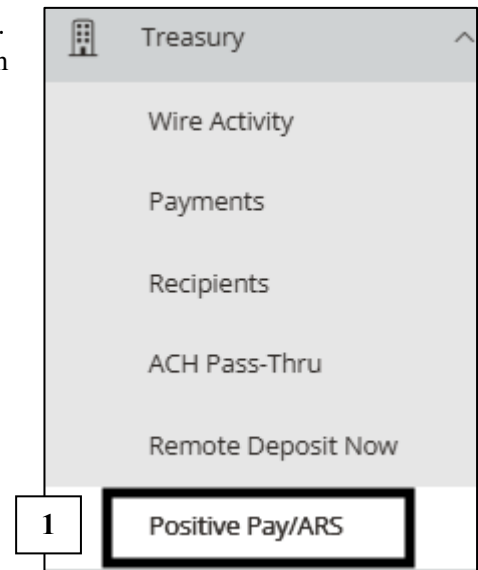
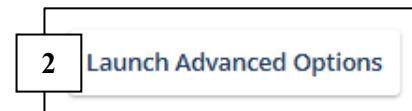


OPEN POSITIVE PAY/ARS

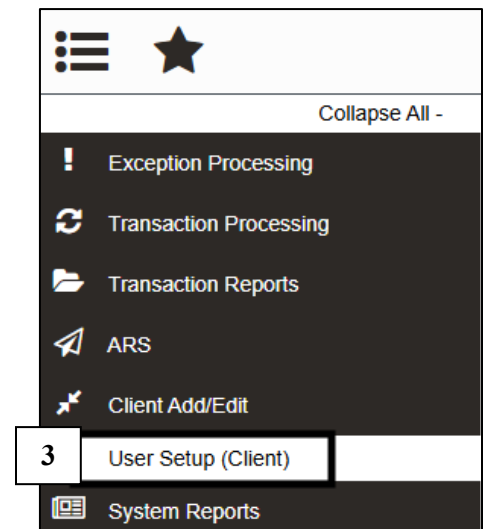
1. From the left navigation menu, select **Treasury > Positive Pay/ARS**. A new window displaying your Positive Pay Quick Decision platform will open automatically.



2. From the right-hand corner, select **Launch Advanced Options**. A new window will open automatically.



3. **Navigate to Users:** From the left dashboard menu, select **Client Add/Edit > User Setup (Client)** from the dropdown menu.

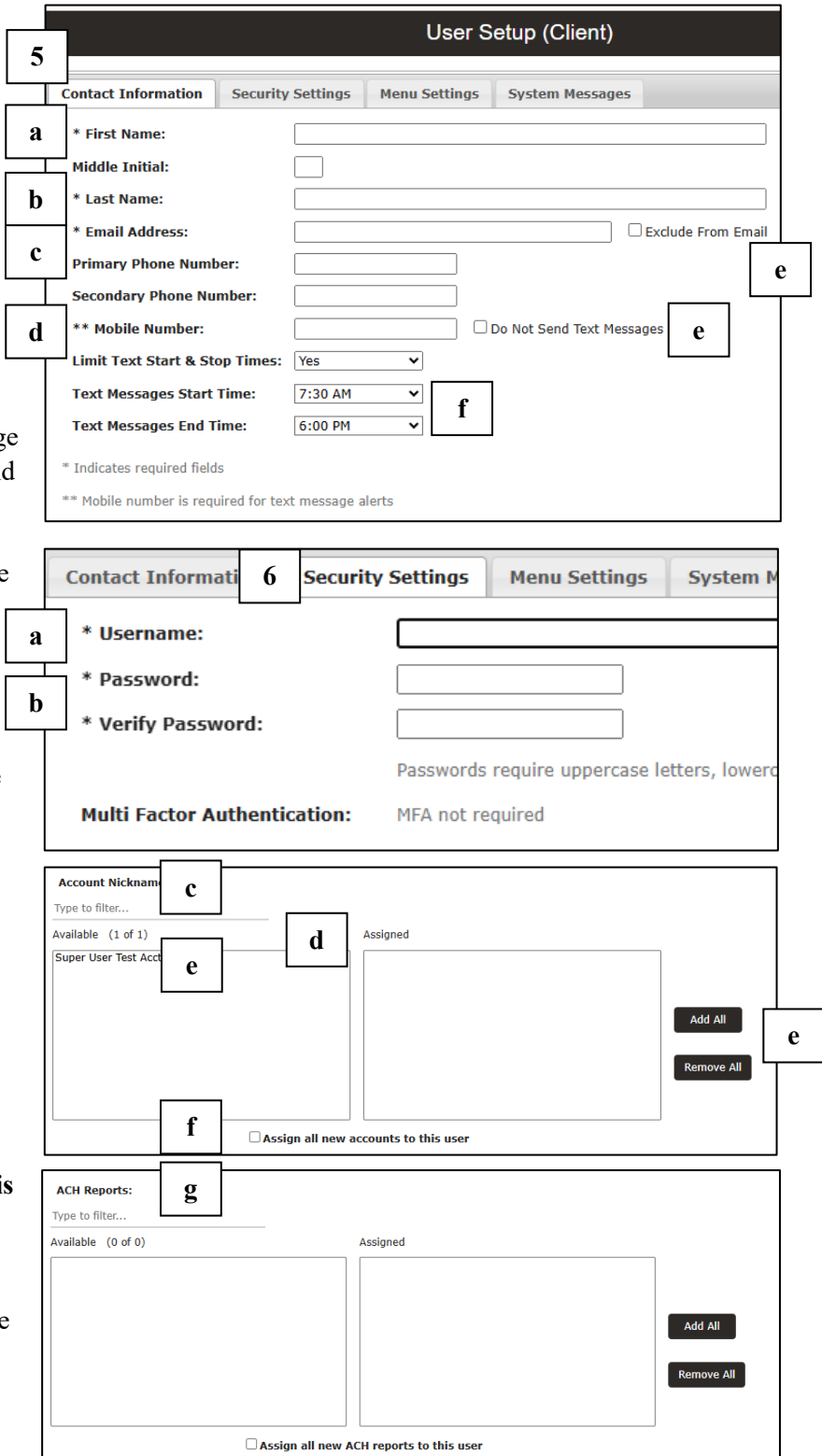


4. **Complete User Information:** In the upper right-hand corner, click **Add New** or you may select the option to **Copy** an existing user and role.



5. Under the “Contact Information” settings, complete the following for the new user:
- First Name**
 - Last Name**
 - Email Address**
 - Mobile Phone Number**
 - To disable email and text message alerts, select the checkbox next to **Exclude from Email** and **Do Not Send Text Messages**.
 - Do not change the Text Message Start Time or Text Message End Time settings.
6. Under the “Security Settings”, complete the following for the new user:
- Username** (same username from online banking)
 - Password** (required for setup but not used for login due to Single Sign-On through Online Banking)
 - Account Nickname** (list of all accounts currently enrolled in Positive Pay services)
 - Move any required accounts from **Available** to **Assigned**
 - Accounts can be moved individually by selecting the account name or all at once using **Add All** or **Remove All**.
 - Select the checkbox next to **Assign all new accounts to this user** to automatically grant access to any future accounts added to the profile.
 - ACH Reports** (follow the same process above to assign or remove ACH reports).

Note: If your user only needs **ACH Reports**, you do not need to assign accounts or any other ability.



The screenshot shows the "User Setup (Client)" form with four tabs: Contact Information, Security Settings, Menu Settings, and System Messages. The "Contact Information" tab is active, showing fields for First Name, Last Name, Email Address, Primary Phone Number, Secondary Phone Number, and Mobile Number. Callouts a-f point to these fields and the "Exclude From Email" and "Do Not Send Text Messages" checkboxes. The "Security Settings" tab is also shown, with callouts a-f pointing to the Username, Password, Verify Password, Account Nickname, and the "Assign all new accounts to this user" checkbox. The "ACH Reports" section is also visible, with callouts g pointing to the "Assign all new ACH reports to this user" checkbox.

User Setup (Client)

Contact Information | Security Settings | Menu Settings | System Messages

5

a * First Name:

Middle Initial:

b * Last Name:

c * Email Address: ☐ Exclude From Email

Primary Phone Number:

Secondary Phone Number:

d ** Mobile Number: ☐ Do Not Send Text Messages

Limit Text Start & Stop Times: Yes ☐

Text Messages Start Time: 7:30 AM

Text Messages End Time: 6:00 PM

* Indicates required fields

** Mobile number is required for text message alerts

Security Settings

a * Username:

b * Password:

* Verify Password:

Passwords require uppercase letters, lowercase letters, numbers and special characters.

Multi Factor Authentication: MFA not required

Account Nickname

Type to filter...

Available (1 of 1)

Super User Test Account

Assigned

Add All

Remove All

☐ Assign all new accounts to this user

ACH Reports:

Type to filter...

Available (0 of 0)

Assigned

Add All

Remove All

☐ Assign all new ACH reports to this user

Continued under the "Security Settings"

- h. **Transaction Data User Rights** (controls the user's ability to add, edit, or delete issued checks and download issued check files in Positive Pay)
- i. **Check Exception Type** (select one option from the drop-down menu)
- j. **ACH Exception Type** (select one option from the drop-down menu)
- k. **Setup User Rights** (controls the user's ability to add, edit, or delete ACH Rules in Positive Pay)
- l. **Locked Out** (if selected, the user is locked out of Positive Pay); To unlock the user, clear the checkbox and select **Save**.

7. Under the "Menu Settings", select the appropriate **User Security Template** for the new user from the drop-down menu.

8. Under the "System Messages", select the notifications the user should receive and the preferred delivery method.
 - a. Select **Submit** to save the user profile and complete the setup.
 - b. Note: If **Exclude from Email** or **Do Not Send Text Messages** was selected under Contact Information, the user will not receive those notifications regardless of the selections made here.

Message	Email	Text
CLIENT - No exceptions	☒	☒
CLIENT - ACH reporting file sent as email attachment	☒	☒
CLIENT - ACH reporting system new file notification	☒	☒
CLIENT - Exception notification	☒	☒
CLIENT - Reminder to process exceptions	☒	☒
CLIENT - Filtered / blocked transaction notification	☒	☒
CLIENT - Unauthorized ACH transaction notification	☒	☒
CLIENT - Issued file processing status	☒	☒
CLIENT - New ACH authorization rule added	☒	☒
CLIENT - New transaction filter / block added	☒	☒

CONFIRM SETUP User appears on users list?	Roles assigned?	Account access assigned?	Ready to begin using Positive Pay.
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