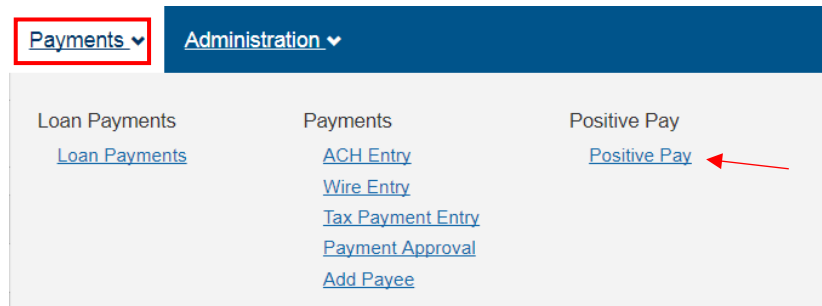


## How to Upload a Positive Pay File

Users with Positive Pay permissions have the ability to upload a Positive Pay file within the Business Online Banking Platforms. Instructions for how to upload a Positive Pay file are outlined below.

### Step 1:

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




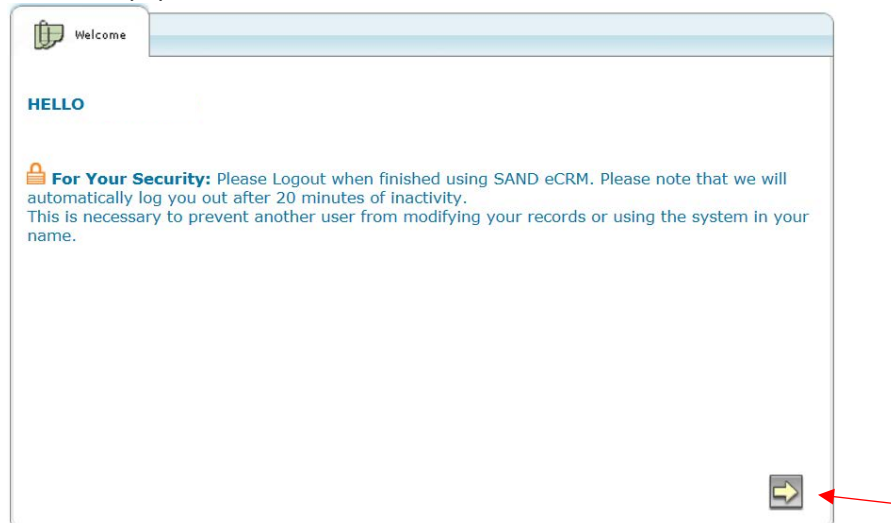
### Step 2:

From 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  at the bottom of the screen to continue into the Positive Pay system



**Step 4:**

From the **Accounts** tab, select the **Upload Items**  button, located under the Options column, for the account you would like to upload a file for.

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

User is logged on | Tuesday, October 24, 2017 2:32:19 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: 1

Select ^	Transit ^	Account No. ^	Notes ^	Range Start ^	Range End ^	Options	Delete
<input checked="" type="radio"/>	211371120	8885		1	999999999		-

**Step 5:**

Under the **Bulk Upload** section, click on **Choose File**.

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

User is logged on | Monday, October 30, 2017 11:01:05 AM

You have 420 minutes left to upload items before the end of today.

**Upload Items For Positive Pay**

TESTCO  
 Transit: 211371120 Account: 8885  
 Range Start: 1 Range End: 999999999

Please enter the check data or select the file containing the issued items (all checks printed) for uploading to your financial institution, which will be used to match checks presented for clearing.

**Individual Item**

\*Check Number:  \*Amount: \$  \*Check Date:

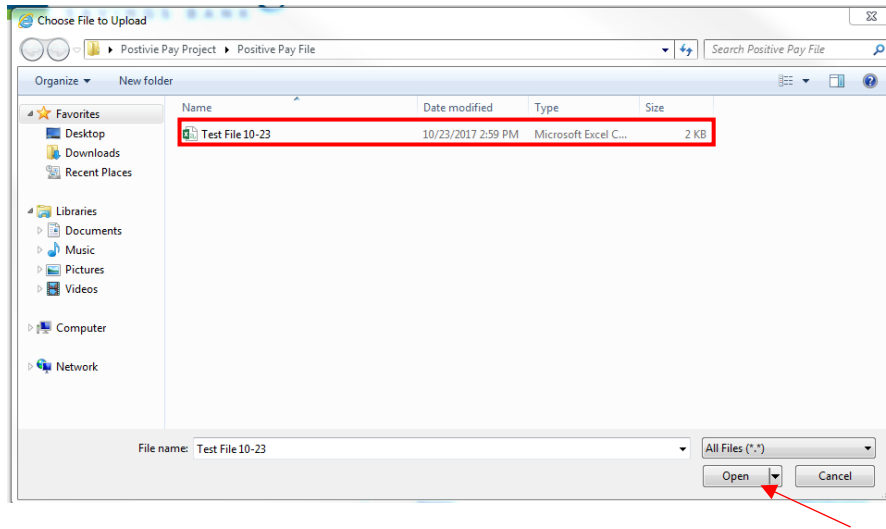
Payee:

**Bulk Upload**

File Format: APVOIDCHKS  File:  No file chosen

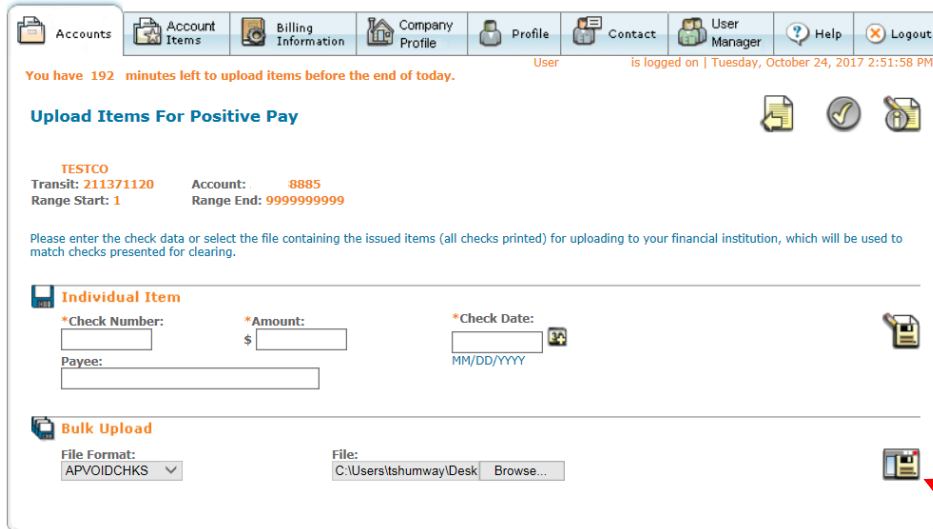
**Step 6:**

Locate the file on your computer and click on the file to select it. Once selected, click **Open**.



**Step 7:**

Click the **Upload Bulk Items**  button to continue.



**Step 8:**

On the following screen, click **OK** to complete the file upload process.

