

	Role Description
External Primary Admin	Manages user access and account settings. Can add/inactivate users, assign/edit roles, update email addresses, payment notifications, set approval limits, manage disbursement sources, define customer account access, and manage Invoice Approval settings.
External Secondary Admin	Serves as a backup or secondary contact to the Primary Admin. Has the same access and capabilities, except they cannot add or edit External Primary Admin roles.
View Only/Guest	Can receive payment related email notifications, current payment status, view account information, and run reports.

The following roles are only for customers who pay through Invoice Central. **NOTE:** Users may hold more than one payment-related role. If a single user performs all payment actions, they should be assigned the External Super-User role.

	Role Description
External Super-User	Assigned when internal controls or segregation of duties are not in place. Can initiate, approve, and release payments. Also manages disbursement sources.
Invoice Approver	Approves invoices before payment initiation. <b>Requires 'Invoice Approval Settings' to be enabled to access the 'Invoice Approval' tile.</b>
Payment Initiator	Initiates payments using the 'Initiate Payment' tile.
Payment Approver	Approves payments using the 'Approve Payment' tile.
Payment Releaser	Releases payments, places payments on hold, and deletes expired payments through the 'Release Payment' tile.