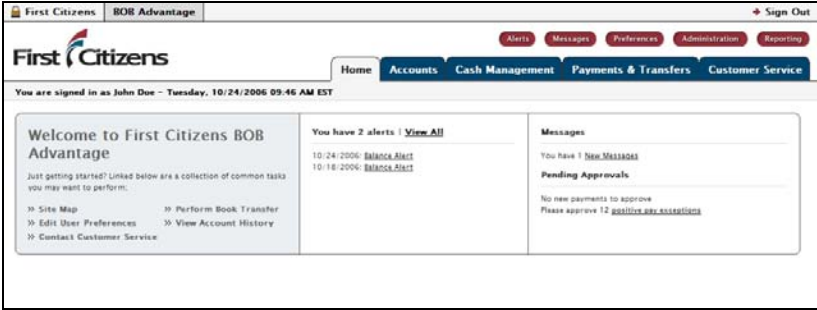
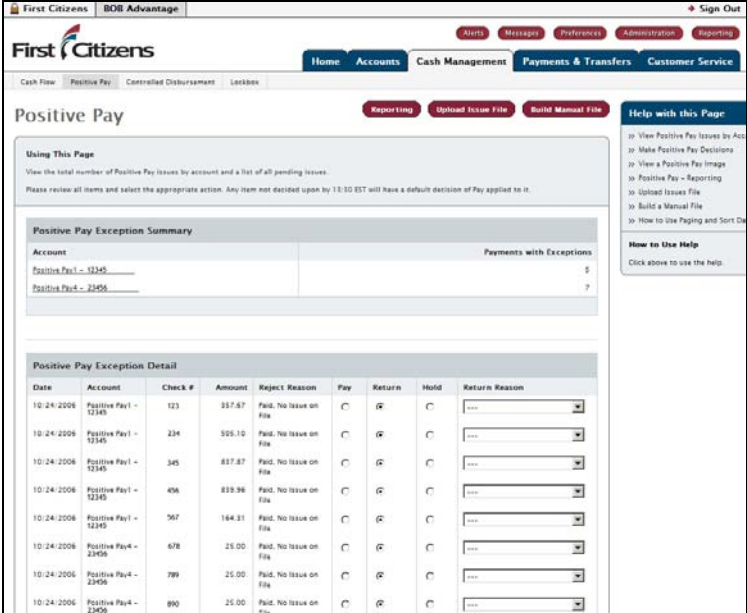


# Positive Pay

Step	Action
1.	<p>On the <b>Home Page</b>, click on the <b>Positive Pay Exceptions</b> link in the <b>Pending Approvals</b> section.</p> 
2.	<p>The <b>Positive Pay</b> screen appears.</p> 
3.	<p>The <b>Positive Pay Exception Summary</b> section shows you the number of Positive Pay exceptions for each Positive Pay account.</p>
4.	<p>In the <b>Positive Pay Exception Detail</b> section indicate a <b>Pay</b> or <b>Return</b> decision for each Positive Pay exception. Then click <b>Submit Instructions</b>.</p> <p><i>*Please note that you must submit a decision on each Positive Pay exception before 1:30 PM EST. If you do not, the default decision you chose during set up will be applied to these items.</i></p>
5.	<p>Click <b>Done</b> and the decisions you made for each Positive Pay exception are sent to the bank for processing.</p>