Web Business Banking

Getting Started Guide:

System Administrator

Version 8.05.24

Internal

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Other Reference Getting Started Guides Available

- Balance Reporting
- Payments and Transfers
- Electronic Funds Transfer
- File Transfer
- Wire Payments

Introduction

About the Getting Started Guide

Welcome to TD's Web Business Banking (WBB). The purpose of this guide is to help you complete the initial setup of WBB. Refer to the On-Line Help available within WBB for additional information. For more specific WBB information on other services, refer to the guides outlined in the Table of Contents or speak to a TD representative.

We've made it easy for you to follow the instructions in this guide. You can print a hard copy, download the contents to your computer or keep the file open on-screen as you

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move through each step. Use the ‘back’ and ‘next’ buttons to move page-by-page. If you prefer to use the bookmark navigation tools within Acrobat Reader, you’ll find them in their usual location on your toolbar.

About Web Business Banking

Web Business Banking offers an integrated suite of web-based services within a convenient and secure platform in order to manage the everyday banking needs of the company. Every WBB User ("User") must have their own authentication device as it adds an extra layer of security in addition to a User’s Connect ID and password at log-in. As an additional measure of security, WBB provides the ability for more than one User to review and approve transactions:

- **Authenticate**: refers to the requirement that Users enter a unique one-time numerical code from their authentication device to approve and send a transaction to TD for processing. For example, authentication is required for certain types of Electronic Fund Transfer (“EFT”) and Wire Payment transactions.

- **Authorize**: refers to the requirement that Users select a checkbox to approve and send transactions to TD for processing. For example, authorization is required for TD's Payments and Transfers service.

The chart below outlines the applicable security features by product:

Product	Authorize	Authenticate
Wire Payment		
Web EFT		
Payments & Transfers		

Roles and Responsibilities of TD System Administrator

- **Distribute authentication devices to authorized users -** Note: Delivery of an authentication device to an unauthorized User is a breach of your company's security responsibilities and will affect the integrity of your service**.**
- **Set up all Users on WBB -** WBB includes a rights-based security model that requires the creation of User profiles in order for Users to access the services subscribed to by the company. TD creates a User profile for the company’s TD System Administrator who is granted full access to WBB System Administrator Rights. The TD System Administrator is responsible for the setup of all authorized User profiles and entitlements.

Need Help?

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Web Business Banking has a Help link on every page. Simply click on the underlined Help link situated at the top right corner of the page for information specific to the WBB page. To access help regarding another feature or function, click the Index link and scroll down to the topic of interest.

For further information or support, contact the Cash Management Services (CMS) Support Desk:

Availability	Contact Information
Monday – Friday Excluding National Holidays 8:00AM to 8:00PM (EST) English 8:00AM to 5:00PM (EST) French	Toll Free Tel: 1-800-668-7328 Local Tel: 1-416-982-4567 Email: CMS.Supp@td.com Fax: 416-307-6376

Alternatively, click on the Contact Us link, located at the top right corner of every web page, for alternate communication methods.

Important Information:

- Contact the CMS Support Desk immediately if a User's login credentials have been compromised, or if you notice suspicious activity on WBB.
- Note: you are responsible for the care and control of your WBB log-in credentials. Remember TD will never ask you for your password or authentication device code by phone or email.

How to Maximize the Security Features within WBB

Security features within WBB enable the separation of duties, dual authentication and provide enhanced internal controls for your company. Review these security features and implement them as part of your everyday fraud prevention plans.

- **Dual authentication** –Dual authentication requires two Users to authenticate payments by typing in the one-time password displayed on each of their respective authentication devices. This feature is available for the Web Electronic Funds Transfer and Wire Payments services. Talk to a TD representative to implement this feature.

- **Dual authorization** – Dual authorization requires two Users to authorize payments by selecting a check-box to approve transactions to be sent to TD for processing.

This feature is available for the Payments and Transfers Service and can be implemented by the TD System Administrator.

- **Secure passwords with regular expiry** – Passwords must be 8 characters in length and must include at least 1 number..Do not include the following:
- Any special characters (non-letter or number)
- Common or easily guessed dictionary words (e.g. variations of TDBank, password, summer)
- Repeatable or sequential characters (e.g. w**bb**a**1234**, **aa111234** '**zz**b4kc1b' or '**1234abcd**')
- The new password must not be the same as any of the last 4 passwords

  In addition, although TD Commercial Banking does not require you to change your password, we suggest that the TD System Administrator ensure that user passwords expire regularly. A minimum of every 90 days is recommended.

- **Appropriate User rights and limits** –The TD System Administrator must assign the correct access to each service for each User and assign the correct approval authority and limits based on company preferences and policies.

- **Restricted Bill Payments –** Feature allows you to limit the list of bill payment payees. Talk to a TD representative to implement this feature.

System Requirements

Supported Browsers

We have optimized our WBB service to work with browsers that the majority of our customers use. They are as follows:

Desktop Browsers		
Browser	Optimal Version	Minimum Requirement
Chrome	62+	23+
Edge	15+	12+
Firefox	56+	21+
Internet Explorer	9+	9+
Opera		20+
Safari	9.1+	6+

Note: Browsers in compatibility mode are not supported and compatibility mode must be removed.

Need to update your browser?

Updating your browser to the latest version will ensure the best experience while using WBB. Click on one of the links below and follow the prompts to update your browser:

- Internet Explorer from Microsoft
- Chrome from Google
- Firefox from Mozilla
- Safari from Apple

Note: Beta versions and technical previews of browsers are not supported, we recommend that you download and install one of the supported browsers listed above.

Adobe Acrobat Reader

Adobe Acrobat Reader is required to view PDF formatted reports. Adobe Acrobat Reader is available free of charge at:
http://www.adobe.com/products/acrobat/readstep2.html

Getting Started Steps

To start using WBB, the System Administrator must complete the following steps:

1. Log in to Web Business Banking
2. Set the Company Preferences
3. Modify the System Administrator User Name
4. Add New Users (See Tip Below)
5. Reset User Passwords
6. Approve Administrative Changes (**Note:** Only applicable if the Approval Required for Administrative Changes company preference is turned on).

> **Tip:** As every User must be set up prior to being able to access WBB services, it may be necessary for the TD System Administrator to create additional System Administrators with the Security Right to Add/Modify/Delete Users. By creating additional System Administrators, the TD System Administrator can delegate much of the initial User setup to someone else within your organization. Caution should always be exercised when creating additional System Administrators as Administrative Rights provides significant system access. Additional System Administrators should only be created if they have the proper internal authority within your business to act as a System Administrator. The establishment of additional System Administrators will act as TD's exclusive authority to provide additional System Administrators with such WBB rights and the business will be deemed to have granted such System Administrators with such authority.

Logging in to Web Business Banking

The following type styles are used in this guide to refer to specific kinds of information.

Type Style	Used For
Bold	Button names
Initial Capitals	Page Names, Field Names, Menu Names
[CAPITALS] in square brackets	Keyboard commands (e.g. [ENTER])
ALL CAPITALS	Acronyms, Directory Names and File Names

If you are logging in for the first time, proceed as follows:

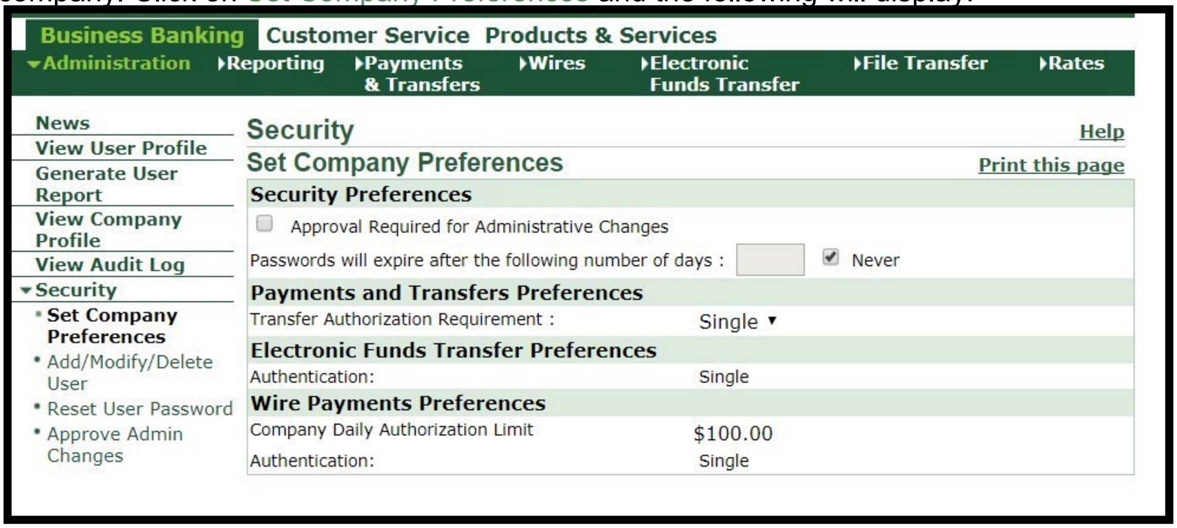
Step	Action
1	Launch your Internet browser. Result: Your browser window will appear on screen.
2	Type in the address www.tdcommercialbanking.com and press the [ENTER] key. Result: The TD Commercial Banking home page will appear Next, click on the Log-in button on the top right of the screen Result: WBB Log-in page will appear.
3	Enter your Connect ID, optional Description, and Password. Result: The system will prompt you to change your password
4	Enter a new password in the New Password field.
5	Re-enter the new password in the Confirm New Password field and Press [ENTER] key OR click on the **Log-in** button.
6	The Log-in page will appear Enter the one time password that is generated by your authentication device and press the [ENTER] key or click on the **Log-in** button. *As an added security feature you must authenticate yourself in order to access WBB*
7	Review your messages available under News.

For subsequent logins to WBB, proceed as follows:

Step	Action
1	Launch your Internet browser. Result: Your browser window will appear on screen.
2	Type in the address www.tdcommercialbanking.com and press the [ENTER] key. Result: The TD Commercial Banking home page will appear Next, click on the Log-in button on the top right of the screen Result: WBB Log-in page will appear.
3	Enter your Connect ID, optional Description, and Password.
4	Click on the Remember my Connect ID and Description check box, on the Log-in page, if you would like your Connect ID and Description to be saved. **Note:** When Remember my Connect ID and Description is selected, the next time you log in this Connect ID will be displayed. When two or more Connect IDs are stored on the same computer, a dropdown list showing the saved Connect IDs will be displayed, along with a Remove From List link allowing you to delete a Connect ID from the list. The field will always display the Connect ID of the last User to log in. To select a different Connect ID, simply choose it from the dropdown list.
5	Press the [ENTER] key or click on the **Log-in** button. Result: The Log-in – Authenticate page will appear
6	Enter the one-time password that is generated by your authentication device and press the [ENTER] key or click on the **Log-in** button *As an added security feature, you must authenticate yourself in order to access WBB*
7	Review your messages available under News.

Setting the Company Preferences

As a TD System Administrator, you have the ability to customize preferences for your company. Click on Set Company Preferences and the following will display:



Many of the items on the Company Preferences screen are discussed when your WBB service is set up and are established by TD for you. If you wish to make changes to these items, you must contact your TD Representative to request and implement the change.

1. Approval Required for Administrative Changes preference

Web Business Banking offers your company an additional level of security that limits the ability of any one individual to control the security of WBB for your company. When selected, Approval Required for Administrative Changes, all administrative functions (i.e. Set Company Preferences, Add/Modify/Delete User, and Reset User Password) require an additional User with the appropriate authority to approve the change.

Note: Before setting up this preference, please ensure that at least two Users are setup as System Administrators.

2. Passwords will expire after the following number of days **preference**

Passwords will expiry after the following number of days preference.

A company preference for password expiry is available to ensure everyone within your company changes their Connect ID passwords on a regular basis. This allows your company to set the duration, in days, after which a User must change their Connect ID password. This value will be used for all Users within the company individually, including the TD System Administrator. By default, passwords are never set to expire, however values between 7 to 255 days can be set by the System Administrator.TD recommends that Users change their passwords every 90 days. When changing your password, please remember that it must be 8 characters in lengthand must include at least 1 number.

Do not include the following:

- Any special characters (non-letter or number)
- Common or easily guessed dictionary words (e.g. variations of TDBank, password, summer)
- Repeatable or sequential characters (e.g. w**bb**a**1234**, **aa111234** '**zz**b4kc1b' or '**1234abcd**')

The new password must not be the same as any of the last 4

3. Transfer Authorization Requirement preference

If you have subscribed to the Payments and Transfers service, you can select the authorization process that you wish your Users to follow. For stronger internal controls, we recommend dual authorization. Refer to the details below for available options:

- Dual (Recommended)– Transfers require two separate Users, with the proper rights, to authorize the transfers by selecting a check-box before they are sent to TD for processing
- Single – Transfers require one User, with the proper rights, to authorize the transfers by selecting a check-box before they are sent to TD for processing
- None - Transfers, once created, require no further authorization before they are sent to TD for processing

4. Define Company-wide Account Names

Web Business Banking lets you assign a name to your bank account that is meaningful to your company. For example, if your company has an account that is used specifically to pay expenses, you may want to call this account 'Expenses'. This account name becomes the default name for all services to which the account is registered, and for all Users assigned rights to this account.

5. Authentication for the Electronic Funds Transfer (EFT) Service

The Electronic Funds Transfer service requires all payments be authenticated by either one or two Users before being sent to TD for processing. You have the ability to request that your TD representative set you up with one of the following two authentication requirements:

- Dual authentication - Transactions require two separate Users, with the proper rights, to use the one-time numerical code on their own authentication device to authorize the transaction before they are sent to TD Bank for processing.
- Single authentication - Transactions require one User, with the proper rights, to authorize the transactions using the one-time numerical code on their own authentication device before they are sent to TD Bank for processing.

Note: TD has a recommended policy of dual authentication for the EFT Credit (payments) Service to help reduce your company's fraud risk.

6. Company Daily Authorization Limit for the Wire Payments service

The Company Daily Authorization Limit (CDAL) is set by TD and establishes the maximum aggregate limit for daily wire payment instructions that TD will execute. Your company may request a change to the applicable CDAL and if approved, TD will make the necessary changes in WBB. Should you require a change to your CDAL, please contact your TD Representative.

7. Authentication Requirement preference for the Wire Payments Service

The Wire Payments Service requires all payments be authenticated by either one or two U sers before being sent to TD for processing. You have the ability to request that your TD representative set you up with one of the following two Authentication Requirements:

- Dual authentication- Transactions require two separate Users, with the proper rights, to use the one-time numerical code on their own authentication device to authorize the transaction before they are sent to TD Bank for processing.

- Single authentication - Transactions require one User, with the proper rights, to authorize the transactions using the one-time numerical code on their own authentication device before they are sent to TD Bank for processing.

Note: TD has a recommended policy of dual authentication for the Wire Payment Service to help reduce your company's fraud risk.

To Set Company Preferences proceed as follows:

Step	Action
1	Click on Administration from the top horizontal menu (if not currently displayed). Result: The News page will appear.
2	Click on Set Company Preferences from the left vertical menu. Result: The Set Company Preferences page will be displayed.
3	Click on the Approval Required for Administrative Changes checkbox if your company requires this preference. Note: To select this preference, please proceed to the Add User section of this document and set up a new User with the Ability to Approve Administrative Changes right. It is important to add a second User with System Administrative rights **BEFORE** enabling the "Approval Required for Administrative Changes"
4	Uncheck the Never checkbox and enter a value between 7 and 255 in the Passwords will expire after the following number of days text box if you wish Connect ID passwords to expire. Note: TD recommends that your change your passwords every 90 days.
5	Select the Transfers Authorization Requirement level for your company from the Authorization Requirement dropdown.
6	Define Company-wide Account Names by entering more meaningful names for your company's accounts.
7	Click on the **Save** or **Next** button. **Notes:** • A **Next** button will be displayed if your company has more than 100 accounts registered. • If the Approval Required for Administration Changes preference is selected, then the **Save** button will be renamed **Next**. Results: One of the following results will occur: 1. **Save** button clicked: a confirmation message will be presented at the top of the screen. 2. **Next** button clicked: when your company has more than 100 registered accounts: Changes will be saved and a new screen of company accounts will be displayed. Please repeat step 6. 3. **Next** button clicked: when Approval Required for Administrative Changes is on, a confirmation message will be presented at the top of the page stating that the changes have been submitted to the Approve Admin Change page for authorization.

Modify the TD System Administrator User Profile

To allow the TD System Administrator to log on to WBB for the first time, TD has provided a default User ID. This default User ID will be the same as the Connect ID that has been assigned to the TD System Administrator. WBB allows the TD System Administrator to modify their User ID to a more meaningful one. Please note that once the User ID for a TD System Administrator has been modified, it cannot be updated again. Please ensure that proper considerations are made prior to updating the TD System Administrator's User ID.

To Modify the TD System Administrator User Profile proceed as follows:

Step	Action
1	Click on Administration from the top horizontal menu (if not currently displayed). Result: The News page will appear.
2	Click on Add/Modify/Delete User from the left vertical menu. Result: The Add/Modify/Delete page will be displayed with the TD System Administrator User ID displayed in the grid.
3	Click on the **Modify** button next to the TD System Administrator User ID. **Note:** The TD System Administrator's: • User ID is by default the same as the Connect ID • Administration Access Rights are set to Full and cannot be modified • Service Access Rights can be modified. Result: The Modify User page will be presented with the TD System Administrator profile details.
4	Enter a User ID that is more meaningful to you and your company. **Note:** User IDs can be up to 8 characters in length. Please note that once the User ID for a TD System Administrator has been modified, it cannot be updated again.
5	Enter your Title. (Optional)
6	Enter your Department. (Optional)

Step	Action
7	Update your service rights as required by selecting either the None, Full, or Custom service access right for each service. **Note:** In the event that your Company wants to limit the rights of the TD System Administrator, select yes for the Company level preference Approval Required, and then modify the TD System Administrator service rights for each service that your company has subscribed to.
8	Click on the **Save & Continue** button. Results: Depending on the Service Access Rights that have been selected one of the following results will occur: 1. The Customize Service Setup page will appear for each service that requires additional service setup. Proceed to Step 9. 2. A Modify User - Review page will be presented. Proceed to Step 11.

Step	Action
9	Assign the appropriate account and service rights to yourself on the Customize Service Setup page. **Note:** To reduce potential fraud risk, TD recommends that you DO NOT provide yourself with the Ability to Authorize Own Payments and Transfers, Web EFT or Wire Payments Service. **Payments and Transfers** • If your company is registered for the Payments and Transfers Service, WBB offers Authorization as a security feature, where one User initiates a transaction and another User needs to authorize it by selecting a check-box. This preference defaults to None but can be changed to Single or Dual. (Recommended setting is Dual). • Ability to Authorize Own Transfers is a special right that must be manually selected from the Payments and Transfers Service Setup page. • Select the Transfers Authorization Requirement level for your company from the Authorization Requirement dropdown. **Electronic Funds Transfer (EFT) Service** • If your company is registered for the EFT Service, the TD System Administrator can determine whether they wish to authorize and authenticate EFT transactions that they have created before passing them along to another User for authorization and authentication. • Ability to Authorize Own Payments is a special right must that must be manually selected from the EFT Customize Service Setup page. • Select the Electronic Funds Transfer Authorization Requirement level for your company from the Authorization Requirement dropdown.

Step	Action

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9	**Electronic Funds Transfer (EFT) Service** • If your company is registered for the Web EFT Service, the TD System Administrator can determine whether they wish to authorize and authenticate EFT transactions that they have created before passing them along to another User for authorization and authentication. • Ability to Authorize Own Payments is a special right must that must be manually selected from the EFT Customize Service Setup page. • Select the Electronic Funds Transfer Authorization Requirement level for your company from the Authorization Requirement dropdown. **Wire Payment Service** • If your company is registered for the Wire Payment Service, the TD System Administrator can determine whether to authorize and authenticate wire payments that they have created before passing them along to another User for authorization and authentication. • Ability to Authorize Own Payments and User's Daily Authorization Limit are special rights that must be manually selected from the Wire Payments Customize Service Setup page. • Select the Wire Payments (WP) Authorization Requirement level for your company from the Authorization Requirement dropdown. TIP: We recommend that you ensure that a second User is set up prior to implementing dual authorization for the Payments and Transfers Service or dual authentication for the Web EFT Service or Wire Payments Services.
10	Click the **Save & Continue** button. Results: One of the following two results will occur: 1. The next page requiring custom setup will display. Repeat Step 9 2. The Modify User - Review page will be displayed. Proceed to Step 11

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11	Review the Modify User Review page. If errors are identified then click on the browser's **Back** button to return to the appropriate screen to correct the errors. Otherwise click on the **Done** button. Result: The Add/Modify/Delete User page is displayed with a confirmation message at the top of the page.

Add New Users

Web Business Banking has a rights-based security model that requires every User to have:

- A unique Connect ID to log on to WBB and authentication device assigned to the User.
- A defined User profile in order to access the registered services.

If you have a User that has left your company or moved on to a new role and you wish to reassign the Connect ID and authentication device to a new User, you can proceed to Step 1 below.

If you are looking to add a new User to your existing complement of WBB Users, you will need to contact TD to obtain a new Connect ID and authentication device prior to Step 1 below:

- For Commercial and Corporate Banking customers, please contact your TD relationship team.
- For Small Business Banking customers, please contact the CMS Support Desk at 1-800-668-7328.

Step	Action
1	Click on Administration from the top horizontal menu (if not currently displayed). Result: The News page will appear.
2	Click on Add/Modify/Delete User from the left vertical menu. Result: The Add/Modify/Delete page will be displayed with all the User IDs displayed in the grid.
3	Click on the **Add User** button on the top left of the screen. Result: The Add User page will be presented.
4	Enter the new User's First Name, Initial and Last Name.

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5	Enter a new User ID in the User ID field (mandatory). **Note:** User IDs can be up to 8 characters in length.
6	Assign a Connect ID (mandatory) to the new User by selecting one from the Connect ID dropdown list.
7	Enter the new User's Title, Department, E-mail, Phone and Address information (optional).

	Action
8	If you wish to copy another User's setup, then select the other User's User ID from the Copy Access Rights From dropdown list. Click on the **OK** button to refresh the screen. Otherwise, proceed to step 8. **Note:** This step is only required if you wish to copy the rights of another User to the new User. Result: The Service Access Rights will be populated.
9	Assign/Modify the User's Service Access Rights by selecting either the None, Full, or Custom service access right for each service. **Caution:** If a User is granted Full System Administration access, the User will be granted the ability to: • Add/Modify/Delete Users • Set Company Preferences • Reset User Passwords • Approve Administrative Changes
10	Click the **Save & Continue** button Note: If the Approval Required for Administrative Changes preference is turned on then the **Save & Continue** button will be renamed **Next**. Results: Depending on the Service Access Rights that have been selected, one of the following results will occur: 1. The Customize Service Setup page will appear for each service that requires additional service setup. 2. The Add User Confirmation page will be presented. Proceed to step 12.

Step	Action
11	Assign the appropriate account and service rights to the User on the Customize Service Setup page. **Notes:** • In the Payments and Transfers service, Ability to Authorize Own Transfers is a special right must that must be manually selected from the Payments and Transfers Customize Service Setup page. • In the EFT Service, Ability to Authorize Own Payments is a special right must that must be manually selected from the EFT Customize Service Setup page. • In the Wire Payments Service, the Ability to Authorize Own Payments and User's Daily Authorization Limit are special rights that must be manually selected from the Wire Payments Customize Service Setup page. • Note: To reduce potential fraud risk, TD recommends that you DO NOT provide Users with the Ability to Authorize Own Payments on Transfers, EFT or Wire Payments Service.
12	Click the **Save & Continue** button Note: If the Approval Required for Administrative Changes preference is turned on then the **Save & Continue** button will be renamed **Next**. Results: One of the following two results will occur: 1. The next page requiring custom setup will display. Repeat step 11. 2. The Add User - Review page will be displayed. Proceed to step 13.

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13	Review the Add User - Review page. If errors are identified, click on the browser's **Back** button within WBB and repeat step 10. Otherwise click the **Done** button to complete the Add User process. Result: The Add/Modify/Delete User page is displayed with a confirmation message at the top of the page.

Reset User Password

When your company registers for WBB, TD mails a list of Connect IDs and authentication devices for each User to the TD System Administrator. Passwords that correspond to these Connect IDs are mailed separately to the TD System Administrator. If the passwords have not yet been received, you may elect to reset the passwords.

To reset a User password, please proceed as follows:

Step	Action
1	Click on Administration from the top horizontal menu (if not currently displayed). Result: The News page will appear.
2	Click on Reset User Password from the left vertical menu. Result: The Reset User Password page will be displayed with the valid User IDs displayed in the grid.
3	Click the radio button directly to the left of the User ID for whom you wish to reset the password.
4	Enter a new Password in the New User Password field (mandatory). Note: Passwords must be 8 characters in length and must include at least 1 number. Do not include the following: • Any special characters (non-letter or number) • Common or easily guessed dictionary words (e.g. variations of TDBank, password, summer) • Repeatable or sequential characters (e.g. w**bb**a**1234**, **aa111234** '**zz**b4kc1b' or '**1234abcd**') The new password must not be the same as any of the last 4 passwords
5	Re-enter the new Password in the Confirm New User Password field (mandatory).

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6	Enter your password in the System Administrator Password field (mandatory).
7	Click on the **OK** button. Result: A confirmation message will be displayed at the top of the page indicating that the password was successfully changed. The next time the User logs onto WBB, the system will prompt the User to change their password.

Approve Administrative Changes

Web Business Banking allows your company to select an additional level of security that limits the control of any one individual making administrative changes to your company and/or User profiles. This company preference is "Approval Required for Administrative Changes". Once this preference has been selected, all Administrative Changes will require approval prior to the changes taking effect. Changes requiring approval will appear in the Administrative Changes Pending Approval grid available from the Approve Admin Changes page.

In order to approve an administrative change you must:

- Have the right "Ability to Approve Administrative Changes".
- Be a different User than the User that requested the change.

Notes:

- A User profile that has a change pending approval cannot have any additional administrative functions performed.
- When a change to the company preferences is pending approval, no additional changes to the company preferences can be performed.
- If a System Administrator wishes to de-select the Approval Required for Administrative Changes preference, all other changes that are pending approval on the Approve Admin Changes page must first be either approved or declined.

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To approve an Administrative Change, proceed as follows:

Step	Action
1	Click on Administration from the top horizontal menu (if not currently displayed). Result: The News page will appear.
2	Click on Approve Admin Changes from the left vertical menu under the Security heading. Result: The Approve Admin Changes page will be displayed.
3	Click on the Type of Change hyperlink of the change you wish to review. Result: A Review page will be presented.
4	Review the details of the requested change and then click the **Back** button. Result: The Review page closes and you are returned to the Approve Admin Changes page.
5	If you are satisfied with the proposed changes, click on the **Approve** button directly to the left of the change you wish to approve. Otherwise, click the **Decline** button to decline the change. Result: A confirmation message will be displayed at the top of the page.

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