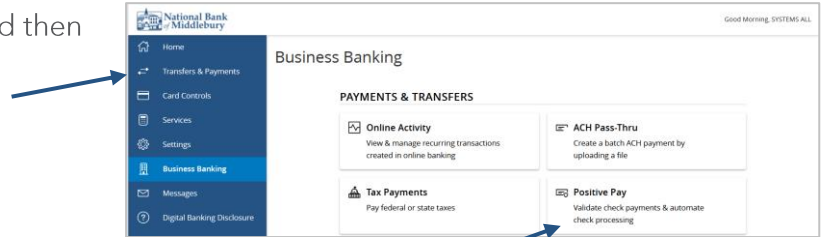




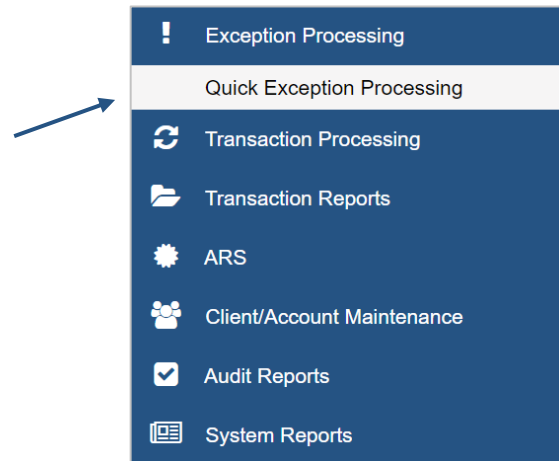
1. Select the 'Business Banking' menu and then 'Positive Pay'.



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



3. Select the 'Exception Processing' menu, then select "Quick Exception Processing'.



4. Select the client from the 'All Client ID's' dropdown menu. Only client IDs with exceptions to process are available in the dropdown menu.



Questions? We're here to help.
Customer Service: 877.508.8455



**National Bank
of Middlebury**

Quick Exception Processing

5. Select a transaction listed in the 'Decisions Needed' category.

Search exceptions			Q
Decisions Needed (2)			\$3.25
Commercial Ckg 8888	UNAUTHORIZED ACH TRANSACTION	\$1.25	
Commercial Ckg 8888	PAID NOT ISSUED #30202		
Decided (0)			\$0.00
Account Total (2)			\$3.25

6. If a transaction should be paid, select the 'Pay' option and review the details on the screen.

Search exceptions			Q
Decisions Needed (2)			\$3.25
Commercial Ckg 8888	UNAUTHORIZED ACH TRANSACTION	\$1.25	
Commercial Ckg 8888	PAID NOT ISSUED #30202		
Decided (0)			\$0.00
Account Total (2)			\$3.25

PAID NOT ISSUED

Default Decision: Return

Client ID: Commercial Ckg 8888 Check #: 30202 Amount: \$1.00
 Paid Date: 03/20/2023 Issued Date: 03/20/2023

Front Back

Hover over image to zoom. Click to view full-size image.

7. Select 'Save' when done.

Search exceptions			Q
Decisions Needed (2)			\$3.25
Commercial Ckg 8888	UNAUTHORIZED ACH TRANSACTION	\$1.25	
Commercial Ckg 8888	PAID NOT ISSUED #30202		
Decided (0)			\$0.00
Account Total (2)			\$3.25

PAID NOT ISSUED

Default Decision: Return

Client ID: Commercial Ckg 8888 Check #: 30202 Amount: \$1.00
 Paid Date: 03/20/2023 Issued Date: 03/20/2023

Front Back

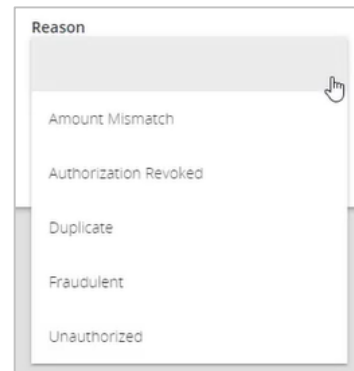
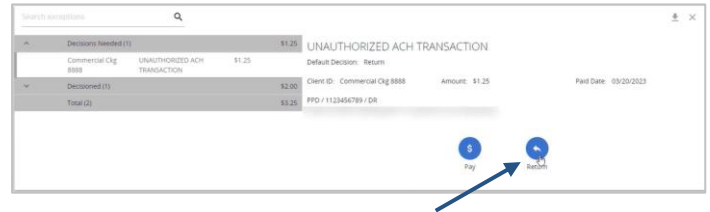
Hover over image to zoom. Click to view full-size image.

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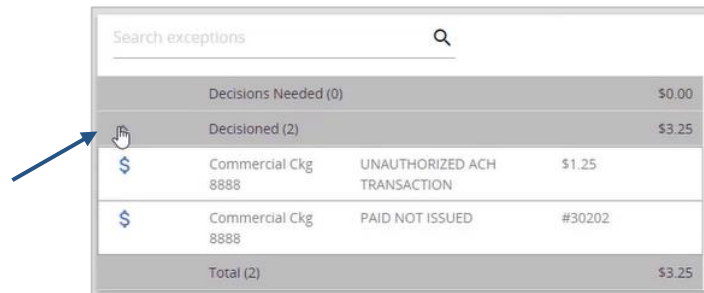




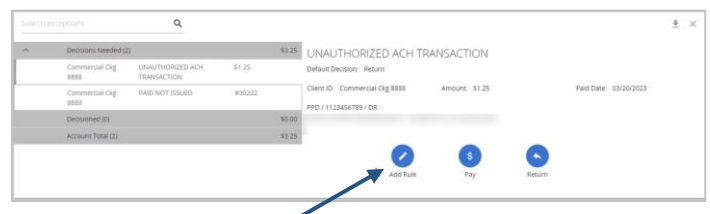
- If a transaction should be returned, select the 'Return' option, and select the corresponding reason from the drop-down menu.
- Select 'Save' when done.



- To view a listing of transactions already decided, click the carrot icon next to the Decided section. Click on any transaction listed to view additional details.



- To add an ACH authorization rule, select an ACH transaction.
- Click the 'Add Rule' option. This option will only appear if the user is entitled based on security rights.



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- When the 'ACH Add Rule' button is selected, the 'SEC code', 'Company ID', 'Debits or Credits' and 'Max Allowable Amount' fields will be prepopulated based on the presenting ACH item.
 - If desired, enter a Description and change any listed values according to need.
 - Click 'Save rule' when done.
-
- A total dollar amount of transactions waiting for a decision, and those already decided, is listed on the screen.

Add ACH authorization rule

Description

SEC Code
PPD

Company ID
1123456789

Debits or Credits
Debits only

Max Allowable Amount
1.25

Cancel **Save rule**

Search exceptions

Decisions Needed (2)	\$3.25
Decided (0)	\$0.00
Account Total (2)	\$3.25

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