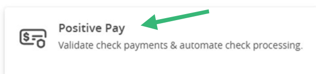
Positive Pay Quick Reference Guide

Positive Pay Exception Decision Cutoff Time: 1:00 pm Daily

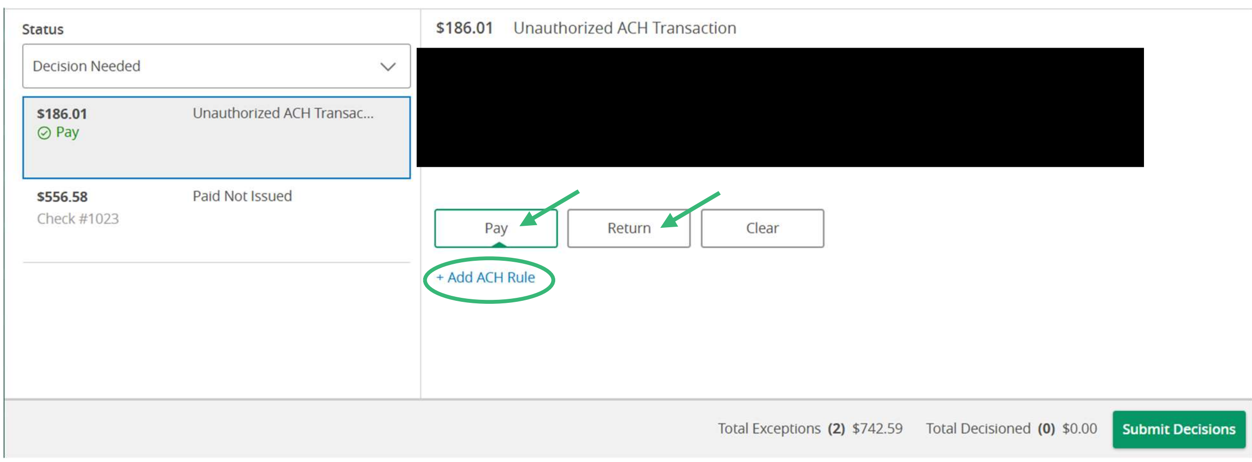
Positive Pay: Exception Processing

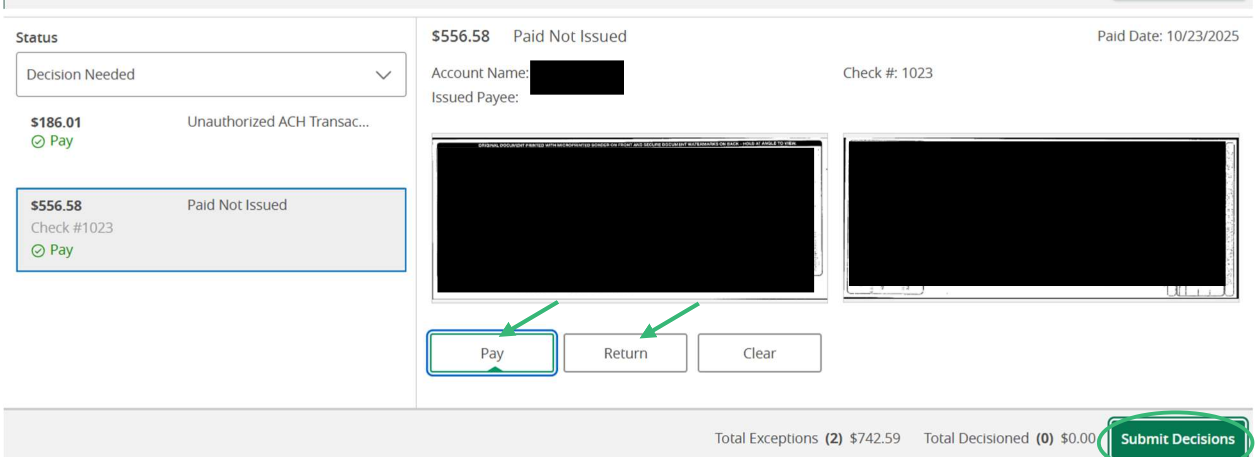
1. Login to [Digital Banking]
2. Click on *Treasury Management*

3. Click on *Positive Pay*



4. Click on the *first item* in the list on the left side of the screen.
5. Review the item, then click *Pay or Return*.
    a. If the item is listed as an Unauthorized ACH Transaction and you choose to Pay the item, the system will give you the option to Add an ACH Rule. Adding a rule will prevent items from this ACH Company from being listed as Exceptions in the future.
6. Repeat steps 4 & 5 until you have reviewed and decisioned all items on the list.
7. Click *Submit Decisions*.

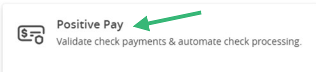




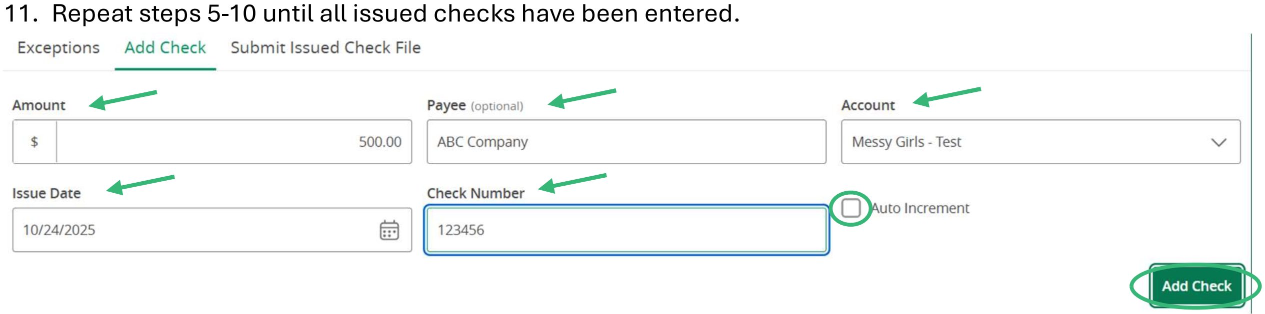
Positive Pay: Manual Check Entry

1. Login to [Digital Banking]
2. *Click on Treasury Management*

3. Click on *Positive Pay*

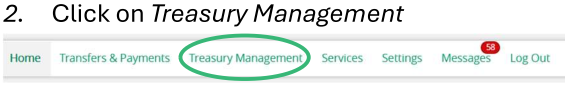


4. Click Add Check
5. Enter the Amount
6. Enter the Payee
7. Choose the Account from the dropdown menu.
8. Enter the Issue Date (if different from Today's date).
9. Enter the Check Number
   a. If entering multiple checks in the same sequence, click Auto Increment
10. Click Add Check
11. Repeat steps 5-10 until all issued checks have been entered.

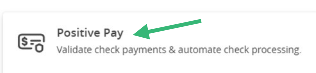


Positive Pay: Submit Issued Check File

1. Login to [Digital Banking]
2. *Click on Treasury Management*



3. Click on *Positive Pay*



4. Click Submit Issued Check File
5. Choose the File Mapping Type
   a. You will need to send treasurymanagement@chambers.bank your sample Positive Pay file prior to loading your issued check file the first time.
6. Click Choose File
7. Choose your File
8. Click Process File