

Quick Start Guide - Positive Pay

UNIBANK

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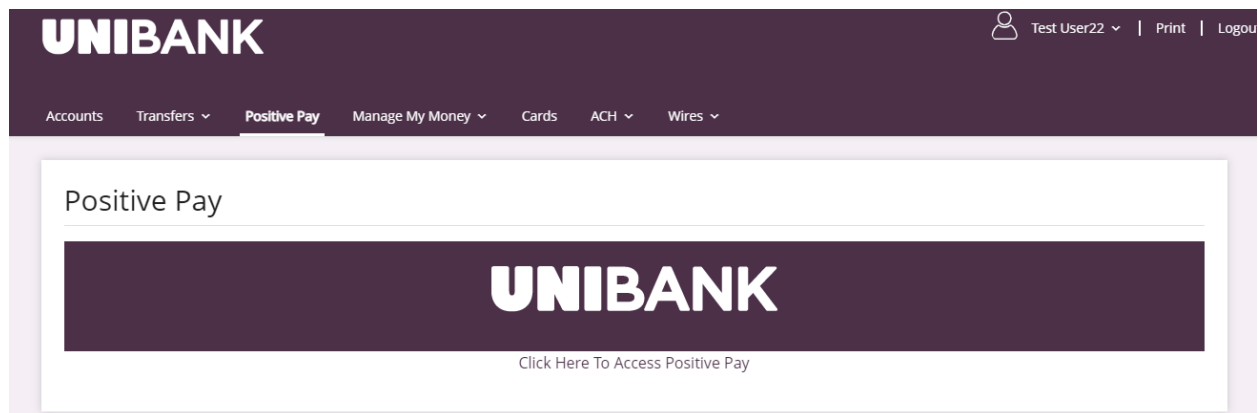
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Positive Pay

- Log into your Online Banking.
- Click on Positive Pay in the main Menu.
- To access the Positive Pay Portal, select the *Click Here to Access Positive Pay* button.

Decisions must be worked between 9:00am-11:00am.

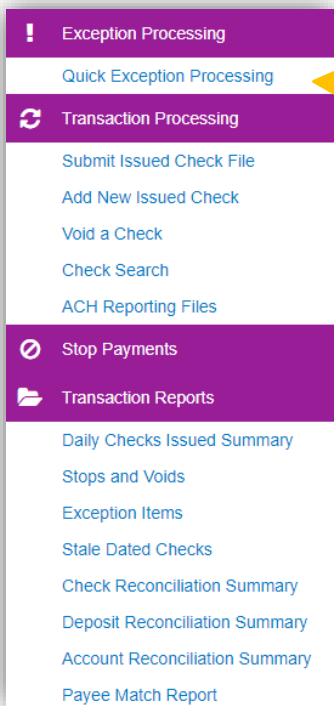
Exceptions that are not answered by 11:00am will be processed with the default decision established in your Positive Pay Agreement.



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



Reviewing Exceptions(continued)

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 03/23/2021

Account ID: <ALL>

Hide exceptions already decided

Processed Exceptions: (Count: 0) (Amount: \$0.00)
 Unprocessed Exceptions: (Count: 17) (Amount: \$6,360.61)
 Total Exceptions: (Count: 17) (Amount: \$6,360.61)

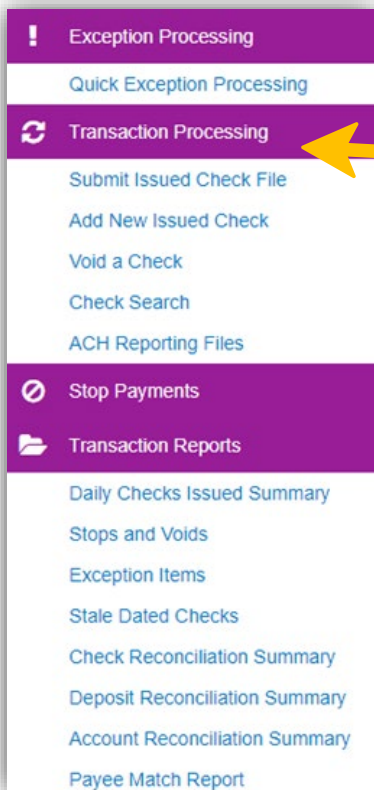
NOTE: The default decision will be applied to exceptions if no decision is made by 11:00 AM Eastern Time (US & Canada).

* The outlined checkboxes indicate the default decision for each exception.

	Account ID	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1	TEST	01/23/2017	View Image 0	100.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2	TEST	01/23/2017	View Image 0	57.55		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
3	TEST	01/23/2017	View Image 0	500.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
4	TEST	01/23/2017		1.75		BLOCKED TRANSACTION (CCD/5845874554/DR) -	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
5	TEST	01/23/2017		1.75		BLOCKED TRANSACTION (WEB/5845874554/DR) -	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
6	TEST	01/23/2017	View Image 0	100.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
7	TEST	01/23/2017	View Image 1235	110.00		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

Submitting an Issue Check File

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



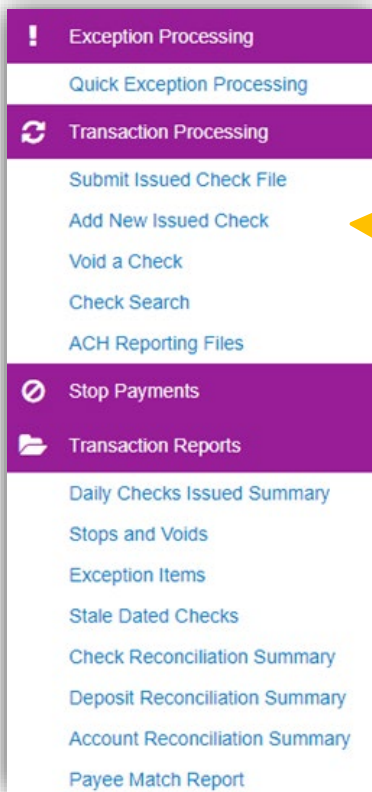
Submitting an Issue Check File (continued)

- 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.

A screenshot of a web form titled 'Submit Issued Check File'. The form is divided into three steps. Step 1 is 'Select a file to process.' and contains a 'Choose File' button and the text 'No file chosen'. Step 2 is 'Input details about the file.' and contains two dropdown menus: 'Account Nickname' with the value 'AMBULANCE' and 'File Processing Type' with the value 'Outstanding Import'. Step 3 is 'Click the "Process File" button.' and contains a purple 'Process File' button. A yellow arrow points to the 'Process File' button.

Adding a Manual Check

Under Transaction Processing, click on Add New Issued Check to add a manual check or was otherwise not included in the electronic issued check file previously submitted.



Adding a Manual Check (continued)

- 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:

Auto-Increment Check Number ←

	Account ID	Check Number	Amount	Issued Date	Issued Payee	Notes
1	Expense Account	157894	\$100.00	08/16/2017	Roger Miles	Issued Check
2	Expense Account	157895	\$200.00	08/16/2017	Jane Williams	Issued Check to Jane Williams
			Total: \$300.00			

Contact

For assistance, please contact your Relationship Manager or UniBank at 800.578.4270.