

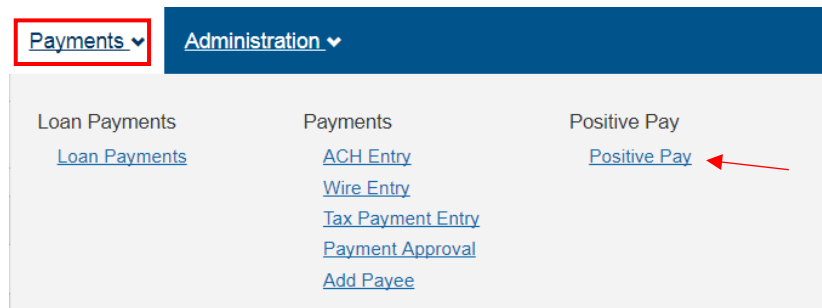
## How to Reset a Positive Pay User

Users with Positive Pay Admin permissions have the ability to reset or unlock Positive Pay Users through the Online Banking Platforms. Instructions for how to reset and unlock Users are outlined below.

### Creating a Payee:

#### Step 1:

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



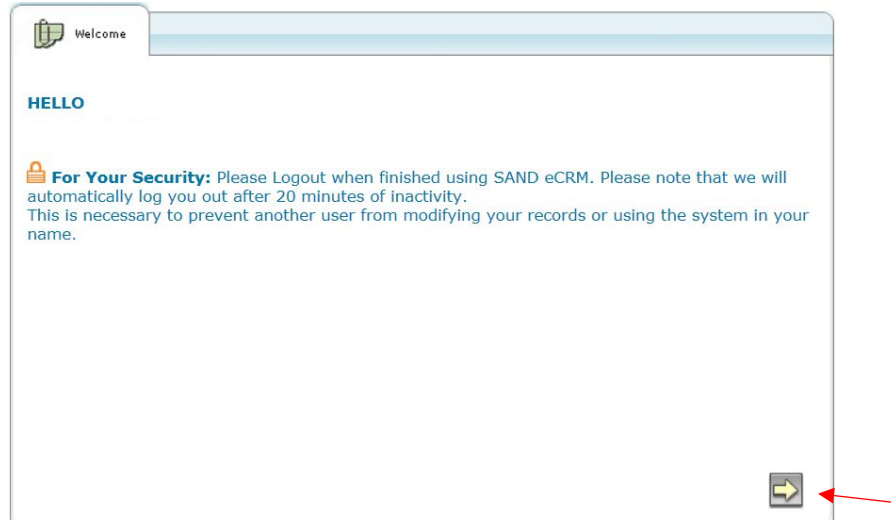
#### Step 2:

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:**

Once you're fully logged into the Positive Pay system, select the **User Manager** tab.

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

User is logged on | Thursday, January 18, 2018 1:17:51 PM

**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 the **User Manager** tab, select **Reset User Login Status** from the Status column on right side of the screen.

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

User is logged on | Friday, January 19, 2018 9:58:55 AM

**USERS FOR TESTCO:**

Click on the user's Login ID or User Name to view, modify or delete that user. Click on the Email field to send an email to that user.

Total Records: 6

Login ID ^	User Name ^	Phone No. ^	Email ^	Status ^
csb	Erinn	(617) 441 -	i@cambridgesavings.com	
dng	David	(617) 441 -	@cambridgesavings.com	
eci	ecuipa	(617) 441 -	i@cambridgesavings.com	
ecui	Erinn	(617) 441 -	@cambridgesavings.com	
Oal	Oswaldo	(617) 441 -	i@cambridgesavings.com	
Tshu	Tom	(617) 441 -	r@cambridgesavings.com	

**Step 6:**

On the following screen click **OK** to complete the reset process. The user can now login to Positive Pay through Business Online Banking.

