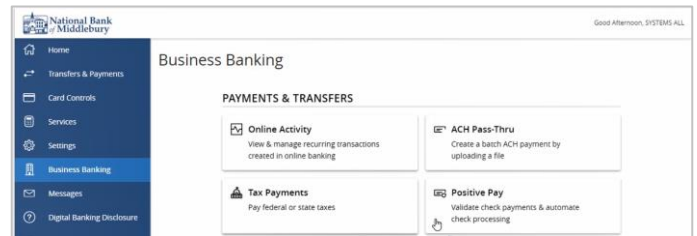


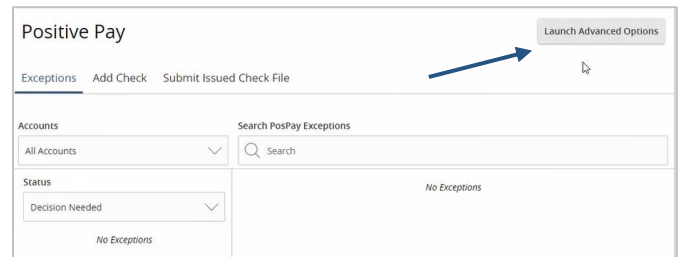
Use the Check Search page to search for specific transactions.

1. Select the 'Business Banking' menu then 'Positive Pay'.

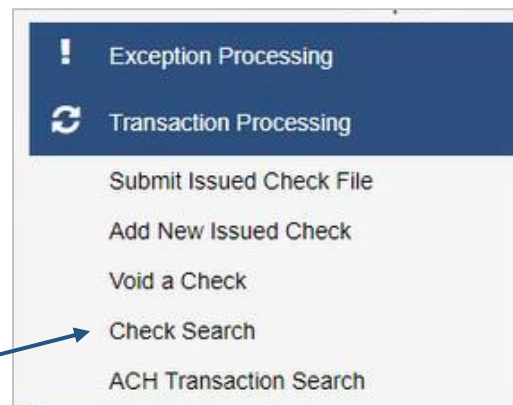


NOTE: Checks can be searched by specifying various criteria listed on the screen according to need.

2. Click 'Launch Advanced Options' button to visit the full Positive Pay site.



3. Select the 'Transactions Processing' menu, then select 'Check Search'.



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4. Select the desired Account Nickname from the drop-down menu. This specifies which Account or Accounts should be included in the search.

Account Nickname

I

ACCOUNT 3333

ACCOUNT 4444

5. The following fields are optional and may be utilized to narrow down the corresponding search.

- a. Select Check Status to specify the status of the check or checks being searched. All statuses will be selected by default.
- b. Indicate a check number range if desired.
- c. Select an item in the 'Date' drop-down menu to specify a category. This corresponds to the type of date you would like to run the Check Search report for.
- d. Specify the Date Range of the check if this information is available to further narrow the search.

Check Status

All

Check Number From

Check Number To

Date

ISSUED

Date From

Date To

6. Click the carrot next to 'Show additional options' to uncover additional search options.

Show additional options

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Check Search

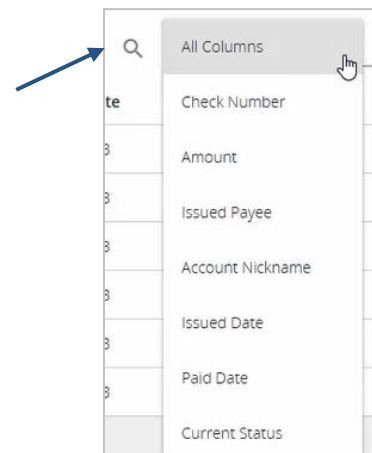
7. Select a decision from the list based on whether the check was paid or returned.
8. Select a reason from the list based on the reason that was selected.
9. Indicate whether reversals should be included in the search by clicking the check box.
10. Click 'Search' once all desired criteria have been specified.

Form fields include: Amount From, Amount To, Decision (All Decisions), Reason (All Reasons), Issued Payee, and a checked box for 'Include Reversals'. A blue arrow points to the 'Search' button in the bottom right corner.

11. The resulting checks will appear on the screen.

| Account Nickname | Check Number | Amount | Issued Payee | Issued Date | Paid Date | Current Status |
|------------------|--------------|-----------------|--------------|-------------|-----------|----------------|
| ACCOUNT 3333 | 1234 | \$125.75 | Target | 07/14/2023 | | VOID |
| ACCOUNT 3333 | 1235 | \$100.00 | Hyves | 07/14/2023 | | VOID |
| ACCOUNT 3333 | 1236 | \$75.65 | VonKleur | 07/14/2023 | | VOID |
| ACCOUNT 3333 | 1237 | \$75.95 | BankM | 07/14/2023 | | VOID |
| ACCOUNT 3333 | 1238 | \$25.00 | Gap | 07/14/2023 | | VOID |
| ACCOUNT 3333 | 1239 | \$17.25 | Onpote | 07/14/2023 | | VOID |
| | | \$422.60 | | | | |

12. Drag a column header to reorder.
13. Select the search filter (or spyglass icon) to filter and search all results or select a specific column to search within.



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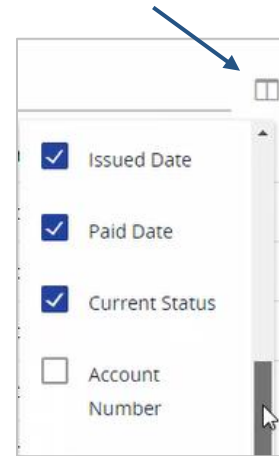




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Check Search

14. Select the columns icon to select or remove columns from the report.



15. Select the export icon to export the search results to a Microsoft Excel or PDF file.



16. Select the Kabob icon on an individual search result to perform various actions.

- a. View check images
- b. Edit record
- c. View record

| Check Number | Amount | Issued Payee | Account Nickname | Issued Date | Paid Date | Current Status |
|--------------|----------|--------------|------------------|-------------|-----------|----------------|
| 1234 | \$125.75 | Target | ACCOUNT 3333 | 07/14/2023 | | VOID |
| 1235 | \$100.00 | HyVee | ACCOUNT 3333 | 07/14/2023 | | VOID |
| 1236 | \$75.85 | Walmart | ACCOUNT 3333 | 07/14/2023 | | VOID |
| 1237 | \$78.95 | Behns | ACCOUNT 3333 | 07/14/2023 | | VOID |

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