## ePayment Security Administration Use Case

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Establish security for administrative terminal</th>
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| **Description**    | Setup security officers for a unit so that they can access the US Bank administrative terminal. Sources:  
2. E-Payment Service Administrative Site User Guide |
| **Actors**         | IT implementation representative  
Unit implementation contact (May be same as a security officer)  
Unit security officer and unit security officer backup  
US Bank implementation contact |
| **Assumptions**    | 1. This is the procedure for new merchant setups. Security officers may establish additional staff themselves directly in the US Bank admin terminal. There is no need for US Bank or the IT representative.  
2. The security officer data is collected as part of other questionnaire data required for setup. |
| **Pre-condition**  | A biller id has been established for the unit. |
| **Trigger**        | IT implementation representative requests security officer information as part of questionnaire data collected for epayment setup. |
| **Steps**          | 1. Unit implementation contact submits security officer and security officer backup information on questionnaire to IT implementation representative.  
2. IT implementation representative submits questionnaire to US Bank implementation contact.  
3. US Bank implementation contact sets up the security officer and security officer backup.  
4. US Bank notifies IT implementation representative that security officers are setup and provides preliminary password.  
5. IT implementation representative notifies implementation contact that security officers are setup providing preliminary password.  
6. Security officers verify setup by logging into administrative terminal and changing their password. |
| **Variations**     | None |
| **Outcome**        | Security officers are established enabling access to the US Bank administrative terminals. |
| **History**        | Created 3/14/2012 Mike Foregger  
Update 3/21/2012 Mike Foregger |
| **Issues**         | None |