

## **ACH Positive Pay Guide**

## <u>Purpose</u>

ACH positive pay is a fraud prevention tool integrated with online banking that allows the option to block ACH debits or credits and have filters added for authorized companies.

## **Viewing ACH Exceptions**

- 1. Go to Cash Manager > ARP > ARP ACH Exceptions List
- Once selected, if there are exceptions, they will be listed under the ACH Exception Items.
  Note: There is a view items for dropdown, it defaults to view all but you can change to the account(s) if you would like to see the exceptions by account.



**Decision ACH Exceptions** 

- 1. To pay or reject an ACH exception, go to Cash Manager > ARP > ARP ACH Exceptions List
  - a. The items needing a decision will be listed with the available details of the item.
  - b. Once ready, select Pay, Return, or if paying all or returning all, you can select Pay all, Return all and click submit

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Our daily ACH cut-off time is now	4:30pm (Hountain). If you have any questions, plea	se do not hesitate to call our (	oncierge team at (72	10) 616-4000.				
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- c. Once the items have a decision and they have been submitted successfully, the below message will appear.
- d. Note: Do not refresh the page until you have received the below message

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Please note that all ACH exceptions decisions must be decided by **2:00PM MT**. For ACH positive pay to be effective, any item(s) not decided by 2:00PM MT will be returned.

## Setting up Email Notifications

- 1. To enable email notifications; go to *Cash Manager* > *Settings* > *Alerts* > *Events*.
- 2. On the left-hand side check the box next to "*Receiving ACH Exception Items*" and select submit. A confirmation screen will pop up to confirm the email address.
- 3. Email notifications are sent in the evening, for review of the item the next business day.

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