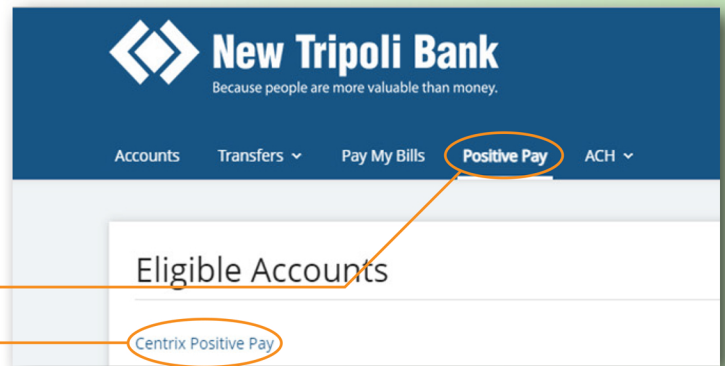


How to Use *Positive Pay*

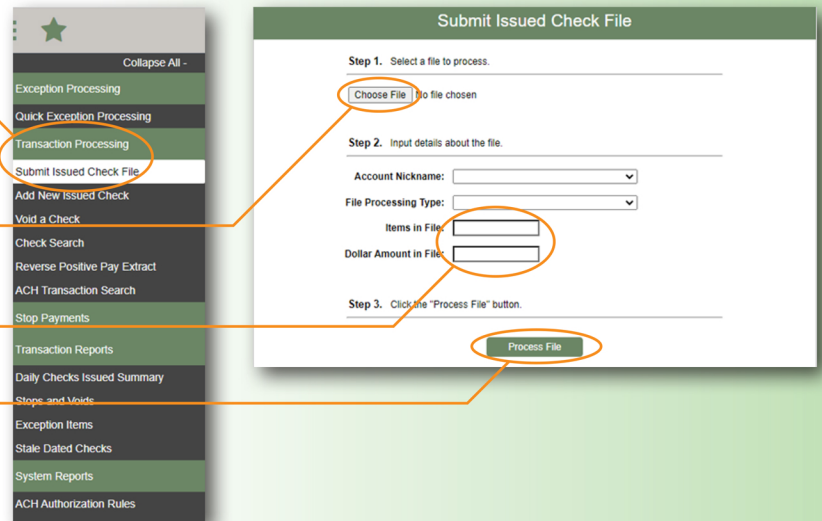
Accessing Positive Pay in Online Banking

- Log into online banking
- Click the **Positive Pay** tab
- Click on **Centrix Positive Pay**



Uploading Issued Check Files

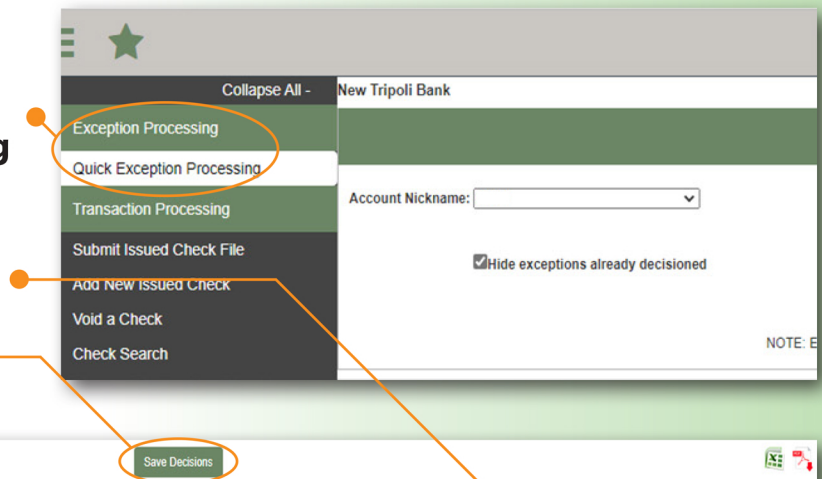
- Go to **Transaction Processing**
- Click **Submit Issued Check File**
- Click **Choose File** and select the spreadsheet you want to submit
- Enter number of items in the file and the total dollar amount
- Click **Process File**



You will receive an email after the file is scrubbed and processed.

Reviewing Positive Pay Items

- Go to **Exception Processing**
- Click on **Quick Exception Processing**
- Review items
- Make your decision to pay or return by clicking the box next to each item
- Click **Save Decisions**



Account Nickname	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1	05/30/2023	View Image 5918	755.44		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2	05/30/2023	View Image 5933	21.20		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

Viewing ACH Exceptions Allowed

- Go to **System Reports**
- Click **ACH Authorization Rules**

Approved ACH items will need to be added by our Deposit Operations team.

Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type
AT&T	AT&T	2350693028	ALL - All Standard	Both DR and CR	\$0.00	Create Exception
ACHA Insurance	ACHA Insurance	245843	ALL - All Standard	Both DR and CR	\$0.00	Create Exception
All Credits	All Credits		ALL - All Standard	Credits Only	\$0.00	Create Exception
Payroll	Payroll	1202234137	ALL - All Standard	Both DR and CR	\$0.00	Create Exception
Payroll	Payroll	123138642	ALL - All Standard	Both DR and CR	\$0.00	Create Exception
Capital Blue Cross	Capital Blue Cross	2235455154	ALL - All Standard	Both DR and CR	\$0.00	Create Exception
COMMONWEALTH OF PA	COMMONWEALTH OF PA	1235003133	ALL - All Standard	Both DR and CR	\$0.00	Create Exception
Fidelity	Fidelity	9075693322	ALL - All Standard	Both DR and CR	\$0.00	Create Exception
NCR Payroll & HR	NCR Payroll & HR	1231726545	ALL - All Standard	Both DR and CR	\$0.00	Create Exception