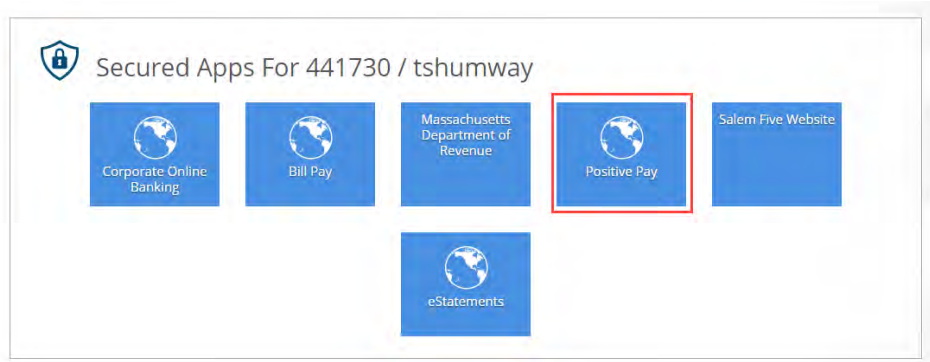This guide outlines the steps to upload an Issue File to the New Check Positive Pay system.
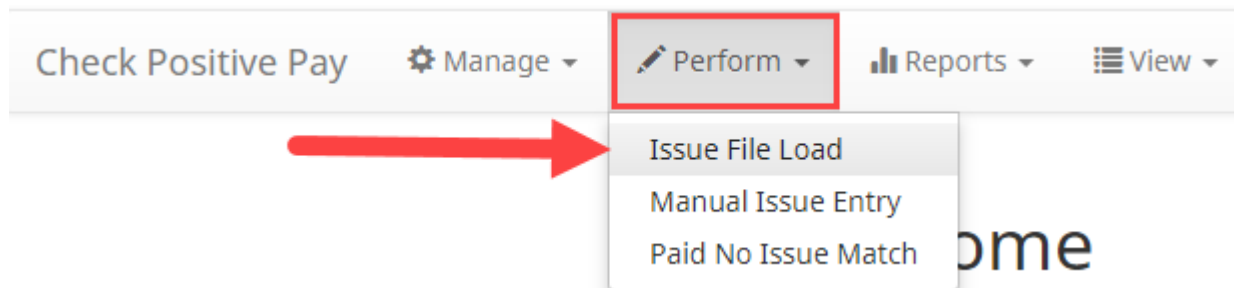
1) Open Secure Browser on your desktop and log in with your PIN.
2) On the Secured Apps page, click *Positive Pay*.

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

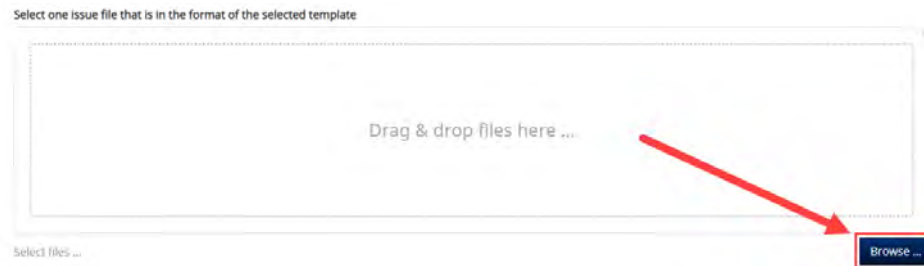4) From the Check Positive Pay menu select the *Perform* drop down, then click *Issue File Load*.

5) On the Issue File Load page select the Template to Use With Issue File and Account. NOTE: If there is only 1 Issue Template and 1 Account, these fields will be the default.

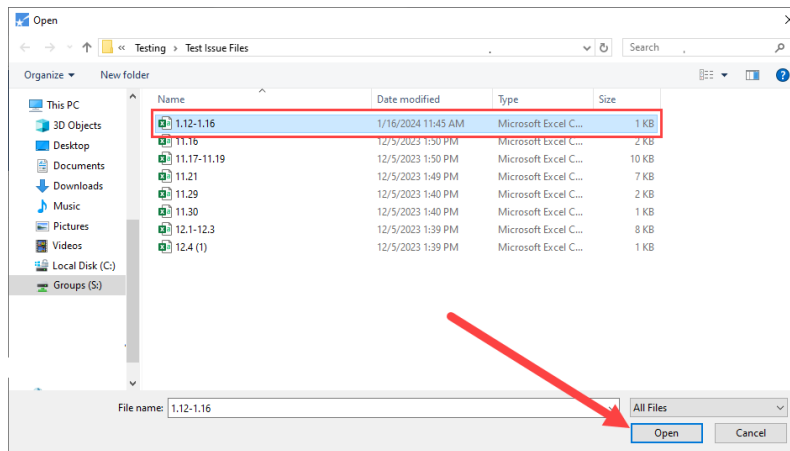6) Click *Browse* in the bottom right corner of the screen to choose the Issue File to load.

7) Locate the Issue File to upload from the Folder window, then click *Open*.

8) Once the file is in the Drag & Drop area, click *Upload* in the bottom right of the screen to upload the selected Issue File.

9) Once the Issue File has been uploaded a File Status screen will display that shows the Issue File Information. If there are no errors highlighted in RED then this Issue File has been uploaded successfully and this process is complete. If there are errors highlighted in RED, continue to step 10.
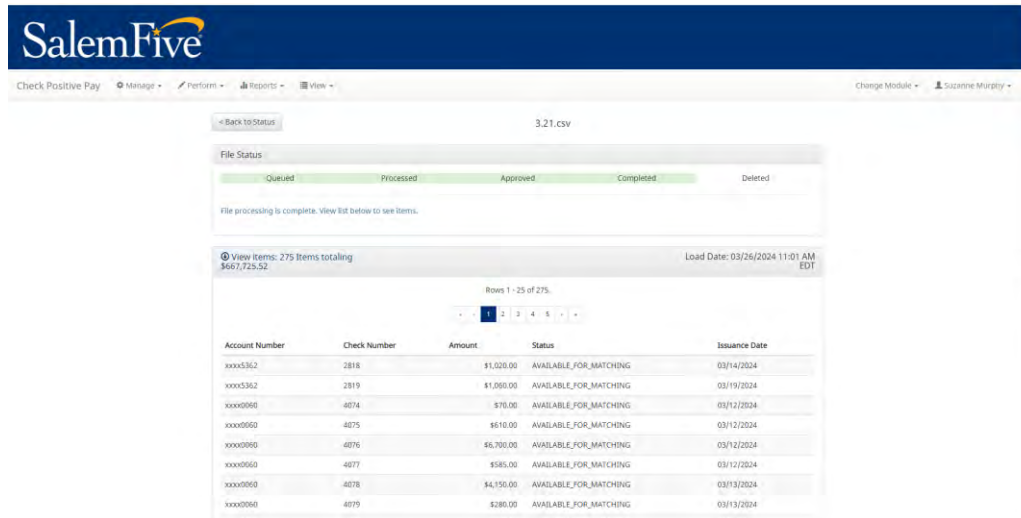
10) If there are errors highlighted in RED, like the screen shot below, the errors need to be corrected to successfully upload the Issue File. To correct any errors, click on the row for the first error and resolve the missing or incorrect data in the RED highlighted field. NOTE: Errors can appear for any data point in an issue file, i.e. Check Number, Amount, Status, and Issuance Date.
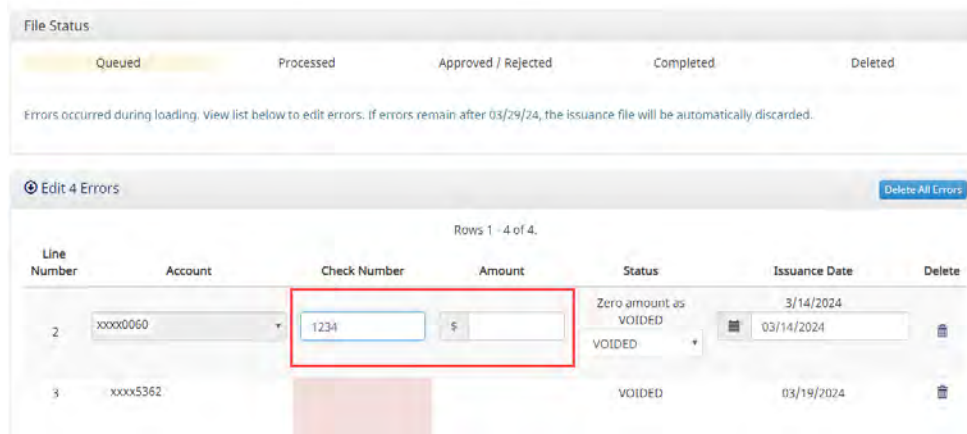
11) Once all errors have been corrected click *Save and Submit* in the bottom right corner of the screen.

12) If all errors are corrected a message will state 'File processing is complete. View list below to see items.' This completes the Issue File Load.