

QUICK START GUIDE

Positive Pay



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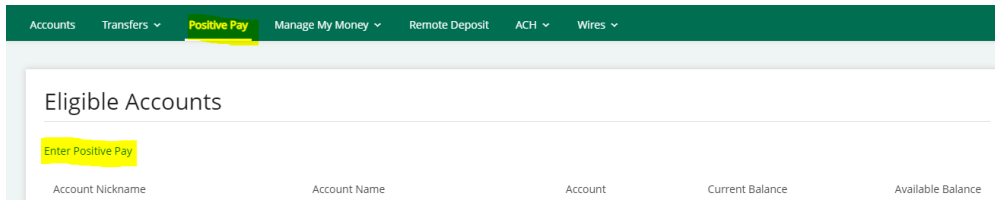
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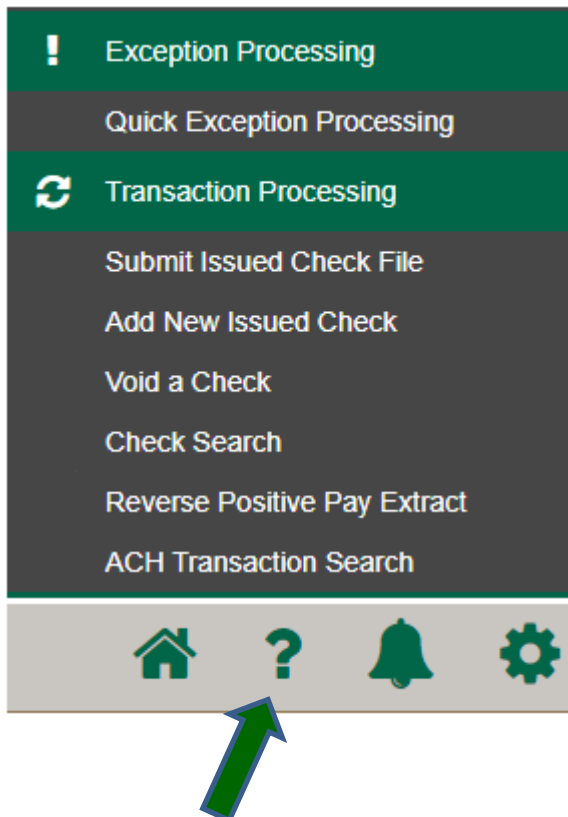
Positive Pay

- Log into your Online Banking.
- Click on Positive Pay in the main Menu.
- To access the Positive Pay Portal, select **ENTER POSITIVE PAY**



Reviewing Exceptions

From the menu on the left side of the screen, select Quick Exception Processing. An exception processing guide is also available by clicking the ? at the top right-side of the screen.



Under Account Nickname, Select All Account(s) or choose the appropriate account to review exceptions. Review the exceptions to verify if they should be paid or returned. Select the appropriate Pay or Return box and Reason. Click on the Save Decision button

Quick Exception Processing as of 12/08/2022

Account Nickname:

Hide exceptions already decided

Processed Exceptions: (Count: 0) (Amount: \$0.00)
Unprocessed Exceptions: (Count: 0) (Amount: \$0.00)
Total Exceptions: (Count: 0) (Amount: \$0.00)

NOTE: Exceptions will be given a decision of "Pay" if no decision has been made by 11:00 AM Eastern Time (US & Canada)

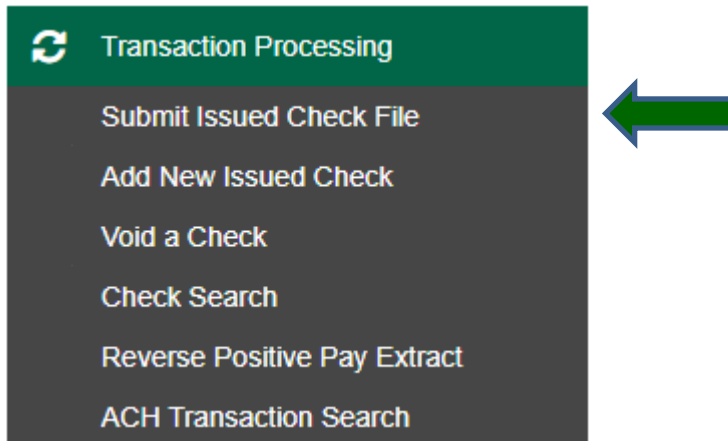
Account Nickname	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
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Exceptions must be reviewed and worked between 8:00am-11:00am.

Exceptions that are not answered by 11:00am will be processed with the default to "PAY"

Submitting an Issue Check File

Under **Transaction Processing** click on Submit Issued Check File to upload an issued check file.



- Click, Choose File to browse your computer for the check file.
- Choose the Account Nickname and File Processing Type for the specific file.
- Click on Process File

Submit Issued Check File

Step 1. Select a file to process.


Choose File No file chosen

Step 2. Input details about the file.

Account Nickname:

File Processing Type:


Step 3. Click the "Process File" button.



To add a **Manual** Check under Transaction Processing, click on Add New Issued Check. If a check was not included in the electronic issued check file previously submitted.

↻ Transaction Processing

- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search
- Reverse Positive Pay Extract
- ACH Transaction Search



- Choose the Account Nickname and enter the Check Number, Amount, Issued Date, Issued Payee and any notes, if applicable.
- Click on Add Check

Add New Issued Check

Account Nickname: Check Number:


Amount: Issued Date:

Issued Payee:

Notes:

512 characters left.

Auto-Increment Check Number



You will receive a message that it was completed successfully.

✓ Check (123) was successfully added.