
	Country: USA
	Zip/Postal Code: 27702
Phone Number: [REDACTED]	
Mobile Number:	
Fax No:	Email: [REDACTED]
Gender:	Mother's Maiden Name:
User BTID Mapping Required: No	
Limits Package: <a href="#">Applicable Limits</a>	
Activation Status: No	Reason: Never Used
Terms and Conditions Accepted: No	Terms and Conditions Decline Count 0
T&C Last Action Date Time:	Login Layout Style: Contemporary
Social Media Profile:	
Does user wants to receive alerts and offers from the bank: No	Interest of the user:
Preferred mode of contact specified by the user:	Preferred time for receiving call specified by the user: