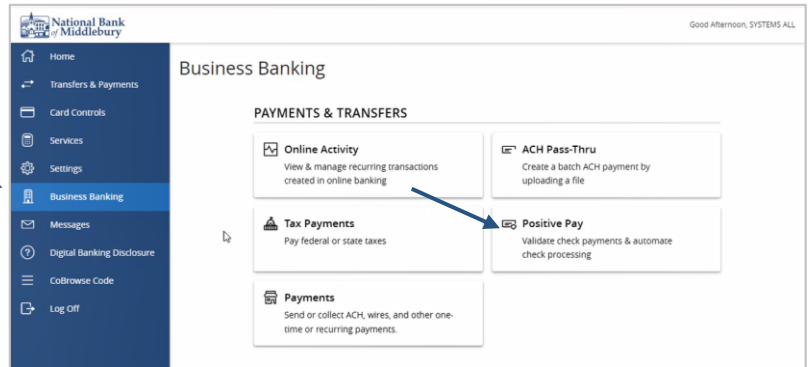




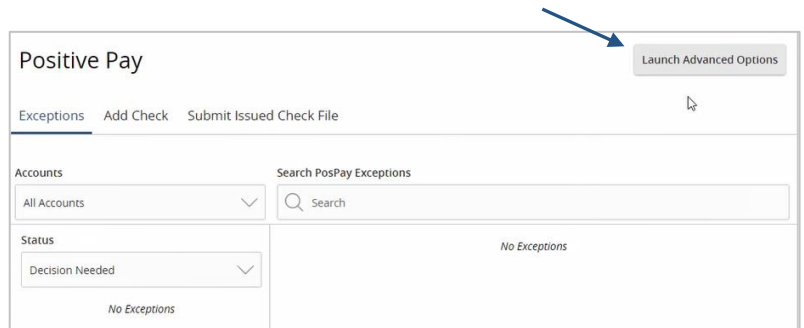
Submit Issued Check File

Use the Submit Issued Check File page to upload issued check files to National Bank of Middlebury.

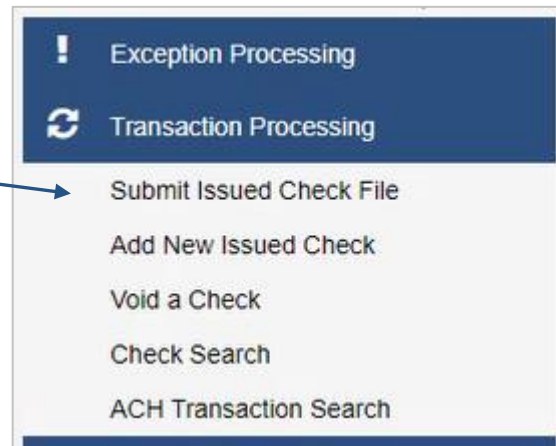
1. Select the 'Business Banking' menu and then 'Positive Pay'.



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



3. Select the 'Transaction Processing' menu then 'Submit Issued Check File'.



Questions? We're here to help.
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- Select a file to process.
- Select the Account Nickname from the drop-down menu. This is the client or account ID associated with the issued checks contained within the file. If there is only one account ID, this field will be pre-populated.
- Select the corresponding file mapping format. This is the format of the issued check file.
- Click 'Process File'.

The result of the process will be displayed on the screen. If the file has not been processed within 30 seconds, a message will display, and a follow up email will be sent to the user indicating the file processing status.

File Name	Upload Date	Status	Items	Amount
Sample_File_Upload.xlsx	7/14/23 3:55:53 PM	Processed	6	\$422.60

- NOTE:** There are four possible results.
- Unprocessed**—the file has been uploaded but has not yet been processed.
 - Processed**—the file was processed successfully.
 - Processed with Exceptions**—the file was processed successfully, but duplicate checks were not loaded.
 - Rejected**—the file was rejected due to one of the following reasons:
 - A mismatch between the number of items/amounts entered on the page and the number of items/amounts contained in the file.
 - The file format did not match the selected format.

Submission of issued check files is a real time process. The checks are considered current outstanding issued items as of this point. Once the file has been processed, check the number of uploaded items and total dollar amount against your file for accuracy.

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