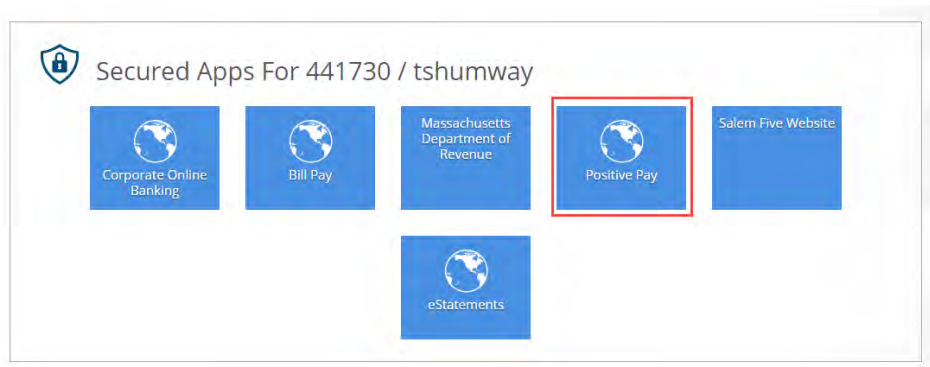


This guide outlines the steps to decision exception items that are presented in the New Check Positive Pay system.

- 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.



- 4) From the Change Module menu select the *Dashboard*.

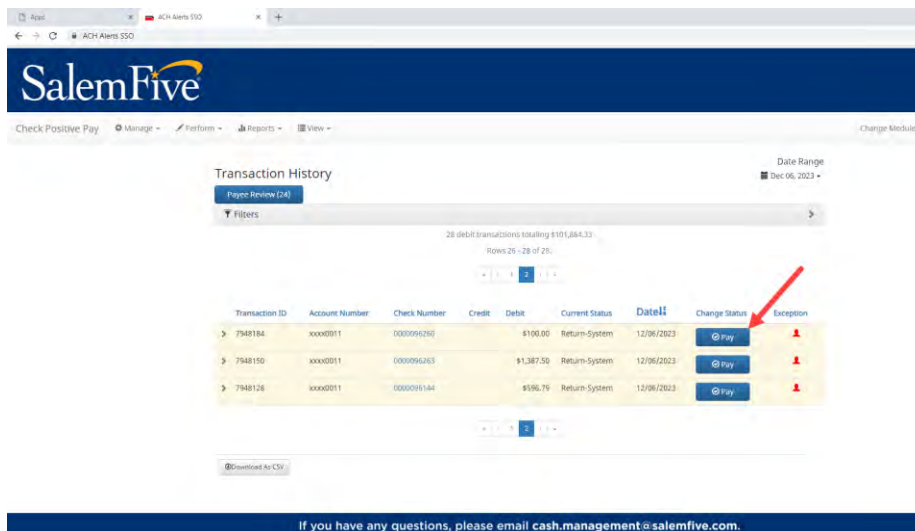


- 5) Once the Dashboard page has loaded the amount and number of Exceptions to be decided will be displayed. Select the dollar amount hyperlink next to Exceptions to view and decision the items.



6) The following page will display the individual items that need to be Decided. For each exception item, if clicked on it will expand the section below and display additional information. In addition, to view the check image click on the Check Number hyperlink. If the decision is to PAY then click *Pay* in the blue box on the item line.

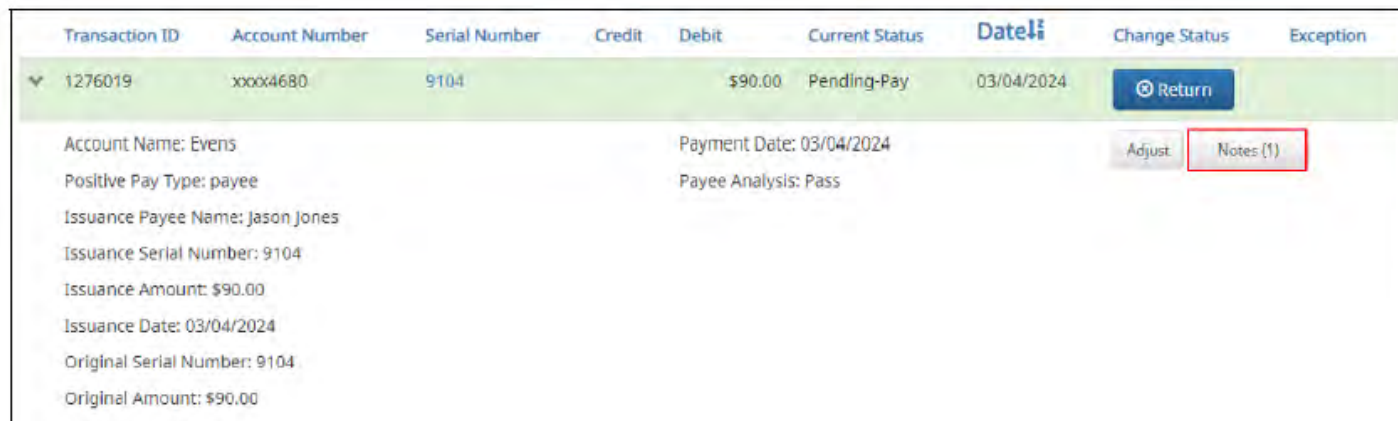
NOTE: If no decision is made by 12:00pm ET the default decision will be RETURN



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











After clicking **Pay** the Current Status of that check item changes to “Pending-Pay”:

- Clicking the down-arrow at the left gives you more details on the check item.



You are done making a decision on this item. It will be scooped at 12:00 noon E.T. with your decision.

See a list of possible Exception Reasons on the next page with their respective icons.

Icon	Exception Code	Exception Reason
	Issuance Not Found	Check presented where no issue item is found to match against.
	Issuance Already Used	Check presented with a serial number previously presented.
	Issuance Voided	Check presented with a serial number of an issue item marked with a void status.
	Issuance Stopped	Check presented with a serial number of an issue item marked with a stop status.
	Issuance Amount Mismatch	Check presented where amount of check differs from issue amount.
	Amount Over Limit	Transaction amount is over the limit.
	Early Presentment	Check presented with a date that is before the issuance date on the issued item.
	Issuance Stale Dated	Check presented with a date that exceeds the specified number of stale days for the account.
	Issuance Payee Mismatch	Check presented where payee name differs from issue payee name.
	Exception Reason Missing	This message will only appear to customers of FI's that are in Flor Hybrid Matching mode. This exception reason is only used if the reason that is coming into Check Positive Pay (PRO-CHEX) has not been mapped in PRO-CHEX