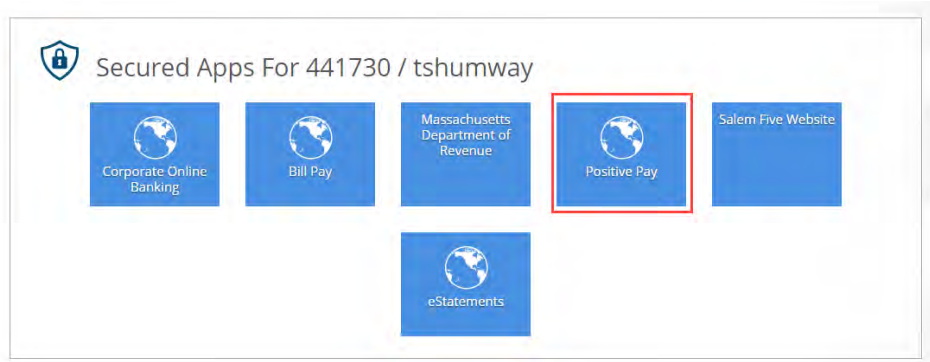


This guide outlines the steps to upload an Issue File to the New Check Positive Pay system.

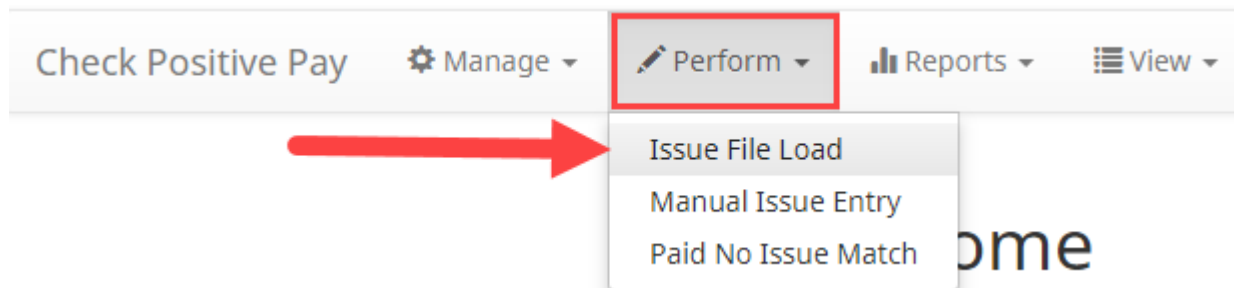
- 1) Open Secure Browser on your desktop and log in with your PIN.
- 2) On the Secured Apps page, click *Positive Pay*.



- 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*.



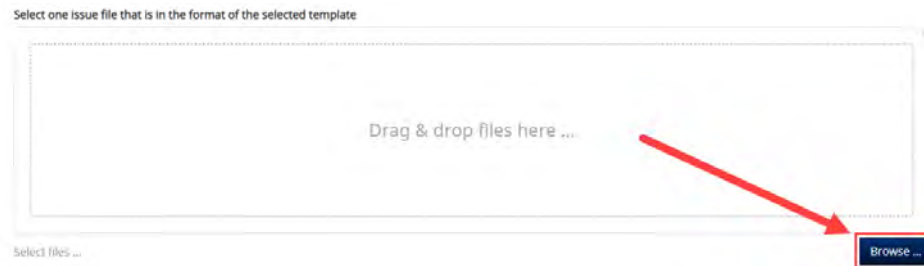
- 5) On the Issue File Load page select the Template to Use With Issue File and Account. NOTE: If there is only 1 Issue Template and 1 Account, these fields will be the default.

Issue File Load

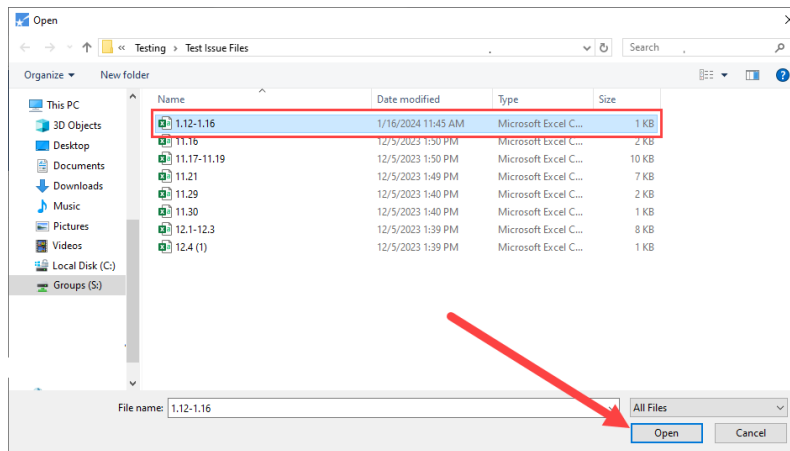
Template to Use With Issue File

Account?

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



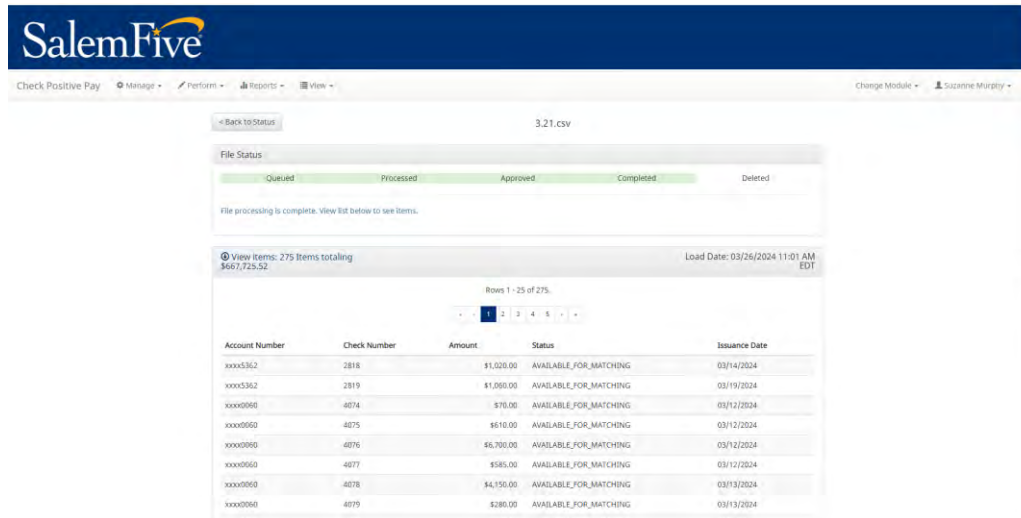
- 7) Locate the Issue File to upload from the Folder window, then click *Open*.



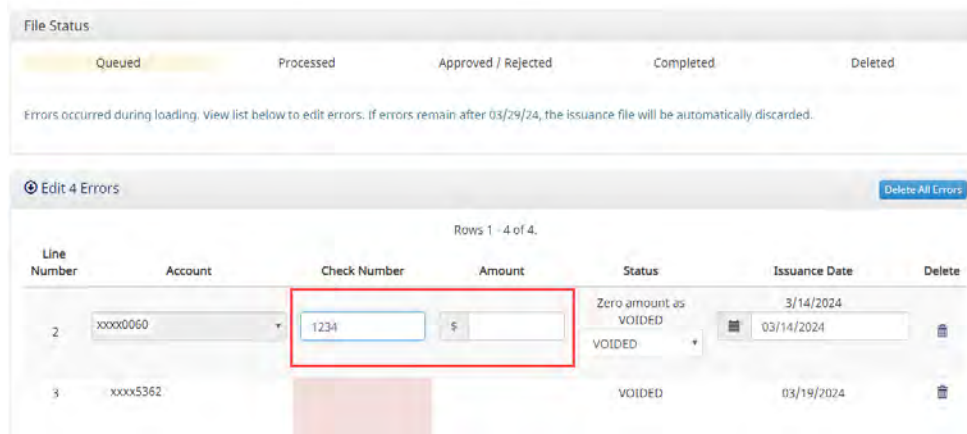
- 8) Once the file is in the Drag & Drop area, click *Upload* in the bottom right of the screen to upload the selected Issue File.



- 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.

The screenshot shows a window titled "Edit 4 Errors" with a "Delete All Errors" button in the top right. Below the title bar, it says "Rows 1 - 4 of 4." The main area contains a table with the following columns: Line Number, Account, Check Number, Amount, Status, Issuance Date, and Delete. The table lists four rows of check data. Below the table, there is a form for editing a row, with fields for Account, Check Number, Amount, Status, and Issuance Date. A red arrow points from the bottom right of the table area to the "Save and Submit" button at the bottom right of the window.

Line Number	Account	Check Number	Amount	Status	Issuance Date	Delete
2	xxxx5362	1234	2.00	ISSUED	03/14/2024	
3	xxxx5362	321654	100.00	ISSUED	03/19/2024	
4	xxxx0060	321655	201.00	ISSUED	03/12/2024	
5	xxxx0060	321656	\$ 11.00	ISSUED	03/12/2024	

Buttons: Discard File, Save and Submit

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.

The screenshot shows two sections. The top section is titled "File Status" and has a progress bar with stages: Queued, Processed, Approved, Completed, and Deleted. The "Completed" stage is highlighted in green. Below the progress bar, a message box says "File processing is complete. View list below to see items." The bottom section is titled "View items: 4 Items totaling \$314.00" and shows a "Load Date: 03/26/2024 11:17 AM EDT". Below this is a table with the following columns: Account Number, Check Number, Amount, Status, and Issuance Date. The table lists four rows of check data.

Account Number	Check Number	Amount	Status	Issuance Date
xxxx5362	1234	\$2.00	AVAILABLE_FOR_MATCHING	03/14/2024
xxxx5362	321654	\$100.00	AVAILABLE_FOR_MATCHING	03/19/2024
xxxx0060	321655	\$201.00	AVAILABLE_FOR_MATCHING	03/12/2024
xxxx0060	321656	\$11.00	AVAILABLE_FOR_MATCHING	03/12/2024