

ACH Positive Pay Guide

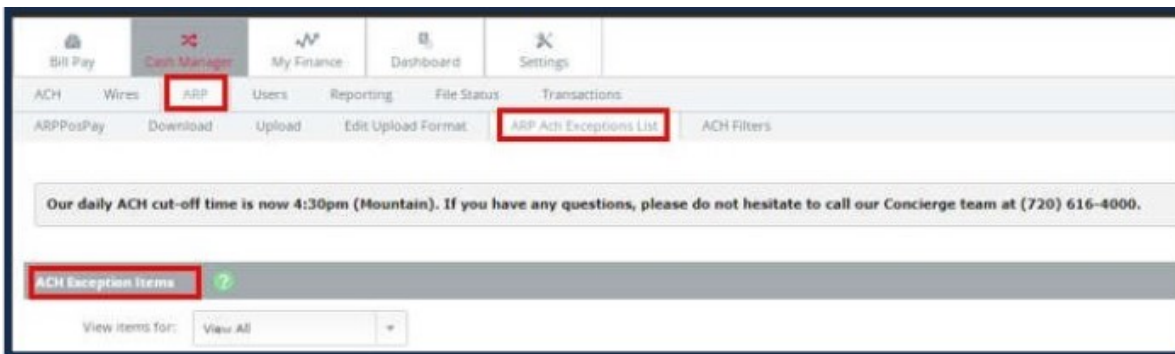
Purpose

The purpose of this guide is to how to use ACH Positive Pay. This fraud prevention tool integrates with online banking to allow the option to block ACH Debits or Credits and have filters added for authorized companies.

View ACH Exceptions

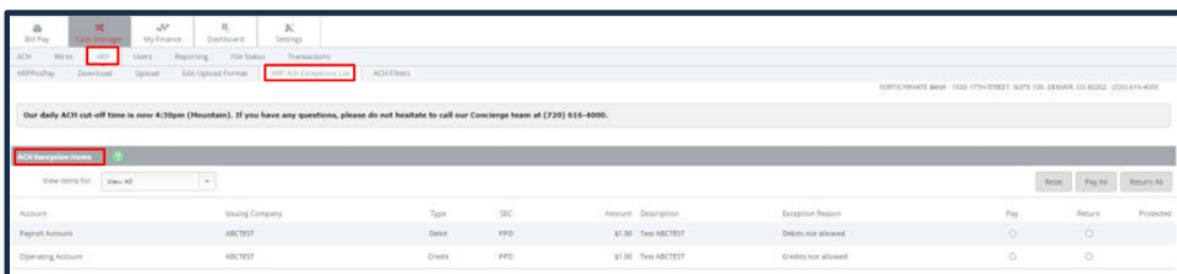
1. Navigate to *Cash Manager > ARP > ARP ACH Exceptions List*
2. If there are exceptions, they will be listed under ACH Exception Items

Note: under the dropdown menu next to *View items for*, you can filter by the accounts you would like to view exceptions for.



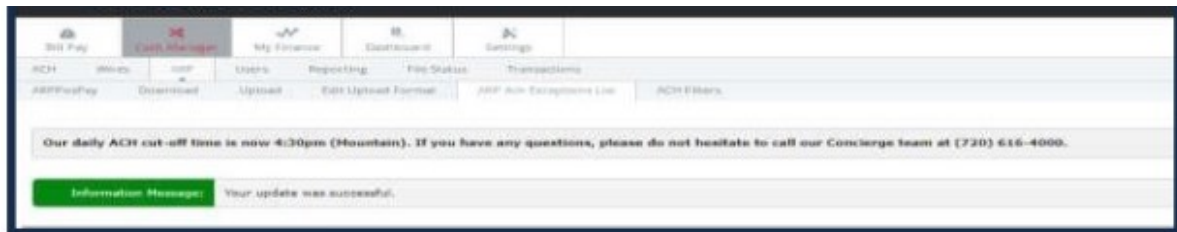
Decision ACH Exceptions

1. Items that require a decision will be listed under *ACH Exception Items*.
2. Review each item and select either **Pay** or **Return** for each.
3. You may also select **Pay All** or **Return All** to bulk action the items.
4. Click **Submit**



Once the items have been properly decided and submitted successfully, the below confirmation message will appear.

Note: do not exit or refresh the page until you see the below message.



Please note that all ACH exception decisions must be decided by **2:00PM MT**. For ACH positive pay to be effective, any item(s) not decided by 2:00PM MT will be returned.

Setting up Email Notifications

1. To enable email notifications, navigate to *Cash Manager > Settings > Alerts > Events*.
2. On the left-hand side, check the box next to **Receiving ACH Exception Items** and select **Submit**. A confirmation screen will appear to confirm the email address.

Note: email notifications are sent in the evening, for review of the item the next business day.

