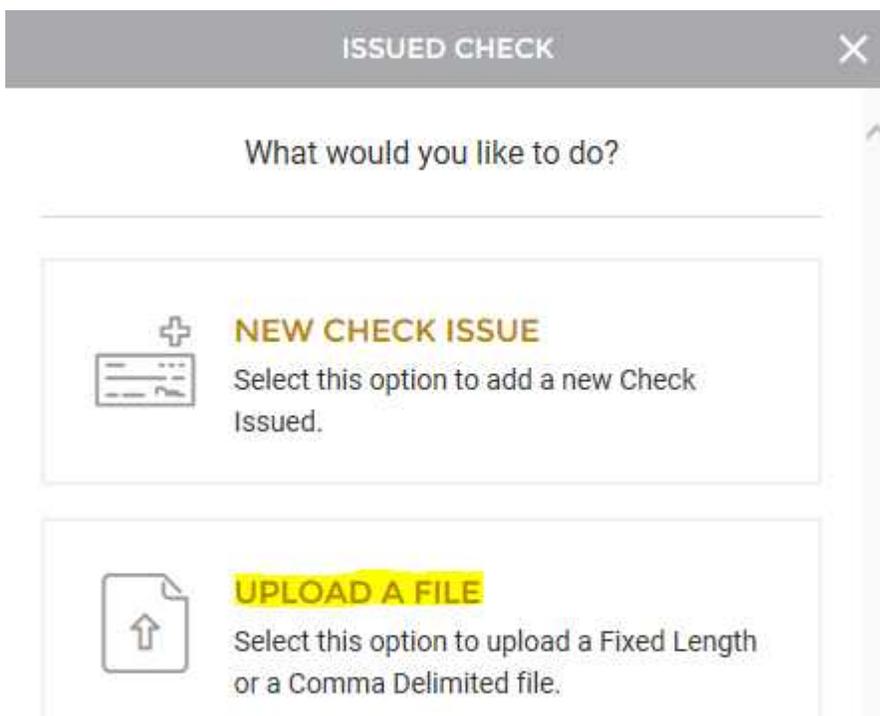
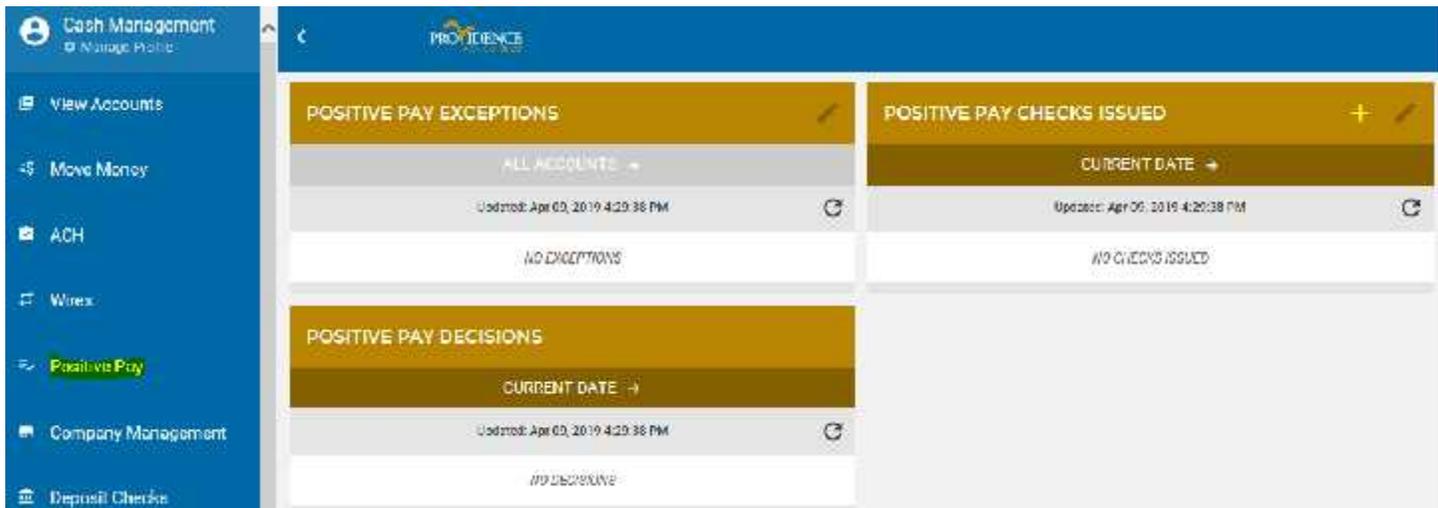


Step by Step Guide for Importing Check Information via Uploading a File

- 1) Log into online banking
- 2) Select Positive Pay
- 3) Select “+” to start the process to upload a file; instructions are below:



****File can be Fixed Length or CSV (comma-separated values) / Comma Delimited**

If Comma Delimited

- User will select the fields that are contained in the file. The fields must be in the order they are saved in the CSV file.

Select the File to Upload from your computer:

<UPLOAD FILE>



You can upload a Fixed Length file or a Comma Delimited file.
To begin please select a file to upload.

SELECT A FILE

Double Click on file

Name	Date modified	Type	Size
 Positive Fay CSV test	4/8/2019 4:19 PM	Microsoft Excel Comma Separated Values File	1 KB
 Positive Fay CSV example	11/30/2018 1:17 PM	Microsoft Excel Comma Separated Values File	1 KB
 PP sample	1/25/2018 3:29 PM	Microsoft Excel Comma Separated Values File	3 KB
 Dic Dody Test	9/13/2017 2:49 PM	Microsoft Excel Comma Separated Values File	1 KB

Shown below is the example of how the imported CSV file looks in excel:

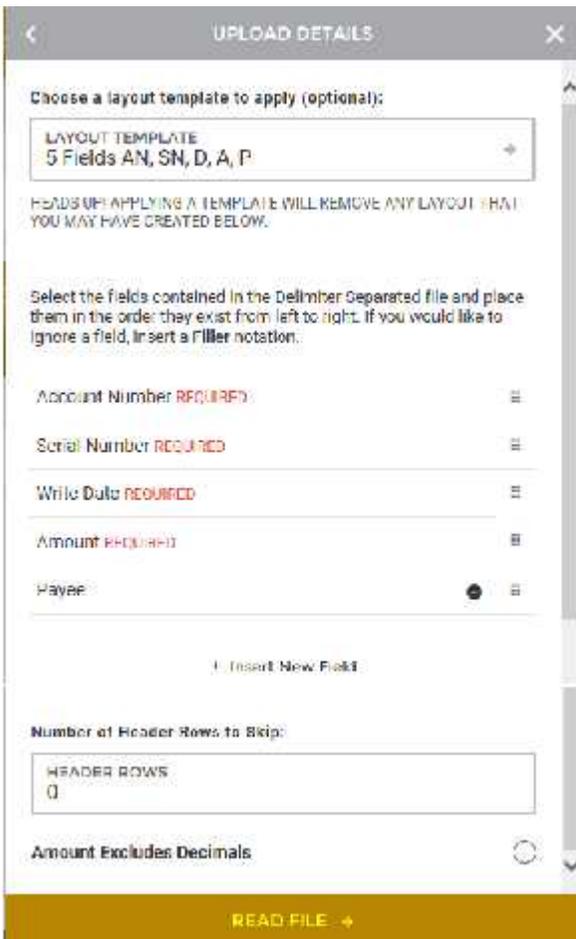
	A	B	C	D	E
1	13456789	1005	4/1/2019	42.26	Daisy Duck
2	13456789	1006	4/2/2019	5562.2	Eric Holtrop
3	13456789	1007	4/3/2019	23	Mickey Mouse
4	13456789	1008	4/4/2019	1000	Eric Holtrop
5	13456789	1009	4/5/2019	500	Minnie Mouse
6	13456789	1010	4/6/2019	250	Donald Duck
7	13456789	1011	4/7/2019	50.27	Goofy
8	13456789	1012	4/8/2019	210.25	Donald Duck
9	13456789	1013	4/9/2019	50.75	Eric Holtrop
10	13456789	1014	4/10/2019	100.65	Mickey Mouse

After the file is shown uploaded, select Next



Choose a Layout Template or Select the Fields and drag them into the order from the uploaded file:

- Enter the number of lines to skip if any header information is included in the file.
- If amounts in file exclude decimals, select that option at the end of the upload screen.



UPLOAD DETAILS	
DMSV DUCK 1005 CAROLS HAIR OPERATING ACCOUNT *0885	\$42.26 04/01/2019
PRICHITRDP 1006 CAROLS HAIR OPERATING ACCOUNT *0885	\$5,562.20 04/03/2019
WICKY MOUSE 1007 CAROLS HAIR OPERATING ACCOUNT *0885	\$23.00 04/03/2019
PRICHITRDP 1008 CAROLS HAIR OPERATING ACCOUNT *0885	\$1,000.00 04/04/2019
REVIEW →	

REVIEW FILE UPLOAD	
FILE	Positive Pay CSV test.csv
TOTAL ISSUED ITEMS	10
TOTAL AMOUNT	\$7,709.30
ISSUED	
Carols Hair Operating Account *0885 / \$42.26	
Carols Hair Operating Account *0885 / \$5,562.20	
Carols Hair Operating Account *0885 / \$23.00	
Carols Hair Operating Account *0885 / \$1,000.00	
Carols Hair Operating Account *0885 / \$0.00	
Carols Hair Operating Account *0885 / \$200.00	
Carols Hair Operating Account *0885 / \$00.07	
Carols Hair Operating Account *0885 / \$210.25	
Carols Hair Operating Account *0885 / \$00.75	
Carols Hair Operating Account *0885 / \$100.05	
SUBMIT FILE	

FILE UPLOAD COMPLETE	
	
FILE SUCCESSFULLY UPLOADED	
Your file has been successfully uploaded. You can click this wizard to view your uploaded content, or you can upload another file.	
UPLOAD NEW FILE	
CLOSE WINDOW	

After the file has been uploaded, the issued checks can be shown in the checks issued page:

POSITIVE PAY EXCEPTIONS	POSITIVE PAY CHECKS ISSUED
ALL ACCOUNTS →	LAST 7 DAYS →
Updated: Apr 12, 2019 11:09:45 AM	Updated: Apr 12, 2019 11:11:28 AM
NO EXCEPTIONS	1014 \$100.65 MICKEY MOUSE 04/10/2019 CARROLLSTAIR OPERATING ACCOUNT 00005

Shown below are tips and best practices to help ensure the highest level of readability performance of the Payee Matching service. Please follow these guidelines:

Check printing guidelines

- Check background must be light in color and plain (no pictures or lines) to ensure payee name field can be easily viewed.
- Watermark/pantograph features are not acceptable in the Pay To the Order Of or Payee Name/Address area of the checks. When checks are image-captured, these features may “bleed” through the document causing background interference in reading the payee name.
- The best “read rates” results occur with a minimum 12-point font in Times New Roman, **Courier** New, Arial, or Verdana font styles. Fixed-space fonts will achieve the highest read rates. Checks should be printed with an ink jet or laser printer (600 dpi or higher). Dot matrix or impact-printed and handwritten checks are not compatible. Fonts less than 10 points or greater than 16 points are not acceptable.
- Payee information reads best in black ink and upper-case text. It should not be boldfaced, italicized, cursive or contain underlines. Lower-case text will typically provide unsatisfactory read rates.
- The location of the payee name is determined by the anchor phrase “Pay to the order of.” This phrase can be stacked vertically to the left or in a horizontal line above the payee name as defined in the ANSI check standards. It should be left-aligned and not be italicized, bolded or underlined. If the phrase is stacked vertically to the left of the Payee, then the phrase must start on the same line as the payee name.
- The location of payee information should be consistent by account number. The payee name(s) must start on the first line of the payee address block. An address line must always follow the payee line(s). There should be no blank spaces or lines between the payee and the address. A clear space should be above the payee. Identifiers such as invoice, vendor, reference codes should not be included in the payee address block.

Printing and Placement

- Letters must have enough space between them so that they are not touching each other.
- Additional lines of data below the payee name should be spaced such that the characters do not touch the payee name.
- The number of spaces between words should not be more than 2 spaces.
- Do not add characters and names close to the valid payee name information; any special codes or characters included on the same line as payee name should be at least two inches away.
- Special codes, characters or bar codes should not be in the proximity of the PAY TO THE ORDER OF, PAYEE NAME/ADDRESS field.
- Payee names should not be located in the top one inch of the check.
- The following variations of "PAY TO THE ORDER OF" are acceptable: PAY TO THE ORDER, PAY TO, PAY, TO THE ORDER OF
- The words "PAY TO THE ORDER OF" must be printed in a machine readable style vs. script and should be to the left of the payee name.
- A minimal amount of space, 2-8 characters, must be left between "PAY TO THE ORDER OF" and payee name.
- The payee name must be located not more than 15 characters (one inch) from the last word of the PAY TO THE ORDER OF variation.

Issue File Requirements

- Words or symbols used in conjunction with payee name (e.g. MR., MRS., MISS, or, &, AND) must be included on the issue file.
- Payee name in the issue file must exactly match the name printed on the check in layout, format, letters and punctuation. Variations between the check name as presented and the name that appears in the issue file will be reported as a payee name mismatch for review. (e.g., "John Doe" does not match "Doe, John").
- The entire payee name, (all text preceding the address line), that appears on the check must be provided in the issue file.