Quick Start Guide - Positive Pay

UNIBANK

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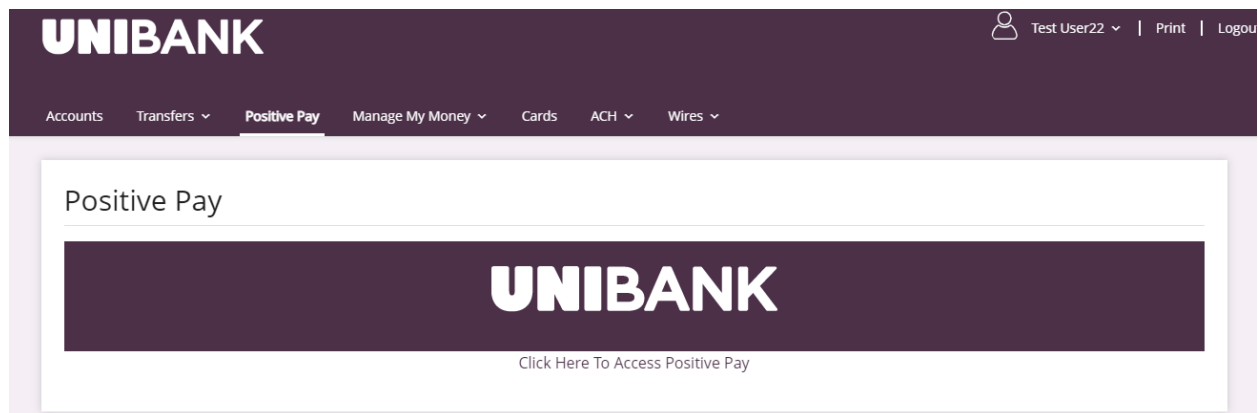
Positive Pay

- Log into your Online Banking.
- Click on Positive Pay in the main Menu.
- To access the Positive Pay Portal, select the *Click Here to Access Positive Pay* button.

Decisions must be worked between 9:00am-11:00am.
Exceptions that are not answered by 11:00am will be processed with the default decision established in your Positive Pay Agreement.

Reviewing Exceptions

From the menu on the left side of the screen, select Quick Exception Processing.

An exception processing guide is also available by clicking the❓at the top right-side of the screen

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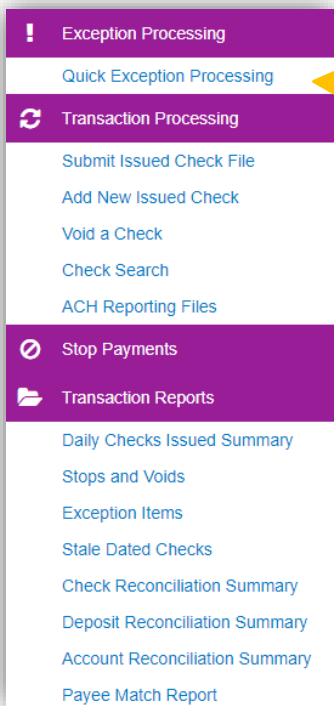
Reviewing Exceptions(continued)

Under Account Nickname, Select **All** Account(s) or choose the appropriate account to review exceptions.

Review the exceptions to verify if they should be paid or returned. Select the appropriate Pay or Return box and Reason. Click on the **Save Decision** button.

Submitting an Issue Check File

Under **Transaction Processing**, click on **Submit Issued Check File** to upload an issued check file.
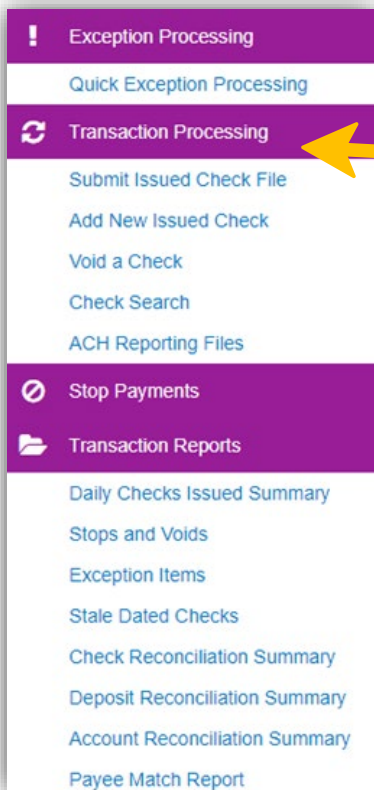
Submitting an Issue Check File (continued)

- Click, **Choose File** to browse your computer for the check file.
- Choose the Account Nickname and File Processing Type for the specific file.
- Click on Process File.

Adding a Manual Check

Under Transaction Processing, click on Add New Issued Check to add a manual check or was otherwise not included in the electronic issued check file previously submitted.

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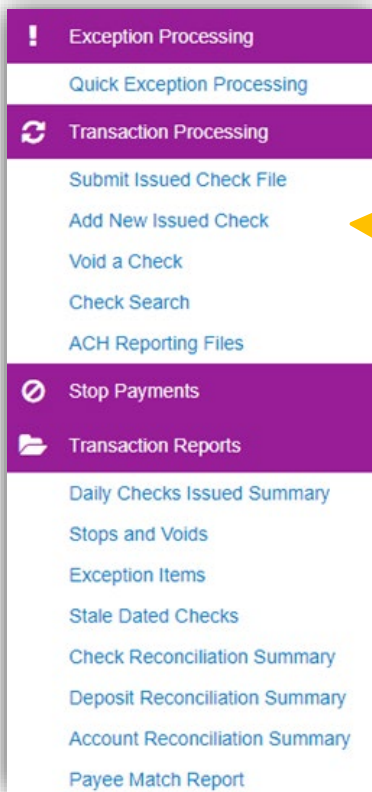
Adding a Manual Check (continued)

- Choose the Account Nickname and enter the Check Number, Amount, Issued Date, Issued Payee and any notes, if applicable.
- Click on Add Check.

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Contact

For assistance, please contact your Relationship Manager or UniBank at 800.578.4270.

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