

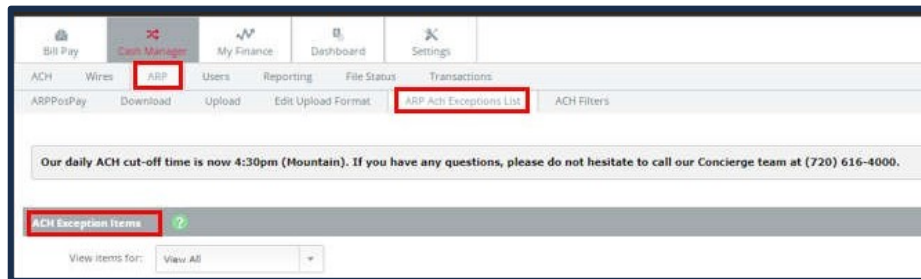
ACH Positive Pay Guide

Purpose

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.

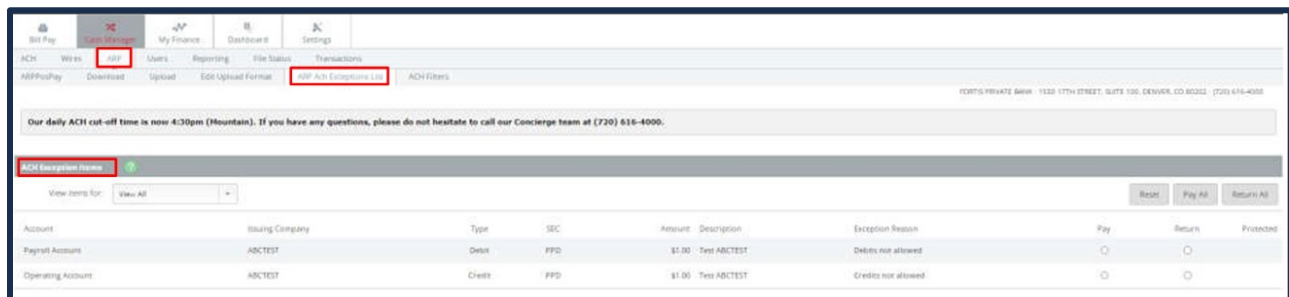
Viewing ACH Exceptions

1. Go to *Cash Manager > ARP > ARP ACH Exceptions List*
2. 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.

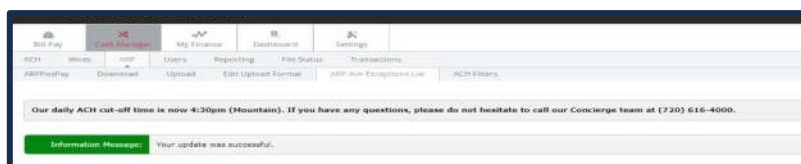


Decision ACH Exceptions

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



- 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



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.

