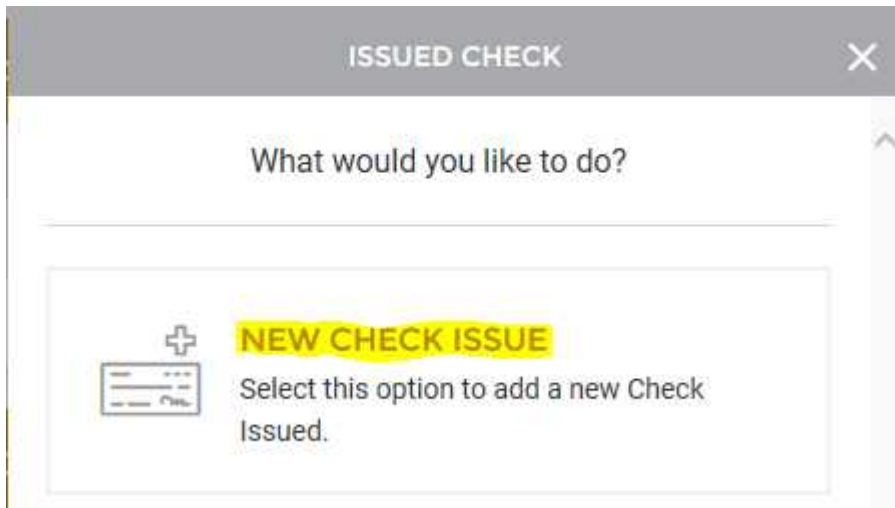
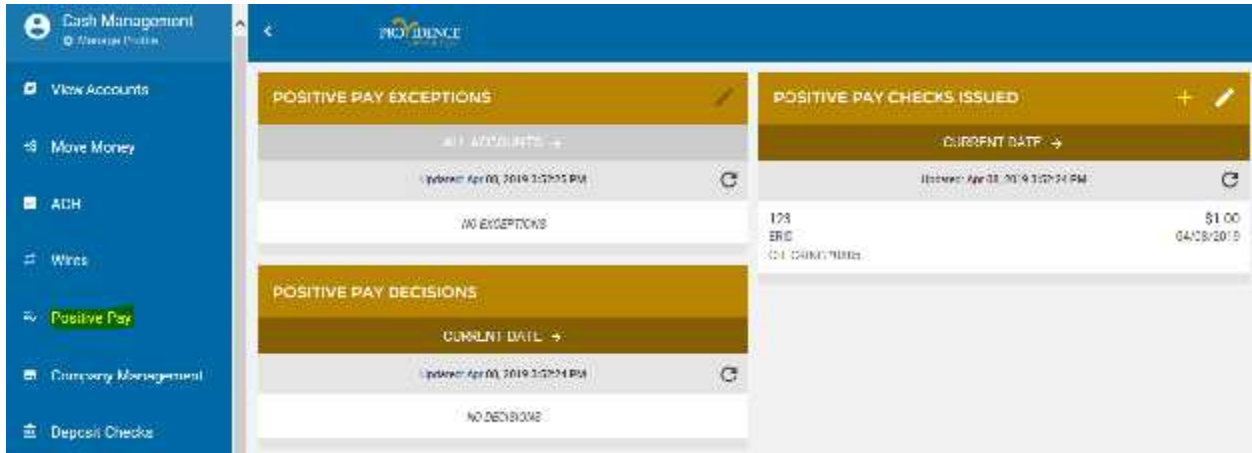


Step by Step Guide for Manually Entering Check Information

- 1) Log into online banking
- 2) Select Positive Pay
- 3) Select “+” to Add Issued Check
- 4) Enter Check Information and Select Save



Enter all of the check information for the new issued check and select **Create Check**:

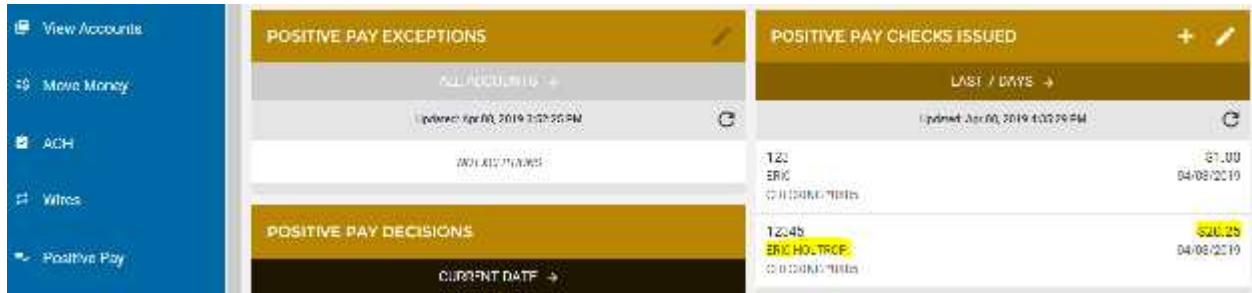
Example of a New Issued Check:

A screenshot of a mobile application interface for creating a new issued check. The title bar at the top is grey with a back arrow on the left and a close 'X' icon on the right. Below the title bar, there are five input fields, each with a label and a value: 'SERIAL NUMBER' with '12345', 'ACCOUNT' with 'Checking *0885' and a dropdown arrow, 'PAYEE' with 'Lric Holtrop', 'AMOUNT' with '\$20.25', and 'WRITE DATE' with '4/8/19' and a dropdown arrow. Below these fields is a 'Void' button with a circular refresh icon. At the bottom of the screen is a yellow bar with the text 'CREATE CHECK' in white.

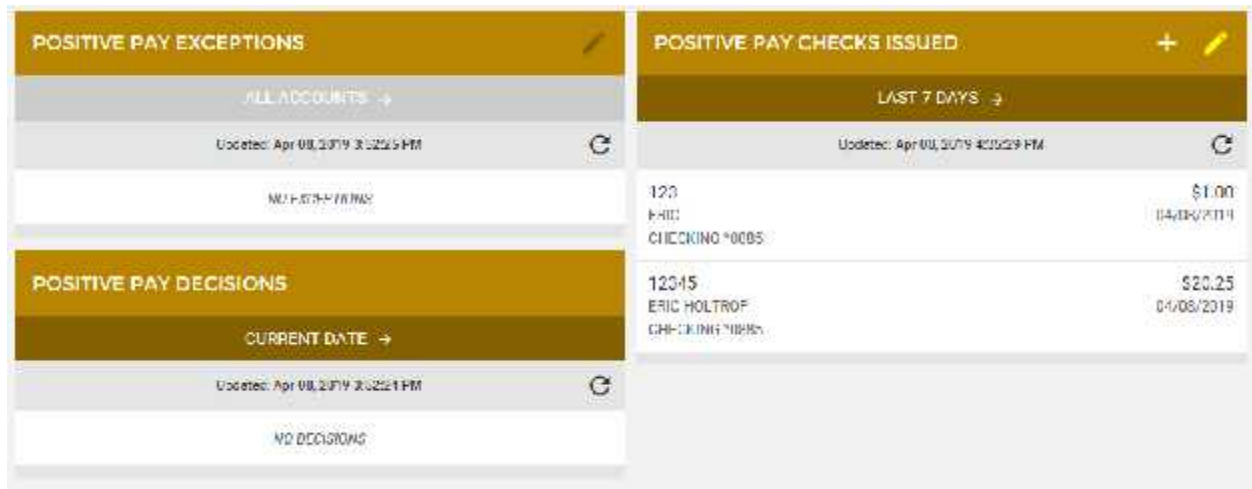
You may enter additional New Issued Check Information or Close out of the pop up:

A screenshot of the same mobile application interface, but with 'REQUIRED' labels in the top right corner of each input field: 'SERIAL NUMBER', 'ACCOUNT', 'AMOUNT', and 'WRITE DATE'. The 'Void' button is still present. The bottom bar is now grey and contains the text 'CREATING...' in white. The close 'X' icon in the title bar is yellow.

The New Check Issued will now appear under Positive Pay Checks Issued:



After checks are issued, you can Void them, if needed, as shown below:



Click on the Edit Pencil and check the box of the issued check you want to Void:



CONFIRM

Are you sure you want to void these item(s)?

VOID

CANCEL

POSITIVE PAY CHECKS ISSUED



LAST 7 DAYS →

Void



Updated: Apr 08, 2019 4:35:29 PM



123 VOID
ERIC
CHECKING *0885

\$1.00
04/08/2019

12345
ERIC HOLTROP
CHECKING *0885

\$20.25
04/08/2019

POSITIVE PAY CHECKS ISSUED



LAST 7 DAYS →

Updated: Apr 08, 2019 4:35:29 PM



123 VOID
ERIC
CHECKING *0885

\$1.00
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