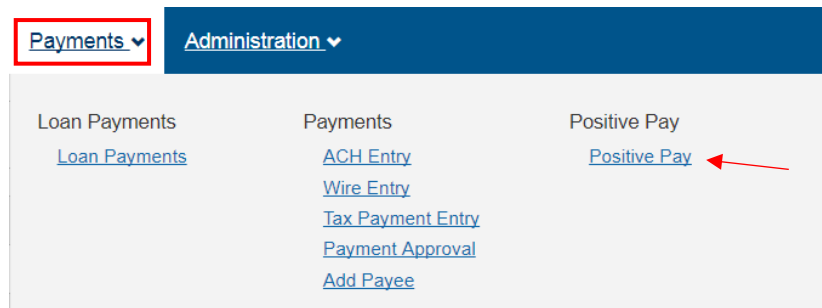


How to Decision a Positive Pay Suspect Item

Users with Positive Pay permissions have the ability to pay or return suspect items through the Business Online Banking Platforms. Instructions for how to pay or return suspect items are outlined below.

Step 1:

From the **Dashboard** homepage, click the **Payments** tab and select **Positive Pay** from the dropdown menu.




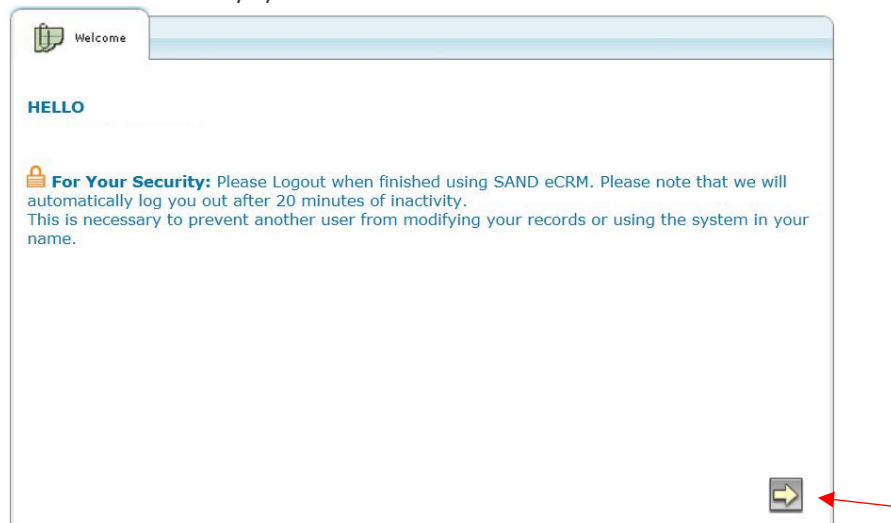
Step 2:

On the **Positive Pay** screen, click the **Login to Positive Pay** button on the left side of the screen.



Step 3:

You will automatically navigate to the Positive Pay website. Click the arrow button  at the bottom of the screen to continue into the Positive Pay system.



Step 4:

From the **Accounts** tab click the **radio** button located under the **Select** column, for the account that has a suspect item (record information will be in **red** text if there is a suspect item to review). Select the **Account Items** tab to continue.

ACCOUNTS/RANGES FOR BWBTESTCO

Your accounts/ranges are listed below. Please select an account by clicking on the corresponding bullet. Click on the corresponding tabs to view Account Items or Billing Information for the selected account. For configuration options, click on the appropriate associated icon.

Total Records: 5

Select	Transit	Account No.	Notes	Range Start	Range End	Options	Delete
<input type="radio"/>	211371120	3157	TEST	1	9999999999		-
<input type="radio"/>	211371120	9471	Test PosPay	1	9999999999		-
<input checked="" type="radio"/>	211371120	3375	Test PosPay	1	9999999999		-
<input type="radio"/>	211371120	0265	Test PosPay	1	9999999999		-
<input type="radio"/>	211371120	8885		1	9999999999		-

Step 5:

On **Account Items** tab select **Suspects Need To Be Reviewed** from the **Report Options** drop down in the bottom left corner of the screen. Click the **Show Search Results** icon located in the top right corner of the screen to continue

ACCOUNT ITEMS RESEARCH

TESTCO
Transit: 211371120 Account:

Please select the dates for the reporting period, check No. and/or amount scope and press relative button to view different reports. If you wish to view items for a different account, you can click on 'Select Different Account' icon.

Dates
Start: End:
MM/DD/YYYY MM/DD/YYYY

Check No.
From: To:

Amount
From: To:

Payee Name

Report Option:
Suspects Need To Be Reviewed

Lines per Page:
500

Report Format:
 HTML PDF

Exception Reason:
All Reasons

Outstanding Item Type:
Issue Void Both

Step 6:

For each Suspect Item listed, click the **Date**, **Trace** or **Check No.** to view the check.

CURRENT DAY SUSPECTS - All

BWBTESTCO
 Transit: 211371120 Account:
 Starting Date: 01/22/2018 Ending Date: 01/22/2018

Listed below are the items you selected. Click on each item to make Pay/No Pay decisions or to Revalidate the item. To work with a different account, click on the 'Select Different Account' icon above.

Total Records: 1

Date	Trace	Check No.	Amount (\$)	Payee	Status	Reason Rejected
01/22/2018		55454F02D960490290BF42770	8.88	Non Reco	⊗	Stop-Pay

Total Amount: 8.88

Step 7:

Review the Suspect Item and determine if you want to Pay or Return the Item. If you want to *Pay* the item simply click the **Check Mark** icon . If you want to *Return* the item, select a **Return Reason** from the drop down menu located in the bottom right of the screen then click the "X" Mark icon .

Suspected Item
 Transit: 211371120 Account:

You have 185 minutes left to disposition items before the end-of-day.

Click on the image to enlarge.
 Click here to see the back of check

Trace: 55454F02D960490290BF42770
 Reason Rejected: Stop-Pay

Comments: Issue Amount: 8.88 *Check No: *Amount: 8.88 Return Reason: Stop Payment

PAY ITEM

Step 8:

Once you select to Pay or Return the item, you will be automatically directed to the **Current Day Suspects** page. On the **Current Day Suspects** page, verify the **Status** of the item to reflect the decision made.

Accounts Account Items Billing Information Company Profile Profile Contact User Manager Help Logout

User is logged on | Tuesday, January 23, 2018 12:03:46 PM

CURRENT DAY SUSPECTS - All

BWBTESTCO
 Transit: 211371120 Account:
 Starting Date: 01/22/2018 Ending Date: 01/22/2018

Listed below are the items you selected. Click on each item to make Pay/No Pay decisions or to Revalidate the item. To work with a different account, click on the 'Select Different Account' icon above.

Total Records: 1

Date ^	Trace ^	Check No. ^	Amount (\$) ^	Payee ^	Status ^	Reason Rejected ^
01/22/2018	55454F02D960490290BF42770		8.88	Non Reco		Stop-Pay

Total Amount: 8.88

Reviewed and Dispositioned to Pay