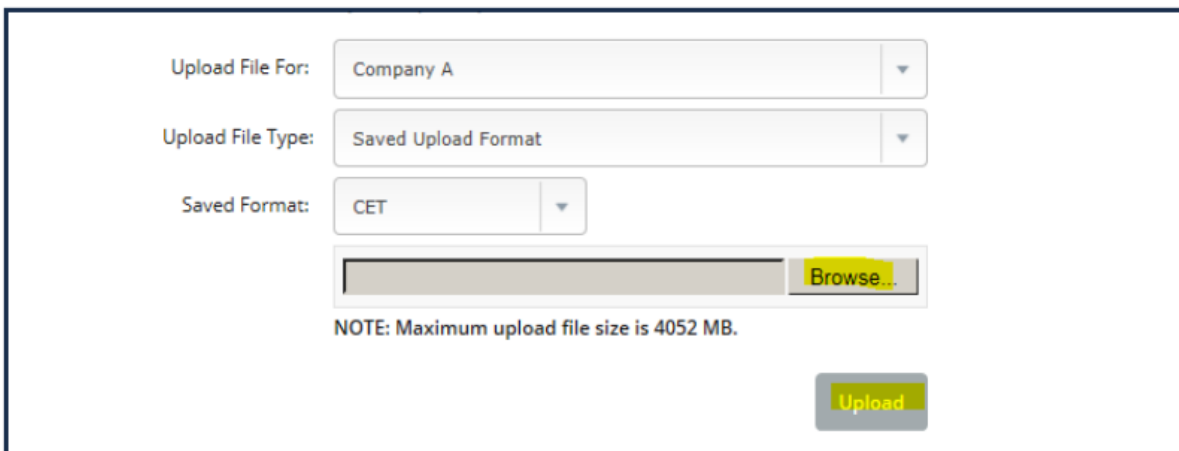


Purpose

The purpose of this guide is to how to use Positive Pay. This check-fraud prevention tool integrates with online banking to help reduce unauthorized checks.

Enter Items Into the Positive Pay System (“PPS”)

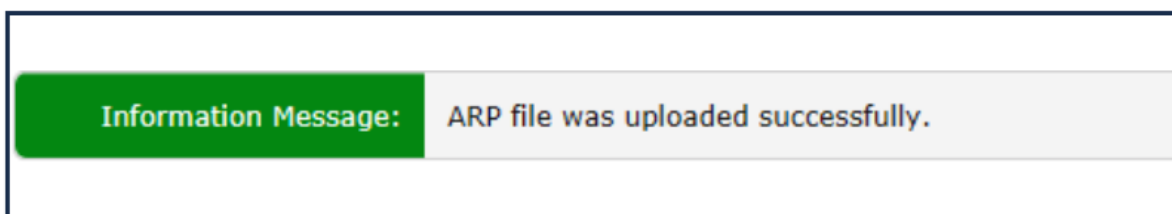
1. Navigate to *Cash Manager > ARP > Upload*
 - a. Select the correct corresponding items for Account and File Type.
 - b. Click *Browse* to locate the file to be uploaded.
 - c. Select *Upload*.



The screenshot shows the 'Upload' interface of the Positive Pay System. It includes three dropdown menus: 'Upload File For:' set to 'Company A', 'Upload File Type:' set to 'Saved Upload Format', and 'Saved Format:' set to 'CET'. Below these is a file selection area with a 'Browse...' button. A note states 'NOTE: Maximum upload file size is 4052 MB.' and an 'Upload' button is at the bottom right.

Note: the page will refresh and display a list of files. Select *Refresh List* and click on *View Details*.

2. Review the file contents that are displayed.
 - a. If all looks correct, select *Approve*
 - b. If a file did not upload correctly and needs to be modified, select *Cancel*, correct the file, and upload again.
3. Once *Approve* is selected, you will see the below message confirming the upload was successful.



The screenshot shows a confirmation message box. It has a green header bar with the text 'Information Message:' and a light gray body with the text 'ARP file was uploaded successfully.'

Approving Positive Pay Exceptions

1. Enroll in email notification under *Settings > Alerts > Events* to have automatic emails sent when exceptions are present.

☐ Email
 ☐ Login
 Positive Pay Exceptions

2. To Pay or Reject an item, navigate to *Cash Manager > ARP*
 - a. Select the account you wish to view Positive Pay Exceptions for.
 - b. Click the check number to view an image of the check.

View/Work ARP Items ?

View items for: Company A

Account	Check	Issued Amount	Paid Amount	Issued Date	Payee
Company A	103		\$5.00		

- c. Select *Details* to view additional information for each exception.
- d. Select either *Pay*, *Return*, or *Pay All*, *Return All*
- e. Click *Submit*.

Reset Pay All Return All

Pay Return Protected

☐
☐
[Details](#)

Submit

Note: all checks must be decisioned by the **11:00AM MT** cutoff time. All items not decisions by the cutoff time will be returned with a *Refer to Maker* message.