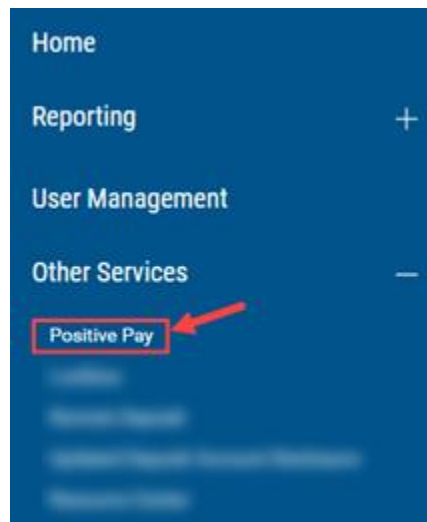


How to Upload a Positive Pay File

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

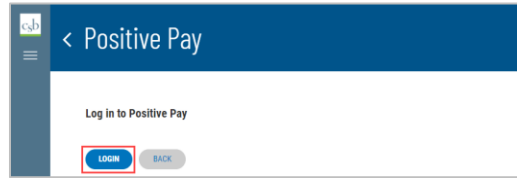
Step 1:

Click on the 3-line icon on the upper left corner, just below the Cambridge Savings Bank logo to expand the side menu. From the side menu, click on **Other Services** and then select **Positive Pay**.



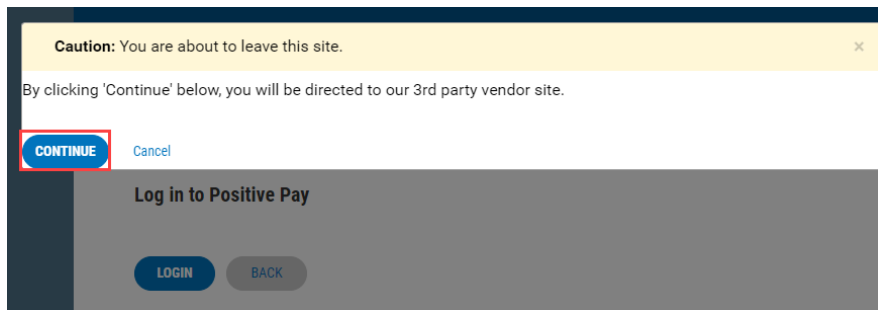
Step 2:

From the **Positive Pay** screen, click the **Login** button on the screen.




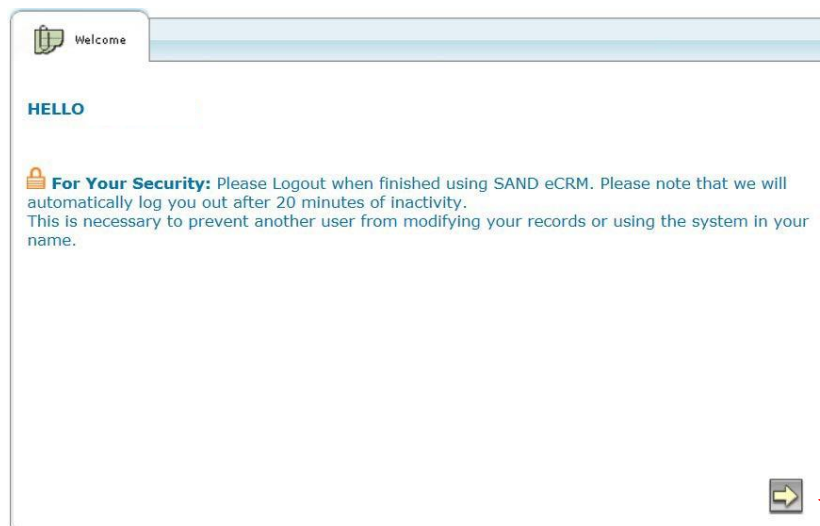
Important! After clicking the **Login** button, you will receive a pop-up message stating: **“Caution: You are about to leave this site. By clicking, ‘Continue’ below, you will be directed to our 3rd party vendor site.”.**

This is a valid message, and you are still in a secure session and accessing a secure site to access the services.




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	18885		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


You have 420 minutes left to upload items before the end of today. User is logged on | Monday, October 30, 2017 11:01:05 AM

Upload Items For Positive Pay


ITESTCO
 Transit: 211371120 Account: 18885
 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

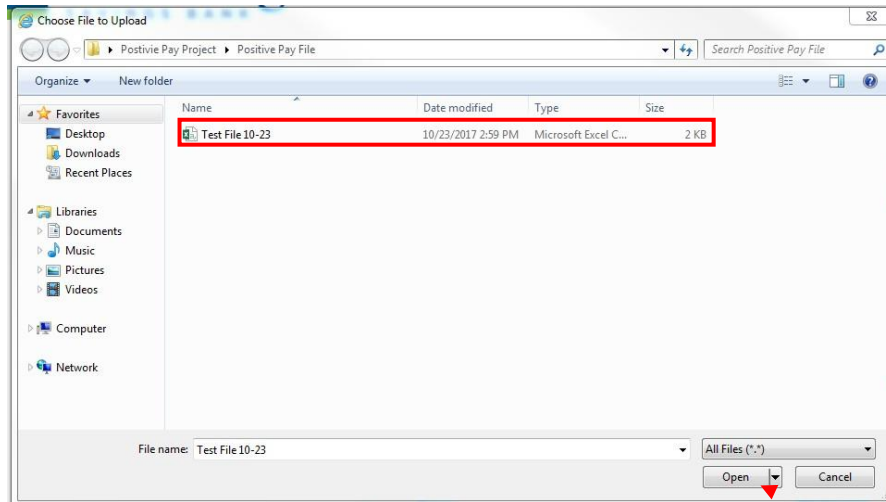
*Check Number: *Amount: \$ *Check Date: 
 Payee: MM/DD/YYYY

Bulk Upload

File Format: APVOIDCHKS File: No file chosen 

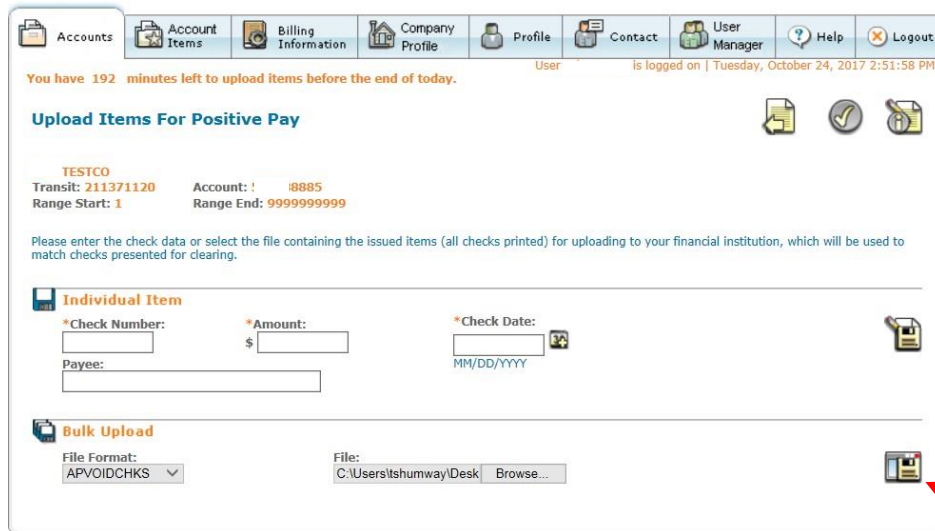
Step 6:

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.

