

This guide outlines the steps to access the New Check Positive Pay system. For non-Secure Browser customers (i.e. web login) skip to step 4 on page 2.

- 1) Open Secure Browser on your desktop and log in with your PIN.
- 2) On the Secured Apps page, click *Positive Pay*.



- 3) A new tab will open the NEW Check Positive Pay solution.



If you have any questions, please email cash.management@salemfive.com.

If you access Corporate Online Banking via the web, follow the below steps to access the NEW Check Positive Pay solution.

- 4) Open your preferred web browser on your computer and go to the Salem Five Corporate Online Banking webpage, then log into Corporate Online Banking.
- 5) From the Menu Bar select the Control & Recon drop down, then click *Positive Pay*. Once the page loads, click *Continue to Positive Pay*.

The screenshot shows the Salem Five Corporate Online Banking interface. At the top, there is a navigation bar with the following items: Dashboard, Account Information, Payments & Trans, Control & Recon (highlighted with a red box and a red circle with the number 1), Administration, and My Settings. Below the navigation bar, there is a dropdown menu for Control & Recon with the following options: Stop Payments, ACH Positive Pay, and Positive Pay (highlighted with a red box and a red circle with the number 2). Below the dropdown menu, there is a button labeled Continue to Positive Pay? (highlighted with a red circle with the number 3). The page also displays the Salem Five logo, a Go To: search box, and various links like Bulletins, Resource Center, Messages, Help, Sitemap, and Log Off. A message at the top right says: Good Morning Tom Shumway | Last login on Jun 5, 2024 9:53 PM EDT | Your password will expire in 27 days. At the bottom right, there is a footer with the text: * indicates required fields Page generated on 06/06/2024 at 9:41 AM EDT.

- 6) A new tab will open the NEW Check Positive Pay solution.

The screenshot shows the Salem Five Check Positive Pay solution interface. At the top, there is a navigation bar with the following items: Check Positive Pay, Manage, Perform, Reports, and View. Below the navigation bar, there is a header with the text: Welcome Please use the above menu to select an action. The page also displays the Salem Five logo and a Change Module dropdown menu.

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