

Positive Pay - Quick Start Guide

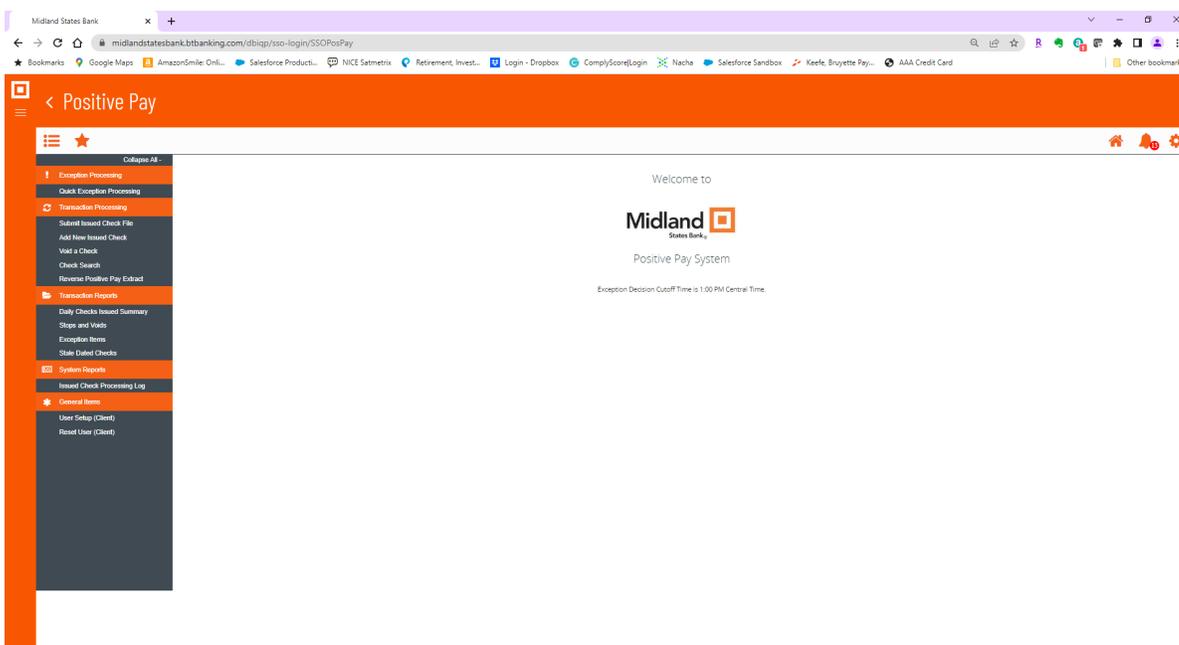
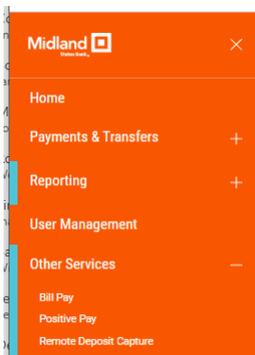
This Quick Start Guide will guide you through the getting started process when using the Positive Pay system. Included in this guide are the “how to” processes to complete the following:

- Logging in for the first time (establishing Single Sign On through Pro Online Suite)
- Setup Users
- Reset Users
- Submit Issued Check File
- Review Checks
- Manage exception items
- View Transaction Reports

Logging in for the first time

Where to go: From the Home Page >Select the 3 Bars on the left navigation page>Click on Other Services, then Positive Pay.

User will be prompted to sign in using Positive Pay credentials > Single Sign on will be established after the initial login.



Note: For additional information pertaining to a specific screen, click Help Desk in the upper right hand corner to view more details

[Home](#) [Help Desk](#) [Change Password](#) [Log out](#)

Quick Start Guide – Setup Users

Step 1 - Where to go: General Items User Setup (Client):

User Setup (Client)

Choose Company: mbstest

Name	User Name	Email Address	Last Logged On	Status	
			3/22/2014 11:56 AM	Active	Edit Copy
			5/22/2014 2:30 PM	Active	Edit Copy
					Add New

Step 2: Within the User Setup (Client) screen, click Add New

Step 3: Within the User Setup (Client) area:

- Contact Information Tab-Enter the user's information
- Security Settings Tab-Enter a unique user name and password and assign accounts
- Menu Settings Tab-Select functions users will have access to
- System Messages Tab-Check the various email types that the user should receive
- Click "Submit"

- Exception Processing
- Quick Exception Processing
- Transaction Processing
- Review Checks
- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search
- Reverse Positive Pay Extract
- Paid Check Search
- Transaction Reports
- All Checks
- Outstanding Issued Checks
- Daily Checks Issued Summary
- Paid Checks
- Stops and Voids
- ACH Transactions
- Exception Items
- Correction Report
- Stale Dated Checks
- Account Reconciliation Summary
- System Reports
- ACH Authorization Report
- Transaction Filter / Block Report
- Issued Check File Processing Log
- General Items
- User Setup (Client)
- Reset User (Client)
- Web Links
- WSUD Document

Institution: Midland States Bank

Thursday, May 22, 2014

User Setup (Client)

Contact Information
Security Settings
Menu Settings
System Messages

* First Name:

Middle Initial:

* Last Name:

* Email Address: Exclude From Email

Primary Phone Number:

Secondary Phone Number:

Mobile Number:

* Indicates required fields

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Thursday, May 22, 2014

User Setup (Client)

Contact Information
Security Settings
Menu Settings
System Messages

* User Name:

* Password:

* Verify Password:

Company: msbtest

Account ID:

Available:	Assigned:	
		<input type="button" value="Add All"/> <input type="button" value="Remove All"/>

Client Exception Type(s):

Allow user to edit transactions
 Allow user to delete transactions
 Allow user to add ACH Authorization Rules in Quick Exceptions Processing
 User Locked

* Indicates required fields

- Exception Processing
- Quick Exception Processing
- Transaction Processing
- Review Checks
- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search
- Reverse Positive Pay Extract
- Paid Check Search
- Transaction Reports
- All Checks
- Outstanding Issued Checks
- Daily Checks Issued Summary
- Paid Checks
- Stops and Voids
- ACH Transactions
- Exception Items
- Correction Report
- Stale Dated Checks
- Account Reconciliation Summary
- System Reports
- ACH Authorization Report
- Transaction Filter / Block Report
- Issued Check File Processing Log
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User Setup (Client)

Contact Information Security Settings **Menu Settings** System Messages

Menu options this user can access

- Exception Processing - Quick Exception Processing
- Transaction Processing - Review Checks
- Transaction Processing - Submit Issued Check File
- Transaction Processing - Add New Issued Check
- Transaction Processing - Void a Check
- Transaction Processing - Check Search
- Transaction Processing - Reverse Positive Pay Extract
- Transaction Processing - Paid Check Search
- Transaction Processing - Check Verification
- Transaction Reports - All Checks
- Transaction Reports - Outstanding Issued Checks
- Transaction Reports - Daily Checks Issued Summary
- Transaction Reports - Paid Checks
- Transaction Reports - Stops and Voids
- Transaction Reports - ACH Transactions
- Transaction Reports - Exception Items
- Transaction Reports - Correction Report
- Transaction Reports - Stale Dated Checks
- Transaction Reports - Account Reconciliation Summary
- System Reports - ACH Authorization Report
- System Reports - Transaction Filter / Block Report
- System Reports - Issued Check File Processing Log
- General Items - User Setup (Client)
- General Items - Reset User (Client)
- Web Links - WSUD Document

- Exception Processing
- Quick Exception Processing
- Transaction Processing
- Review Checks
- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search
- Reverse Positive Pay Extract
- Paid Check Search
- Transaction Reports
- All Checks
- Outstanding Issued Checks
- Daily Checks Issued Summary
- Paid Checks
- Stops and Voids
- ACH Transactions
- Exception Items
- Correction Report
- Stale Dated Checks
- Account Reconciliation Summary
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User Setup (Client)

Contact Information Security Settings **Menu Settings** System Messages

User Notification Template:

[Expand](#) | [Collapse](#)

Message	Email
CLIENT - Exception: Duplicate Paid Item	<input type="checkbox"/>
CLIENT - Exception: Duplicate paid item with amount mismatch	<input type="checkbox"/>
CLIENT - Exception: Filtered/Blocked Transaction	<input type="checkbox"/>
CLIENT - Exception: Paid item not issued	<input type="checkbox"/>
CLIENT - Exception: Paid item with amount mismatch	<input type="checkbox"/>
CLIENT - Exception: Paid item with zero or blank check number	<input type="checkbox"/>
CLIENT - Exception: Payee Name Mismatch	<input type="checkbox"/>
CLIENT - Exception: Stale dated item paid	<input type="checkbox"/>
CLIENT - Exception: Unauthorized ACH Transaction	<input type="checkbox"/>
CLIENT - Exception: Void item paid	<input type="checkbox"/>
CLIENT - Reminder to Process Exceptions	<input type="checkbox"/>
CLIENT - Filtered/Blocked Transaction Notification	<input type="checkbox"/>
CLIENT - Unauthorized ACH Transaction Notification	<input type="checkbox"/>
CLIENT - Issued file count/amount mismatch	<input type="checkbox"/>
CLIENT - Issued file loaded successfully	<input type="checkbox"/>
CLIENT - Issued file partially loaded	<input type="checkbox"/>
CLIENT - Issued file rejected	<input type="checkbox"/>
CLIENT - Summarized email notification for scrubbed exceptions	<input type="checkbox"/>
CLIENT - Summarized exception notification	<input type="checkbox"/>

Quick Start Guide – Reset Users

Step 1 - Where to go: General Items Reset User (Client):

Step 2: Within the Reset User (Client) screen, choose user from the drop down menu

User: Logged In: 05/22/2014 02:30 PM Institution: Midland States Bank Home Help Desk Change Password Log out Thursday, May 22, 2014

Exception Processing
Quick Exception Processing
Transaction Processing
Review Checks
Submit Issued Check File
Add New Issued Check
Void a Check
Check Search
Reverse Positive Pay Extract
Paid Check Search
Transaction Reports
All Checks
Outstanding Issued Checks
Daily Checks Issued Summary
Paid Checks
Stops and Voids
ACH Transactions
Exception Items
Correction Report
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Reset User (Client)

Client: msbtest
Name: [Blue Bar]
Submit

Step 3: Within the Reset User (Client) area:

- Enter a temporary password and uncheck User Locked if applicable
- Click "Submit"

User: Logged In: 05/22/2014 02:30 PM Institution: Midland States Bank Home Help Desk Change Password Log out Thursday, May 22, 2014

Exception Processing
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Reset User (Client)

User Name:
Password:
Verify Password:
 User Locked
Submit

Quick Start Guide – Submit Issued Check File

Step 1 - Where to go: Transaction Processing Submit Issued Check File:

Step 2: Within the Submit Issued Check File screen, browse for the file to upload, choose the account, and click Process File

The screenshot shows the 'Submit Issued Check File' interface. At the top, there is a navigation bar with 'Home', 'Help Desk', 'Change Password', and 'Log out' links. The user is logged in as 'msbtest' at Midland States Bank. The left sidebar contains a menu with various options, including 'Submit Issued Check File' which is currently selected. The main content area is titled 'Submit Issued Check File' and contains three steps:

- Step 1.** Select a file to process. There is a text input field and a 'Browse...' button.
- Step 2.** Input details about the file. There are two dropdown menus: 'Account ID' (set to 'MSB Test Account') and 'File Processing Type' (set to 'One Time Import').
- Step 3.** Click the "Process File" button.

Quick Start Guide – Review Checks

Step 1 - Where to go: Transaction Processing Review Checks:

Step 2: Within the Review Checks screen, choose the account from the drop down menu

The screenshot shows the 'Review Checks' interface. At the top, there is a navigation bar with 'Home', 'Help Desk', 'Change Password', and 'Log out' links. The user is logged in as 'msbtest' at Midland States Bank. The left sidebar contains a menu with various options, including 'Review Checks' which is currently selected. The main content area is titled 'Review Checks' and contains:

- An 'Account ID' dropdown menu set to 'MSB Test Account'.
- Summary information: '(Count: 0) (Amount: \$0.00)' and a 'Show Key' link.
- A table with the following columns: Status, Account ID, Issued Date, Paid Date, Check #, Amount, Payee, and Details.

Quick Start Guide – Manage Exception Items

Step 1 - Where to go: Exception Processing Quick Exception Processing:

User: Logged In: 08/29/2014 09:05 AM

Institution: Midland States Bank
Client: msbtest

Home Help Desk Change Password Log out Friday, August 29, 2014

Quick Exception Processing as of 08/29/2014

Account ID:

Processed Exceptions: (Count: 0) (Amount: \$0.00)
Unprocessed Exceptions: (Count: 0) (Amount: \$0.00)
Total Exceptions: (Count: 0) (Amount: \$0.00)

Hide exceptions already decided

NOTE: Check exceptions will be given a decision of "Pay" and ACH exceptions will be given a decision of "Return" if no decision has been made by 11:00 AM.

Account ID	Paid Date	Check #	Amount	Payee	Exception Type	Pay	Return	Reason
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Quick Start Guide – View Transaction Reports

Step 1 - Where to go: Transaction Reports

User: Logged In: 08/27/2014 10:25 AM

Institution: Midland States Bank

Home Help Desk Change Password Log out Friday, June 27, 2014

All Checks

Client: msbtest

Account ID: MSB Test Account

Issued Date: Start End

Paid Date:

Input Date:

Exception Date:

Issued Payee:

Decision:

Reason:

Include Reversals:

Note: Transaction history is retained within the system for 90 days after an item has paid.