

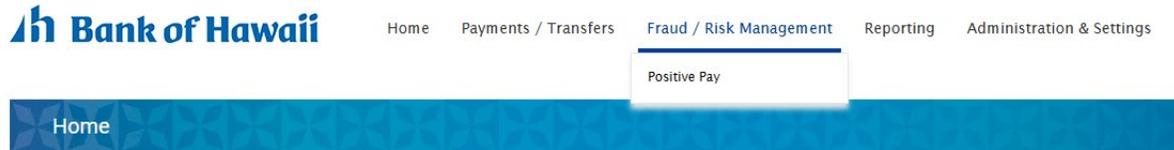
Bank of Hawai'i
Positive Pay and Accounts Reconciliation Conversion:

POSITIVE PAY GENERAL NAVIGATION REFERENCE GUIDE

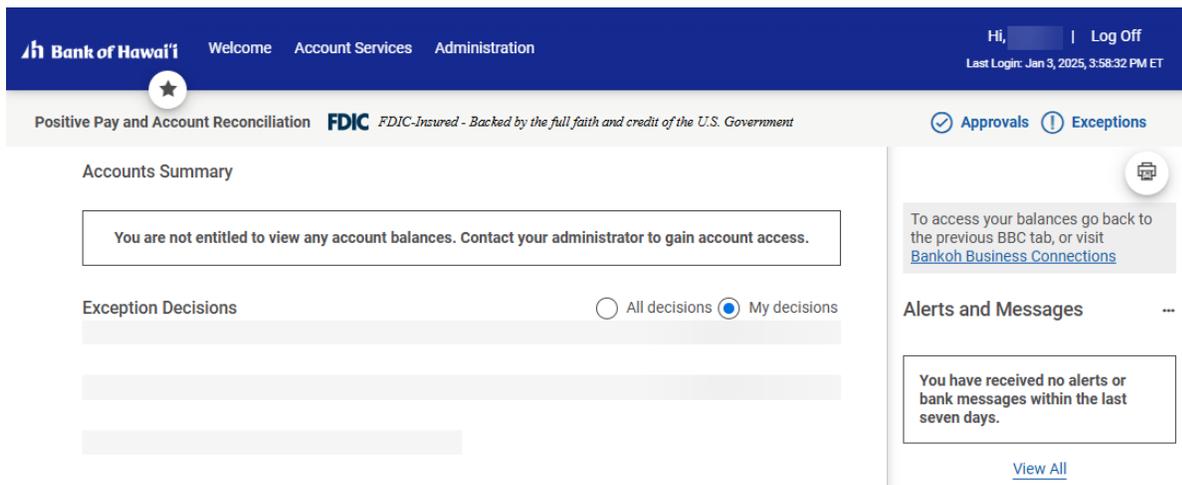
Company User Sign On Through Single Sign On (SSO)

About Sign On

Account Reconciliation and Positive Pay will be accessed through a Single Sign On (SSO) from Bankoh Business Connections (BBC). Companies and users entitled to the Positive Pay entitlement in BBC will see a Positive Pay link in their menu bar that initiates a SSO to the Account Reconciliation and Positive Pay service.



After clicking on the Positive Pay link, a new browser tab will open that will bring you to the Positive Pay and Account Reconciliation service.



The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Please note that this service is only used for Positive Pay and Account Reconciliation and is not used for real time balance reporting or money movement. Navigate back to BBC for non-Positive Pay and Account Reconciliation Services.

Company User Login Credentials

Company User ID Requirements

- Must exactly match the User ID from BBC. This requirement is to ensure the SSO between BBC and Positive Pay and Account Recon is in sync.
- Should be at least four characters in length but no more than 26. Should include a combination of two of the following types of characters:
 - **Letters:** A through Z, upper and/or lower-case. User IDs are not case sensitive.
 - **Numbers:** 0 through 9.
- Cannot be the same ID assigned to another user in the same company.

Note: Spaces and special characters are not supported.

Welcome

About the Welcome Page

The **We1come** page appears upon a company user's successful sign on and provides an at-a-glance view of important information.

There are two types of **We1come** pages: Welcome and Dashboard.

Welcome Page Components

Item Number	Item Description
1	Welcome message: User first and last name with last login date and time.
2	Message Center: Links to view mail and alert messages and send secure mail.
3	Bulletins: Short messages posted by the financial organization.
4	Account Balances: Not Applicable. Navigate back to BBC to view your account balances.
5	Favorites: Links to frequently used functions or pages.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Welcome Page Sample

The screenshot shows the Bank of Hawai'i welcome page. At the top, there is a dark blue header with the Bank of Hawai'i logo, navigation links for 'Welcome', 'Account Services', and 'Administration', and a user profile section with a 'Log Off' button and the text 'Hi, [Name] | Last Login: Jan 3, 2025, 3:58:32 PM ET'. Below the header, there is a light blue navigation bar with 'Positive Pay and Account Reconciliation', the FDIC logo, and the text 'FDIC-Insured - Backed by the full faith and credit of the U.S. Government'. There are also links for 'Approvals' and 'Exceptions'. The main content area is divided into two columns. The left column has an 'Accounts Summary' section with a message box (callout 4) stating 'You are not entitled to view any account balances. Contact your administrator to gain account access.' Below this is an 'Exception Decisions' section with radio buttons for 'All decisions' and 'My decisions'. The right column has an 'Alerts and Messages' section with a message box (callout 2) stating 'You have received no alerts or bank messages within the last seven days.' and a 'View All' link (callout 3). A callout (callout 1) points to the user profile section in the header. A callout (callout 5) points to a star icon in the navigation bar.

Communications

About Mail and Alerts

Customers should contact Bank of Hawai'i Cash Management Servicing directly at cmsrequest@boh.com or by phone at 808-694-8021 or toll free at 844-232-0118. Do not use the Contact Us through the Positive Pay and Account Reconciliation application.

Downloading Forms and Documents

1. Click **Administration > Communications > Forms and Documents**
2. Click the checkbox next to the **Document Name** column for the document you want to download.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Communications

Mail and Alerts

Sent Mail

Forms and Documents

Manage Alerts

Contact Us

Download Documents

<input type="checkbox"/>	Document Name	Description
<input type="checkbox"/>	Test CSV File	Testing CSV File Description
<input type="checkbox"/>	Test Word Document	Test Word Document Description
<input type="checkbox"/>	Test XLSX File	Testing XLSX File Description
<input type="checkbox"/>	Testing PDF Document	Testing PDF Document Description
<input type="checkbox"/>	Testing TXT Document	Testing TXT Document Description

Self-Administration

Changing My Password - Company Users

Because Positive Pay and Account Reconciliation is accessed through Single Sign On through BBC, you will not know your password nor need to change it.

Changing My E-mail Addresses - Company Users

1. Click **Administration > Self Administration > Personal Preferences**.
2. Click the edit icon link beside the e-mail address you want to change.
3. **Enter primary e-mail address** or **enter secondary e-mail address** field, type the e-mail address. Up to 100 alphanumeric characters are allowed.
4. Click **Update**

Adding My Telephone Numbers - Company Users

All users are required to have at least one telephone number, either land line or mobile. Up to six phone numbers are allowed.

1. Click **Administration > Self Administration > Manage contact preferences**.
2. Click the **Add** link. This link does not appear if you already have six telephone numbers defined.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

3. Complete the **Telephone** fields and then click **Save changes**:

Label	Home, Work, Work2, Mobile, Mobile2, and Other. Each label can be used once. If enabled for your company, domestic mobile telephone numbers can be used to receive alert notifications. Message and data rates may apply; see your carrier for details.
Country/region	The numeric country code associated with the telephone number. Select from a list of country names. These are mapped to the appropriate one to three-digit country code.
Area/city code and local number	The telephone number separated by the one of the following characters: left and right parentheses, hyphen, period, or spaces. Up to 30 characters (digits and separator characters) are allowed.
Extension (optional)	Required when an extension is needed to reach the user within an office phone system. Up to 16 numeric characters are allowed. Some phone systems require entry of additional characters, often referred to as control codes, to reach an extension. The following control codes are allowed: Pound (#), Star (*), Comma (short pause - approximately 2 seconds), Period (long pause - approximately 5 seconds). Multiple comma and period characters can be placed before or after an extension to add pause time during system generated calls that are made to users for the purpose of validating their information. For example, . . 12345. This example extension has a 10 second pause time before the extension and a 5 second pause time after. During a system generated call, the system waits 10 seconds before dialing the extension and waits 5 seconds after it dials before playing an affirmation message such as "Hello. This is Example Bank. Please press 1 to...".

4. If available, click the **Use with alerts** option beside a mobile phone number so it appears as a delivery option for the alerts that are available for SMS/text message delivery. This option can only be assigned to one mobile device at a time.

Note: A welcome message is sent to the selected mobile number after you set up your first alert for SMS/text delivery.

5. Click **Add**.

If your company requires multiple approvals for Administration, the user profile is submitted for approval by other Administrators in your company.

Changing My Telephone Numbers - Company Users

All users are required to have at least one telephone number, either landline or mobile. Users can choose to have up to six phone numbers.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

1. Click **Administration > Self Administration > Manage contact preferences**.
2. Click the **Edit** link beside the number you want to change.
3. Change the **Telephone** fields as needed and then click **Save changes**:

Label	Home, Work, Work2, Mobile, Mobile2, and Other. Each label can be used once. If enabled for your company, domestic mobile telephone numbers can be used to receive alert notifications. Message and data rates may apply; see your carrier for details.
Country/region	The numeric country code associated with the telephone number. Select from a list of country names. These are mapped to the appropriate one to three-digit country code.
Area/city code and local number	The telephone number separated by the one of the following characters: left and right parentheses, hyphen, period, or spaces. Up to 30 characters (digits and separator characters) are allowed.
Extension (optional)	Required when an extension is needed to reach the user within an office phone system. Up to 16 numeric characters are allowed. Some phone systems require entry of additional characters, often referred to as control codes, to reach an extension. The following control codes are allowed: Pound (#), Star (*), Comma (short pause - approximately 2 seconds), Period (long pause - approximately 5 seconds). Multiple comma and period characters can be placed before or after an extension to add pause time during system generated calls that are made to users for the purpose of validating their information. For example, . . 12345. This example extension has a 10 second pause time before the extension and a 5 second pause time after. During a system generated call, the system waits 10 seconds before dialing the extension and waits 5 seconds after it dials before playing an affirmation message such as "Hello. This is Example Bank. Please press 1 to...".

4. If available, click the **Use with alerts** option beside a domestic mobile phone number so it appears as a delivery option for the alerts that are available for SMS/text message delivery. This option can only be assigned to one mobile device at a time.

Note: *If this option is already assigned to a domestic mobile number and you are reassigning it to a different domestic number, the new number is automatically opted-in, and your subscribed text message alerts are updated to reflect the new number. If this option is not already assigned to a domestic number, a welcome message is sent to the selected mobile number after you set up your first alert for SMS/text delivery.*

5. Click **Update**

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

If your company requires multiple approvals for Administration, the user profile is submitted for approval by other Administrators in your company.

Deleting My Telephone Numbers - Company Users

1. Click **Administration > Self Administration > Manage contact preferences**.
2. Click the **Delete** link beside the number you want to delete. If the number you delete is the only destination set up to receive mandatory alerts, then your primary e-mail address is automatically set up to receive mandatory alerts after the number is deleted.

Note: The Delete link does not appear if only one telephone number is set up.

- 2.1 If you selected to delete a mobile number that is set up to receive text message alerts, click **Delete number**.
3. Click **Delete**.

If your company requires multiple approvals for Administration, the user profile is submitted for approval by other Administrators in your company.

Personal Preferences Page Sample

Self Administration

Change Password **Personal Preferences** User Activity Report

Email

The primary e-mail address listed below will be used for bank communications such as alerts and electronic statement notifications.
A secondary e-mail address can be added for use as an optional or backup e-mail.

Primary Email Address: 

Secondary Email Address:  

Telephone

The telephone numbers listed below may be used to contact or notify you for security reasons.

Mobile:  

Work:  

 Add

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Stopping Text Message Delivery from a Mobile Device

1. Reply with `stop` to any text message alert you receive.

Re-enrolling a Mobile Device for Text Message Delivery

If you have stopped SMS/text message delivery to your mobile device, you can re-enroll it by completing the steps in this task.

1. Delete the mobile phone number.
2. Re-add the mobile phone number.

Note: Ensure you select the *Use with alerts* option when re-adding the domestic mobile phone number. This option can only be assigned to one mobile device at a time.

3. Change your alert subscriptions so that one or more alerts are set up to be delivered to the mobile phone number.

Supported Telephone Control Codes

Telephone control codes can be used for companies that do not allow direct dialing of an extension.

For example, if the phone system plays a message and requires pressing the pound key (#) to reach an extension, you can account for the message and pound key by including the appropriate control codes. The following control codes are allowed:

- Digits 0-9
- Pound (#)
- Star (*)
- Comma (,) - short pause (about 2 seconds)
- Period (.) - long pause (about 5 seconds)

Control codes are not masked or hidden. Extensions continue to be preceded by the "x" character, with no spaces; example: (414) 286-2489 x,#..00000

About Favorites

Favorites are hyperlinks to frequently used pages (up to five pages). A company user's entitlements determine the pages available for selection.

Once created, favorites are available on the **Welcome** page or the **Shortcuts** panel on the **Dashboard**.

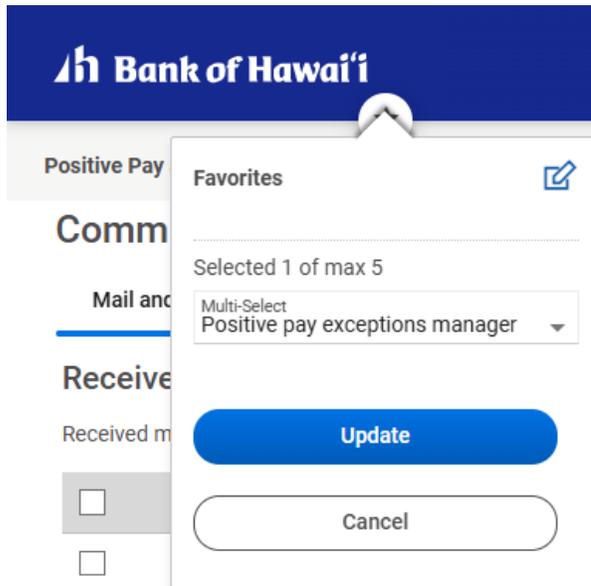
Adding Favorites

1. Click the **star icon in the upper left corner then click on the edit icon**.
2. Use the drop down to select up to 5 pages to favorites, then select a page you want to add as a favorite.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

3. Click **Update**.

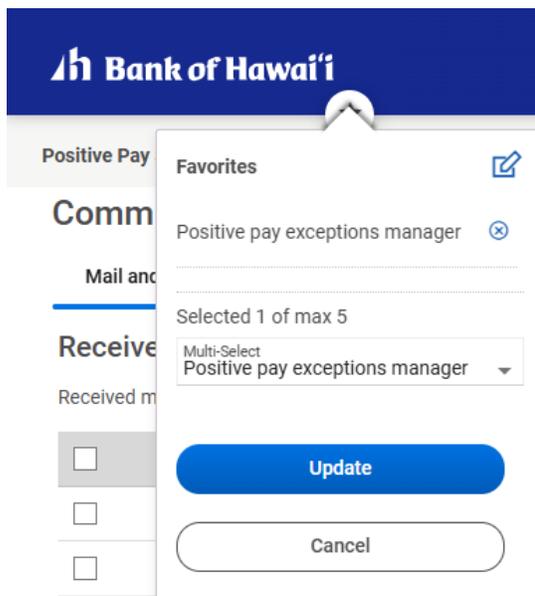
Manage Favorites Page Sample



Deleting Favorites

1. Click the **star icon in the upper left corner then click on the edit icon**.
2. Click the X icon beside the favorite you want to delete.

Manage Favorites Page Sample



The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Viewing Activity - Company Users

Company users who have the Administration role can view activity for all users. Company users who do not have the Administration role can only view their own activity.

1. Click **Administration > Self Administration > User Activity Report**.
2. Complete the following fields and then click **Generate report**:

Output to Accept the default **Screen** option or select **CSV file**.

Function Select one or more **Function** options.

***Note:** Service entitlements determine the functions available for selection. Use Ctrl-click or command-click (Macintosh) to select multiple items.*

User ID **All users, Enter user ID, or Specific user.**

Date range **Specific date or From/To range.**

Company Administration

Unlocking a Company User

1. Click **Administration > Company Administration > Manage users**.
2. Click the **System access** link beside the user who you want to unlock.
3. Clear the **User Locked** check box and then click **Save Changes**.
4. Passwords do not need to be reset due to use of SSO and Token Device Serial Number is Not Applicable.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

User Profile - Edit User Information Page Sample

Edit User Info

Edit user information and click "Save Changes".

[Return to User Profile](#)

User: JASON2 (Jason2 [redacted])

User Information

Password (Optional)	
Confirm Password (Optional)	
First Name	Jason2
Last Name	[redacted]
Additional Information (Optional)	

User Locked (Optional)

User Secure Token Maintenance

The Fulfillment Date allows you to monitor when the user's token device has been sent by the bank. If not already present, enter the Token Device Serial Number. Entry will register the token device to the user and activate the secure token at the user's next sign on.

Fulfillment Date:	N/A
Token Device Serial Number:	<input type="text"/>

Changing a Company User's Password (Not Applicable)

Changing a Company User's Telephone Number

1. Click **Administration > Company Administration > Manage users**.
2. Click the link in the **User ID** column for the user you want to change.
3. Click the **Edit Contact Information** link.
4. Change the **User Telephone Number** fields as needed:

Label Home, Work, Work2, Mobile, Mobile2, and Other. Each label can be used once.

If enabled for your company, domestic mobile telephone numbers can be used to receive alert notifications. Message and data rates may apply; see your carrier for details.

Country/region The numeric country code associated with the telephone number. Select from a list of country names. These are mapped to the appropriate one to three-digit country code.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Area/city code and local number

The telephone number separated by the one of the following characters: left and right parentheses, hyphen, period, or spaces. Up to 30 characters (digits and separator characters) are allowed.

Extension (optional)

Required when an extension is needed to reach the user within an office phone system. Up to 16 numeric characters are allowed.

Some phone systems require entry of additional characters, often referred to as control codes, to reach an extension. The following control codes are allowed: Pound (#), Star (*), Comma (short pause - approximately 2 seconds), Period (long pause - approximately 5 seconds).

Multiple comma and period characters can be placed before or after an extension to add pause time during system generated calls that are made to users for the purpose of validating their information.

For example, . . 12345. This example extension has a 10 second pause time before the extension and a 5 second pause time after. During a system generated call, the system waits 10 seconds before dialing the extension and waits 5 seconds after it dials before playing an affirmation message such as "Hello. This is Example Bank. Please press 1 to...".

User Profile - Edit Contact Information Page Sample

Edit Contact Information
Edit contact information and click "Save changes".
[Return to User Profile](#)

User:

User E-mail Address

Primary E-mail Address

Secondary E-mail Address (Optional)

User Telephone Number

The telephone number used to contact or notify the user for security reasons. An extension is required when needed to reach the user within an office phone system.

Label	Country/Region	Area/City Code & Number	Extension
Label Mobile	Country/Region UNITED STATES	Area/City Code & Number <input type="text"/>	Extension <input type="text"/>
Label Work	Country/Region UNITED STATES	Area/City Code & Number <input type="text"/>	Extension <input type="text"/>

+ Add additional telephone number

5. Click **Save Changes**.

6. If your company requires multiple approvals for Administration, click **Submit**.

Once a user profile has been submitted for approval, further changes cannot be made until all approvals have been received or the request is canceled. The changes to the user profile become effective once the required number of approvals is received.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Viewing Unsuccessful Company User Login Attempts

The invalid login report should normally be blank as the SSO would not normally allow for invalid logins.

1. Click **Administration > Company Administration > Invalid Login Report**.
2. Select an **Output to** option.
 - Screen (HTML)
 - CSV file
 - PDF
3. Select a **Date range** option:
 - Specific date
 - From/To
4. Select a **User ID** option:
 - All users
 - Specific user
 - 4.1 Select a **User status** option: All, Locked, Unlocked
5. Click **Generate report**.

Invalid Login Report Page Sample

Company Administration

Manage Users Account Information Account Administration Approval Settings User Setup Report **Invalid Login Report**

Report Details 

Date Range:	12/14/2024 to 01/14/2025	Modify Search
User ID:	All	
User Status:	All	
Send On:	01/14/2025 08:44 PM (ET)	

No Invalid Login Report available.

User Profiles

About Company User Profiles

A profile consists of a user's contact information, roles, entitled services and accounts, and limits. Profiles are created and managed by company administrators.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

The company user creation process is divided into stages:

Stage	Description
Profile	The user's demographic information, including e-mail and phone number.
Roles	The role or roles user has in the company (Administration, Approval, and/or Setup).
Services and Accounts	The services and accounts the user can use and, if applicable, the user ID required for accessing an external service, such as Commercial Capture Xpress (CCX).
Limits	The user-specific limits for ACH, Wire, and Bill Pay services (depending on which services are enabled for the user).
Verification	A page that gives Administrators an opportunity to review the profile information before saving or submitting it.

User profiles are automatically saved after each stage is completed. Completed stages appear as hyperlinks on the progress bar which can be clicked to make changes if necessary. Administrators can save a user profile at any point in the creation process and complete the setup later. Saved user profiles appear in the **Manage Saved Users** section on the **User Administration** page and remain there until the profile is completed or deleted.

Adding Company Users

1. Click **Administration > Company Administration > Manage users**.
2. Click **Create new user**.
3. Complete the **User Information** and **User Telephone Number** fields and then click **Continue**:

User ID	A user identification number. See the Company User ID Requirements section for details.
Password	A temporary password the user only uses once at their first sign-on. See the Company Password Requirements section for details.
Confirm password	The password that was typed into the Password field.
First name	The user's first name (up to 80 alphanumeric characters).
Last name	The user's last name (up to 80 alphanumeric characters).
Primary e-mail address	The user's main e-mail address (up to 100 alphanumeric characters).
Secondary e-mail address (optional)	The user's back-up e-mail address (up to 100 alphanumeric characters).
Additional information (optional)	Descriptive text about the user (up to 30 alphanumeric characters).

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Label	Work, Work 1, Mobile, Mobile 1, Home, and Other. Each label can be used once, for a maximum of six phone numbers. At least one telephone number is required.
Country/region	Used for the numeric country code associated with the telephone number. Select from a listing of country names, which are mapped to the appropriate one to three-digit country code.
Area/city code and local number	The telephone number separated by the one of the following characters: left and right parentheses, hyphen, period, or spaces. Up to 30 characters (digits and separator characters) are allowed.
Extension (optional)	<p>Required when an extension is needed to reach the user within an office phone system. Up to 16 numeric characters are allowed.</p> <p>Some phone systems require entry of additional characters, often referred to as control codes, to reach an extension. The following control codes are allowed:</p> <ul style="list-style-type: none"> • Pound (#) • Star (*) • Comma (short pause - approximately 2 seconds) • Period (long pause - approximately 5 seconds) <p>Multiple comma and period characters can be placed before or after an extension to add pause time during system generated calls that are made to users for the purpose of validating their information.</p> <p>For example, . . 12345. This example extension has a 10 second pause time before the extension and a 5 second pause time after. During a system generated call, the system waits 10 seconds before dialing the extension and waits 5 seconds after it dials before playing an affirmation message such as "Hello. This is Example Company. Please press 1 to...".</p>

4. **Optional:** Select one or more **User Role** options:

- Allow this user to setup templates
- Allow this user to approve transactions
- Grant this user administration privileges

5. Click **Continue**.

6. **Optional:** Enable services and assign accounts:

- 6.1 Click the **Add** link beside each service to entitle and if applicable, select the accounts to entitle and/or enter the user's ID for any external application.

7. Click **Continue**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

9. If the services enabled do not have limits, click **Continue**.
10. Verify the user's profile as needed and then click **Create User**.

For companies that do not require multiple approvals for Administration, clicking **Create User** creates and activates the user. For companies that require multiple approvals for Administration, clicking **Create User** submits the user profile for approval by other Administrators in the company.

New User - Verification Page Sample

Company Administration

Manage Users
Account Information
Account Administration
Approval Settings
User Setup Report
Invalid Login Report

New User

Profile

Name:	Test User
User ID:	Test
Primary E-mail Address:	test@boh.com
Telephone Number:	Work: +1 (808) 694-0000

Roles

Enabled Roles:	Administration Setup Approval
----------------	-------------------------------------

Services & Accounts

Enabled Services:	1 of 6 available
-------------------	------------------

Limits

Limits Completed:	None of the enabled services include user limits.
-------------------	---

Create User

Save as Draft

Copying Company Users

1. Click **Administration > Company Administration > Manage users**.
2. Click **Create new user**.
3. Complete the **User Information** and **User Telephone Number** fields and then click **Continue**:

User ID	A user identification number. See the Company User ID Requirements section for details.
Password	A temporary password the user only uses once at their first sign-on. See the Company Password Requirements section for details.
Confirm password	The password that was typed into the Password field.
First name	The user's first name (up to 80 alphanumeric characters).
Last name	The user's last name (up to 80 alphanumeric characters).
Primary e-mail address	The user's main e-mail address (up to 100 alphanumeric characters).

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Secondary e-mail address (optional)	The user's back-up e-mail address (up to 100 alphanumeric characters).
Additional information (optional)	Descriptive text about the user (up to 30 alphanumeric characters).
Label	Work, Work 1, Mobile, Mobile 1, Home, and Other. Each label can be used once, for a maximum of six phone numbers. At least one telephone number is required.
Country/region	Used for the numeric country code associated with the telephone number. Select from a listing of country names, which are mapped to the appropriate one to three-digit country code.
Area/city code and local number	The telephone number separated by the one of the following characters: left and right parentheses, hyphen, period, or spaces. Up to 30 characters (digits and separator characters) are allowed.
Extension (optional)	<p>Required when an extension is needed to reach the user within an office phone system. Up to 16 numeric characters are allowed.</p> <p>Some phone systems require entry of additional characters, often referred to as control codes, to reach an extension. The following control codes are allowed:</p> <ul style="list-style-type: none"> • Pound (#) • Star (*) • Comma (short pause - approximately 2 seconds) • Period (long pause - approximately 5 seconds) <p>Multiple comma and period characters can be placed before or after an extension to add pause time during system generated calls that are made to users for the purpose of validating their information.</p> <p>For example, . . 12345. This example extension has a 10 second pause time before the extension and a 5 second pause time after. During a system generated call, the system waits 10 seconds before dialing the extension and waits 5 seconds after it dials before playing an affirmation message such as "Hello. This is Example Company. Please press 1 to..."</p>

4. Select the user to copy:

- 4.1 Select the **Copy user** radio button or click the **Select user** link.
- 4.2 Click the **User ID** of the user you want to copy and then click **Copy user**.
- 4.3 Click **Continue**.

5. Click **Continue**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

- If the services enabled do not have limits, click **Continue**.
- Verify the user's profile as needed and then click **Create User**.

For companies that do not require multiple approvals for Administration, clicking **Create User** creates and activates the user. For companies that require multiple approvals for Administration, clicking **Create User** submits the user profile for approval by other Administrators in the company.

New User - Verification Page Sample

Company Administration

Manage Users | Account Information | Account Administration | Approval Settings | User Setup Report | Invalid Login Report

New User

Profile 

Name:	Test User
User ID:	Test
Primary E-mail Address:	test@boh.com
Telephone Number:	Work: +1 (808) 694-0000

Roles 

Enabled Roles:	Administration Setup Approval
----------------	-------------------------------------

Services & Accounts 

Enabled Services:	1 of 6 available
-------------------	------------------

Limits 

Limits Completed:	None of the enabled services include user limits.
-------------------	---

Create User | Save as Draft

Deleting Company Users

Company user profiles cannot be recovered once deleted. If your company requires multiple approvals for user administration, a user profile that is pending changes cannot be deleted until all the required approvals have been received for the changes or the change request is canceled.

- Click **Administration > Company Administration > Manage Users**.
- Click the link in the **User ID** column for the user you want to delete.
- Click the **Delete User** link for the user you want to delete.
- Click **Delete User**.

User Administration - Delete User Page Sample

About Saved Company User Profiles

Saved users are new user profiles that have been saved in an incomplete state. New user profiles are automatically saved at each stage in the user creation process. Saved user profiles appear under the **Manage Saved Users**

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

section on the **Company Administration** page until the setup is complete or they are deleted. Saved profiles cannot be used to sign on to the system until the setup is complete. Saved profiles cannot be copied.

User Administration Page Sample

User Administration

Review the options listed below for available user administration tasks. To quickly entitle a new account for company users, go to [Account Administration](#).

New User

You will have an opportunity to copy an existing user during the process.

[Create New User](#)

Manage Existing Users

To manage a user's profile, roles, service & accounts, system access, or change limits, click on the appropriate user ID. Disabled users can only be unlocked by contacting your financial institution.

User ID	First Name	Last Name	Status
			Active System Access
			Active System Access
			Active System Access
			Active System Access
			Active System Access
			Active System Access

Manage Saved Users

User ID	First Name	Last Name	Additional Info
TEST	Test	User	
TEST	Test	User	
TEST	Test	Test	

Completing Saved Company User Profiles

1. Click **Administration > Company Administration > Manage Users**.
2. In the **Manage Saved Users** section, click the link in the **User ID** column for the company user you want to complete.
3. Follow the steps in the [Adding Company Users](#) or [Copying Company Users](#) section of this document.

Deleting Saved Company User Profiles

1. Click **Administration > Company Administration > Manage Users**.
2. In the **Manage Saved Users** section, click the **Delete** link beside the company user you want to delete.
3. Verify the information as needed and then click **Delete User**.

Approving Company User Changes

1. Click **Administration > Company Administration > Approve user changes**.
2. Select one or more company user changes to approve and then click **Approve**.

The changes to the user profile become effective once the required number of approvals is received.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Canceling Company User Changes

1. Click **Administration > Company Administration > Approve user changes**.
2. Click the link in the **User ID** column for the user whose changes you want to cancel.
3. Click the **Cancel user profile request** link.
4. Verify the user information as needed and then click **Cancel request**.

Viewing Profile Details for Company Users

1. Click **Administration > Company Administration > User setup report**.
2. Select an **Output to** option.
 - Screen (HTML)
 - CSV file
 - PDF
3. Select a **User ID** option:
 - All users
 - Specific user
4. Select a **Report by role** option:
 - All
 - User
 - Setup
 - Administration
 - Approval
5. Click **Generate report**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

User Setup Report Page Sample Company Administration

Manage Users Account Information Account Administration Approval Settings **User Setup Report** Invalid Login Report

Report Details ⊞

[Modify Search](#)

User ID:	All
Roles:	All
Report Created:	01/15/2025 04:46 PM (ET)

[Collapse All](#)

⊞

User ID: [Redacted]
First Name: [Redacted]
Last Name: [Redacted]
Primary E-mail Address: [Redacted]
Roles: Setup, Approval

⊟ Expand Full Report

⊞

User ID: [Redacted]
First Name: [Redacted]
Last Name: [Redacted]
Primary E-mail Address: [Redacted]
Roles: Administrator, Setup, Approval

⊟ Expand Full Report

Roles and Service and Account Entitlements

About Company User Roles

Roles allow companies to divide responsibilities among their users and reduce the risk of fraud.

There are three roles that can be assigned to a company user:

1. Setup
2. Approval
3. Administration

A company user can have one or more roles assigned or none.

	<p>A user without an assigned role can enter issues, view reconciliation statements, and view decisions made on exceptions for services and accounts to which they are entitled.</p>
---	--

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

	<p>A user with the Setup role can create and maintain templates for transfer and payment services and accounts to which they are entitled. This role is not applicable to Account Recon Positive Pay Advantage services.</p>
	<p>A user with the Approval role can approve issues, issue files, decisions made on exceptions, and decision files for services and accounts to which they are entitled.</p>
	<p>A user with the Administration role is often referred to as an administrator. An administrator can create and maintain company user profiles. This includes assigning company users with their login credentials, roles, service and account entitlements. Administrators can also rename accounts, reset passwords, and modify the number of approvals required for requests.</p> <p>When a company is set up on Account Recon Positive Pay Advantage a user in the company is designated as the primary user and assigned the Administration role. The primary user is entitled to all services and to all accounts associated with those services based on the company's profile.</p> <p>A company can have multiple administrators.</p>

Changing a Company User's Roles

1. Click **Administration > Company Administration > Manage users**.
2. Click the link in the **User ID** column for the user whose roles you want to change.
3. Click the **Edit Roles** link.
4. Add or remove the **User Role** options as needed:
 - Allow this user to setup templates
 - Allow this user to approve transactions
 - Grant this user administration privileges
5. Click **Save Changes**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

User Profile - Edit Roles Page Sample

Company Administration

- Manage Users**
- Account Information
- Account Administration
- Approval Settings
- User Setup Report
- Invalid Login Report

Edit Roles

Edit the user's roles and click "Save Changes". Editing the user roles could affect the user's access and functionality, including the cancellation of scheduled requests.

[Return to User Profile](#)

User:

User Roles (Optional)

- Allow user to setup templates.
(This entitles the user to template setup and template approval capabilities for only those services and accounts to which the user has been entitled.)
- Allow this user to approve transactions
(This entitles the user to transmit capabilities for only those services and accounts to which the user has been entitled.)
- Grant this user administration privileges
(This will allow the user to add, modify, copy and delete users, modify their roles, services and account access, rename accounts, and modify the number of approvers required for requests.)

About Entitlements - Company Users

Entitlements provide companies with another control to divide responsibilities among their users and reduce the risk of fraud. For instance, one company user could be tasked with entering transactions while another is responsible for approving/transmitting them.

There are two types of entitlements:

1. Service
2. Account

As the names suggest, service entitlements grant access to services and account entitlements grant access to accounts. For many services these entitlements work together to give company users full access to a service and its features. For services that have associated account entitlements, if a company user is only entitled to the service but not the accounts, the menu navigation for the service is visible but access to the pages is limited and the service is unusable.

A company's administrator is responsible for assigning entitlements to its users.

Service Entitlements

Service entitlement names typically match or reflect the service name to which it provides access. For example, Stop Payment is the service entitlement name for the Stop Payment service. Access to some services, such as Positive Pay, are controlled through multiple service entitlements.

Account Entitlements

Account entitlement names indicate what they allow a company user to do. The service entitlement determines the account entitlements a company user sees.

Note: No account entitlement is needed to import or approve check issue files.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Dependent Services

Dependent services are services that must be enabled together. For example, when enabling the Positive Pay Exception Maintenance service for a company user the Positive Pay service must also be enabled.

If Enabled	Also Enable
Positive Pay Issue Maintenance	Positive Pay
Positive Pay Exception Maintenance	Positive Pay
Payee Positive Pay	Positive Pay
Positive Pay Exception Correction	Positive Pay and Positive Pay Exception Maintenance

Note: The service in the right column must be enabled for the service in the left column to have any effect on the user's entitlements.

Adding Service and Account Entitlements

1. Click **Administration > Company Administration > Manage Users**.
2. Click the link in the **User ID** column for the user you want to change.
3. Click the **Edit Services and Accounts** link.
4. Click the **Add** link beside each service to enable and if applicable, select the accounts to entitle and/or enter the user's ID for any external application.
 - 4.1 Click **Save Changes** for each enabled service.
5. Click **Save Changes**.
6. If your company requires multiple approvals for user administration, click **Save Changes**. Once a user profile has been submitted for approval, further changes cannot be made until all approvals have been received or the request is canceled. The changes to the user profile become effective once the required number of approvals is received.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

User Profile - Edit Services & Accounts Page Sample

Edit Services & Accounts

Edit services and accounts by clicking the appropriate links below.

[Return to User Profile](#)

User: [REDACTED]

Services & Accounts

To enable a service and assign accounts, click the appropriate link. To disable all services and accounts, click "Clear All".

A green dot (•) indicates that you have added or changed a service. The red (x) indicates that you have removed a service. To submit changes click "Save Changes" at the bottom of the screen.

6 of 6 services enabled

[Clear All](#)

Service				
✓	Full Account Recon		Service enabled, accounts entitled.	⊗
Description	Account Number	TRC	Entitled Account	Allow Transmit
CM Test Account 1	[REDACTED]	[REDACTED]	✓	✓
CM Test Account 2	[REDACTED]	[REDACTED]	✓	✓
^ Collapse				
✓	Information Reporting		Service enabled, accounts entitled.	✎ ⊗
✓	Positive Pay		Service enabled, accounts entitled.	✎ ⊗

Removing Service and/or Account Entitlements

1. Click **Administration > Company Administration > Manage Users**.
2. Click the link in the **User ID** column for the user you want to change.
3. Click the **Edit Services and Accounts** link.
4. Do one or more of the following:
 - To remove a service and its entitled accounts, click the **Change** link beside the service and then click the **Remove** link.
 - To remove account entitlements for a service, click the **Change** link beside the service, select the accounts to remove, and then click **Save Changes**.
5. Click **Save Changes**.

Entitling New Accounts to Services

1. Click **Administration > Company Administration > Account Administration**.
2. Select from the following options and then click **Go**:

User Contains all user profiles in the company except for saved user profiles. Users are shown in alphabetical order in this format: **first name last name - user ID**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Account Contains all accounts in the company. Accounts are shown in a drop-down list and a **Search** box appears beside the **Account** drop-down so that a specific account can be more easily located.

3. Assign service and account entitlements as appropriate:

Service Service entitlement names typically match or reflect the service to which it provides access. Some services may have sub-entitlements that determine access to specific tasks or features.

Entitle Account For account reconciliation and positive pay services, this account entitlement allows a company user to view outstanding issues, stale issues, exception decisions, status on issues, and enter and update issues for the selected account (depending on the services entitled).

For other services, this account entitlement allows a company user to view an account and its activity and create transactions/requests from/for the selected account.

Note: For the Internal Transfer and Multiple Account Transfer services, From and To check boxes allow you to choose whether a company user can transfer money from and/or to a specific account.

Allow Transmit For account reconciliation and positive pay services, this account entitlement allows a company user to approve and make decisions on exceptions for the selected account and allows those with the Approval role to approve manually entered issues for the selected account (depending on the services entitled).

For other services, this account entitlement allows a company user with the Approval role to approve transactions for the selected account.

Note: The Allow Transmit column only appears when the transmit function is applicable to the service and the selected company user has the Approval role.

Approve Allows a company user to submit a request to close or modify an account.

Note: The Entitle Account, Allow Transmit, and/or Approve account entitlements may not be applicable for some services.

4. Click **Save Changes**.

Express Account Management Page Sample

Account Administration

Use this page to quickly entitle one account to one user.

Select the user and account to manage and click "Go". The available services for the account will be displayed below.

Select the services that the selected account will be assigned to, and click "Save Changes". Saved changes will override current entitlements for the selected account and services. To review these changes go to [User Administration](#).

User: [Redacted] ▼

Accounts: [Redacted] ▼

Go

Services for [Redacted] Checking - [Redacted]

<input checked="" type="checkbox"/>	Service Name	<input checked="" type="checkbox"/> Entitle Account	<input type="checkbox"/> Allow Transmit
<input checked="" type="checkbox"/>	Full Account Recon	<input checked="" type="checkbox"/> From	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Information Reporting	<input checked="" type="checkbox"/> From	
<input checked="" type="checkbox"/>	Positive Pay	<input checked="" type="checkbox"/> From	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Positive Pay Exception Maintenance	<input checked="" type="checkbox"/> From	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Positive Pay Issue Maintenance	<input checked="" type="checkbox"/> From	<input checked="" type="checkbox"/>

Changing an Account Description

Account descriptions (nicknames) help company users to more easily identify specific accounts when they are used in transactions. Account numbers should not be used for account nicknames.

1. Click **Administration > Company Administration > Manage account information**.
2. Click the link in the **Description** column for the account you want to change.
3. In the **Description** field, type a name or description (up to 80 alphanumeric characters).
4. Click **Save Changes**.

Change Account Description Page Sample

Change Account Description

Please make the required changes and click "Save Changes". To return to the list of accounts go to [Account Administration](#).

Account Information

TRC: [Redacted]

Account Number: [Redacted]

Account Type: Checking

Description: [Redacted]

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Approvals

About Approvals

Multiple approvals help companies reduce the risk of fraud by ensuring a change or transaction is approved by more than one company user before it is processed.

Administration

Multiple approvals can be required for company user profile additions, changes, and deletions.

Transactions

Multiple approvals can be required to send a transaction and can be based on transaction amount. The number of approvals required can vary based upon the dollar amount of a request. Companies with multiple users can require transactions to be approved by users other than the ones who entered them, provided the setting is available for the service. The number of approvals required for a service should not be greater than the number of users authorized to approve/transmit the transactions.

Multiple approvals can be set uniquely by service.

Issues and Decisions

Multiple approvals can be required for exception decisions, imported decision files, issues, and imported issue files. The number of approvals required should not be greater than the number of users authorized to approve the issues/decisions.

Requiring Multiple Approvals for Transactions

1. Click **Administration > Company Administration > Manage approval settings**.
2. In the **Approvals Required for Transactions** section, define the approval settings for the service:

Request Amount	Type the amount of the transaction.
Approvals If Less or Equal	Type the number of approvals required when the transaction amount is less than or equal to the Request Amount .
Approvals If Greater	Type the number of approvals required when the transaction amount exceeds the Request Amount .
3. **Optional:** If applicable, require transactions to be approved by users other than the users who entered them.
 - 3.1 Review your company's scheduled transactions and determine if any have been approved by the entry user (e.g., user who created the schedule). If a scheduled transaction has been approved by the entry user, have that user delete and recreate the schedule.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Warning: If this step is not performed, then the scheduled transactions with an approval applied by the entry user will fail and be placed in the approval queue where the additional approval(s) can be applied.

- 3.2 Click the **Require Separate Entry From Approval** option. Services that have a checkmark (✓) are required by the financial organization to have this control and cannot be changed.

4. Click **Save Changes**.

Approvals Administration Page Sample

Manage Approval Settings

Enter the required approvals for the selected services and click "Save Changes".

Approvals Required for Transactions

To require multiple users to approve transactions, enter a transaction amount and the number of approvals required when a transaction is less than or equal to, or, exceeds that transaction amount.

To require all transactions to be approved by a user other than the one who enters them, select **Require Separate Entry From Approval**. To require only those transactions that are at or above a specific dollar amount to be approved by a user other than the one who enters them, enter an amount in the **Separate Entry From Approval If Equal Or Greater** field. The **Require Separate Entry From Approval** check box should only be selected for companies with at least two users.

Service Name ↑	Request Amount	Approvals If Less or Equal	Approvals If Greater	Require Separate Entry From Approval	Separate Entry From Approval if Equal Or Greater
Positive Pay Exception Maintenance	0	1	1	<input type="checkbox"/>	
Reverse Positive Pay	0	1	1	<input type="checkbox"/>	

Approvals Required for Setup

Service Name ↑	Approvals Required
Administration	1

Approvals Required for Issues/Decisions

Enter the number of approvals required for check issue entry and import, and decision import. Approvals for Positive Pay Exception Maintenance and Reverse Positive Pay must be equal.

Service Name ↑	Approvals Required
Full Account Recon	1
Positive Pay Exception Maintenance	1
Positive Pay Issue Maintenance	1
Reverse Positive Pay	1

! Please check your approval settings before they are saved.
You will not be able to transmit a request if the number of approvals required for a service is greater than the number of users authorized to approve requests for a service.

Save Changes Do not save changes

Requiring Multiple Approvals for Company User Administration

1. Click **Administration > Company Administration > Manage approval settings**.
2. In the **Approvals Required for Setup** section, in the **Approvals Required** field beside **Administration**, type the number of approvals required for user additions, changes, and deletions. Up to nine approvals can be required.
3. Click **Save Changes**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Approvals Administration Page Sample

Manage Approval Settings

Enter the required approvals for the selected services and click 'Save Changes'.

Approvals Required for Transactions

To require multiple users to approve transactions, enter a transaction amount and the number of approvals required when a transaction is less than or equal to, or, exceeds that transaction amount.

To require all transactions to be approved by a user other than the one who enters them, select **Require Separate Entry From Approval**. To require only those transactions that are at or above a specific dollar amount to be approved by a user other than the one who enters them, enter an amount in the **Separate Entry From Approval If Equal Or Greater** field. The **Require Separate Entry From Approval** check box should only be selected for companies with at least two users.

Service Name ↑	Request Amount	Approvals If Less or Equal	Approvals If Greater	Require Separate Entry From Approval	Separate Entry From Approval if Equal Or Greater
Positive Pay Exception Maintenance	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>		
Reverse Positive Pay	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>		

Approvals Required for Setup

Service Name ↑	Approvals Required
Administration	<input type="text" value="1"/>

Approvals Required for Issues/Decisions

Enter the number of approvals required for check issue entry and import, and decision import. Approvals for Positive Pay Exception Maintenance and Reverse Positive Pay must be equal.

Service Name ↑	Approvals Required
Full Account Recon	<input type="text" value="1"/>
Positive Pay Exception Maintenance	<input type="text" value="1"/>
Positive Pay Issue Maintenance	<input type="text" value="1"/>
Reverse Positive Pay	<input type="text" value="1"/>

 Please check your approval settings before they are saved.
You will not be able to transmit a request if the number of approvals required for a service is greater than the number of users authorized to approve requests for a service.

Requiring Multiple Approvals for Issues and Decisions

1. Click **Administration > Manage approval settings**.
2. In the **Approvals Required For Issues/Decisions** section, in the **Approvals Required** field, type the number of approvals required for each service. Up to nine approvals can be required.
3. Click **Save Changes**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Approvals Administration Page Sample

Manage Approval Settings

Enter the required approvals for the selected services and click "Save Changes".

Approvals Required for Transactions

To require multiple users to approve transactions, enter a transaction amount and the number of approvals required when a transaction is less than or equal to, or, exceeds that transaction amount.

To require all transactions to be approved by a user other than the one who enters them, select **Require Separate Entry From Approval**. To require only those transactions that are at or above a specific dollar amount to be approved by a user other than the one who enters them, enter an amount in the **Separate Entry From Approval If Equal Or Greater** field. The **Require Separate Entry From Approval** check box should only be selected for companies with at least two users.

Service Name ↑	Request Amount	Approvals If Less or Equal	Approvals If Greater	Require Separate Entry From Approval	Separate Entry From Approval If Equal Or Greater
Positive Pay Exception Maintenance	0 <input type="text"/>	1 <input type="text"/>	1 <input type="text"/>		
Reverse Positive Pay	0 <input type="text"/>	1 <input type="text"/>	1 <input type="text"/>		

Approvals Required for Setup

Service Name ↑	Approvals Required
Administration	1 <input type="text"/>

Approvals Required for Issues/Decisions

Enter the number of approvals required for check issue entry and import, and decision import. Approvals for Positive Pay Exception Maintenance and Reverse Positive Pay must be equal.

Service Name ↑	Approvals Required
Full Account Recon	1 <input type="text"/>
Positive Pay Exception Maintenance	1 <input type="text"/>
Positive Pay Issue Maintenance	1 <input type="text"/>
Reverse Positive Pay	1 <input type="text"/>

ⓘ Please check your approval settings before they are saved.
You will not be able to transmit a request if the number of approvals required for a service is greater than the number of users authorized to approve requests for a service.

Save Changes

Do not save changes

Service Administration

Changing the Company Stale Date - Full Reconciliation

The stale date is the number of days after which a check written for the corresponding account is considered stale.

1. Click **Administration > Service Administration > Full Account Reconciliation Settings**.
2. Click the **Edit** link.
3. In the **Company stale date setting** field, type the new setting.

The company stale date cannot exceed the days defined for the **Maximum stale date setting**. If the new company stale date is more restrictive than the stale date setting for an individual account, then the stale date setting for that account is automatically updated to match the new company stale date setting.

4. Click **Save Changes**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Full Account Recon Administration - Edit Company Stale Date Setting Page Sample

Service Administration

Full Account Reconciliation Positive Pay Reverse Positive Pay

< Back Edit Settings

Edit Company Stale Date Setting

Maximum Stale Date Setting: 180 Days

Company Stale Date Setting: 180 Days

Save Cancel

Changing the Account Stale Date - Full Reconciliation

The stale date is the number of days after which a check written for the corresponding account is considered stale.

1. Click **Administration > Service Administration > Full Account Reconciliation Settings**.
2. Click the link in the **Account** column for the account you want to change.
3. In the **Stale date setting** field, type the new setting.
The account stale date cannot exceed the days defined for the company.
4. Click **Save**.

Full Account Recon Administration - Edit Account Details Page Sample

Service Administration

Full Account Reconciliation Positive Pay Reverse Positive Pay

< Back Edit Account Details

Account Information

TRC:

Account Number:

Stale Date Setting: 180 (Maximum is 180 Days)

Save Cancel

Changing the Company Stale Date - Positive Pay

The stale date is the number of days after which a check written for the corresponding account is considered stale.

1. Click **Administration > Service Administration > Positive Pay settings**.
2. Click the **Edit** link.
3. In the **Company stale date setting** field, type the new setting.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

The company stale date cannot exceed the days defined for the **Maximum Stale Date Setting**. If the new company stale date is more restrictive than the stale date setting for an individual account, then stale date setting for that account is automatically updated to match the new company stale date setting.

4. Click **Save**.

Positive Pay Administration - Edit Company Stale Date Setting Page Sample

Service Administration

Full Account Reconciliation **Positive Pay** Reverse Positive Pay

< Back Edit Settings

Edit Company Stale Date Setting

Maximum Stale Date Setting: 180 Days

Company Stale Date Setting: Days

Save Cancel

Changing the Account Stale Date - Positive Pay

The stale date is the number of days after which a check written for the corresponding account is considered stale.

1. Click **Administration > Service Administration > Manage Positive Pay Settings**.
2. Click the link in the **Account** column for the account you want to change.
3. In the **Stale Date Setting** field, type the new setting.
The account stale date cannot exceed the days defined for the company.
4. Click **Save**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Service Administration

Full Account Reconciliation

Positive Pay

Reverse Positive Pay

< Back

Edit Account Details

Account Information

TRC:

Account Number:

Stale Date Setting:

180

(Maximum is 180 Days)

Minimum Exception Amount:

Amount
\$ 0.01

(Maximum is \$0.01)

Minimum Payee Exception Amount:

Amount
0.01

(Maximum is \$0.01)

Save

Cancel

Changing the Minimum Exception Amount - Positive Pay

The minimum exception amount is the minimum dollar amount for exception generation. For example, if the minimum dollar amount is set to \$10, exceptions are generated for items that are equal to or greater than \$10.

1. Click **Administration > Service Administration > Positive Pay settings**.
2. Click the link in the **Account** column for the account you want to change.
3. In the **Positive pay exception minimum amount** field, type the new amount.
4. Click **Save**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Service Administration

Full Account Reconciliation

Positive Pay

Reverse Positive Pay

< Back

Edit Account Details

Account Information

TRC:

Account Number:

Stale Date Setting:

180

(Maximum is 180 Days)

Minimum Exception Amount:

Amount
\$ 0.01

(Maximum is \$0.01)

Minimum Payee Exception Amount:

Amount
0.01

(Maximum is \$0.01)

Save

Cancel

Changing the Minimum Payee Exception Amount - Positive Pay

The minimum payee exception amount is the minimum dollar amount for payee exception generation. For example, if the minimum dollar amount is set to \$10, payee exceptions are generated for items that are equal to or greater than \$10.

1. Click **Administration > Service Administration > Positive Pay settings**.
2. Click the link in the **Account** column for the account you want to change.
3. In the **Payee Exception Minimum Amount** field, type the new amount.
4. Click **Save**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

Service Administration

Full Account Reconciliation

Positive Pay

Reverse Positive Pay

< Back

Edit Account Details

Account Information

TRC:

Account Number:

Stale Date Setting:

180

(Maximum is 180 Days)

Minimum Exception Amount:

Amount
\$ 0.01

(Maximum is \$0.01)

Minimum Payee Exception Amount:

Amount
0.01

(Maximum is \$0.01)

Save

Cancel

Changing the Minimum Exception Amount - Reverse Positive Pay

The minimum exception amount is the minimum dollar amount for exception generation. For example, if the minimum dollar amount is set to \$10, exceptions are generated for items that are equal to or greater than \$10.

1. Click **Administration > Service Administration > Reverse Positive Pay settings**.
2. Click the link in the **Account** column for the account you want to change.
3. In the **Reverse Positive Pay minimum exception amount** field, type the new amount.
4. Click **Save changes**.

The material contained in this Guide is for your information only and is not intended for distribution. The materials and information are considered confidential and proprietary.

✕

Reverse Positive Pay Administration - Edit Account Settings

Account Information

TRC:

Account number:

Reverse Positive Pay minimum exception amount: \$ (maximum is \$10.00)
