

## Pro Online Suite - Quick Start Guide Positive Pay

This Quick Start Guide will guide you through the getting started process when using the Positive Pay system. Included in this guide are the “how to” processes to complete the following:

- Logging in for the first time (establishing Single Sign On through Pro Online Suite)
- Setup Users
- Reset Users
- Update Sub-user Profile
- Submit Issued Check File
- Check Search
- Manage exception items
- View Transaction Reports

### Quick Start Guide - Logging in for the first time

Where to go: Select Online Requests > Additional Services > Centrix PosPay

User will be prompted to sign in using Positive Pay credentials > Single Sign on will be established

Note: Credentials will only be needed at the initial Positive Pay login




**Administration**   **Account Activities & Reporting**   **Payments & Transfers**   **Online Requests**

Company: MIDLAND STATES BANK TEST ONLIN

Forms	Additional Services
Request Photocopy	Centrix PosPay
Request Account Research	Secure Support TEST
Request Bill Pay Research	Remote Deposit
Suppress Paper Statements	

To provide additional delivery options for your Security Co

Note: For additional information pertaining to a specific screen, click ? in the upper right hand corner to view more details



Client: msbtest

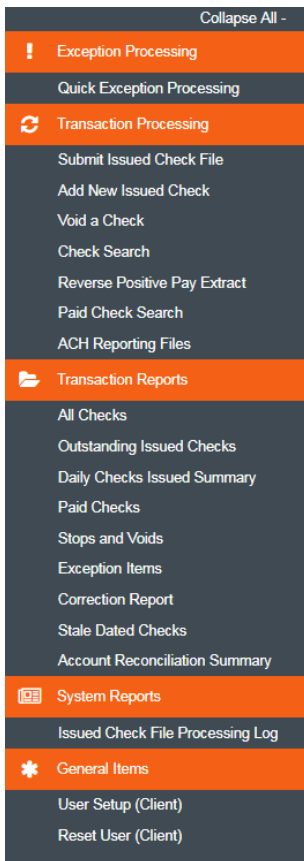
Welcome to



**Positive Pay System**

## Quick Start Guide – Setup Users

Step 1 - Where to go: General Items> User Setup (Client)



Step 2: Within the User Setup (Client) screen, click Add New

Step 3: Within the User Setup (Client) area:

- Contact Information Tab>Enter the user's information

The screenshot shows the 'User Setup (Client)' form with the 'Contact Information' tab selected. The form has four tabs: 'Contact Information', 'Security Settings', 'Menu Settings', and 'System Messages'. The 'Contact Information' tab contains the following fields and options:

- \* First Name: [Text Input Field]
- Middle Initial: [Text Input Field]
- \* Last Name: [Text Input Field]
- \* Email Address: [Text Input Field]  Exclude From Email
- Primary Phone Number: [Text Input Field]
- Secondary Phone Number: [Text Input Field]
- Mobile Number: [Text Input Field]

\* Indicates required fields

Submit

- Security Settings Tab>Enter a unique User Name and password

**User Setup (Client)**

Contact Information
Security Settings
Menu Settings
System Messages

**\* User Name:**

**\* Password:**

**\* Verify Password:**

Passwords require the following: uppercase letters, lowercase letters, numbers and special characters.

**Company:** msbtest

- Security Settings Tab>Assign accounts by clicking each account under Account ID that you want assigned

**Account ID:**

Type to filter... Showing 2 of 2 Assigned

Operating Payroll	
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- Security Settings Tab>ACH Originators can assign ACH reports by clicking each report listed in ACH Reports

**ACH Reports:**

Type to filter... Showing 2 of 2 Assigned

MSB - ACH MSB - NOC / RET	
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Assign all new ACH reports to this user

- Security Settings Tab>Assign Exception Type actions

**Client Exception Type(s):**

- Allow user to edit transactions
- Allow user to delete transactions
- Allow user to add ACH Authorization Rules in Quick Exceptions Processing
- User Locked

- Menu Settings Tab>Select functions users will have access to

**User Setup (Client)**

**Client Security Template:** Check Positive Pay & Full Recon & ARS

**Assign all menu options from this template**

- System Messages Tab- Check the various email types that the user should receive
- Click Submit

**User Setup (Client)**

**User Notification Template:** All Email ▼

Message	Email
CLIENT - Exception: Duplicate paid item	<input checked="" type="checkbox"/>
CLIENT - Exception: Duplicate paid item with amount mismatch	<input checked="" type="checkbox"/>
CLIENT - Exception: Filtered / blocked transaction	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item not issued	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with amount mismatch	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with zero check number	<input checked="" type="checkbox"/>

### Quick Start Guide – Reset Users

Step 1 - Where to go: General Items> Reset User (Client):

Step 2: Within the Reset User (Client screen, choose user from the drop down menu)

**Reset User (Client)**

**Client:**

**Name:**

Step 3: Within the Reset User (Client) area:

- Enter a temporary password and uncheck User Locked if applicable
- Click “Submit”

**Reset User (Client)**

**User Name:** mmouse (Mickey Mouse)

**Password:**

**Verify Password:**

Passwords require the following: uppercase letters, lowercase letters, numbers and special characters.

**User Locked**

### Quick Start Guide – Update Users

Step 1 - Where to go: General Items> User Setup (Client):

Step 2: Within the User Setup (Client screen), search for the User

Step 3: Click Edit

**User Setup (Client)**

Choose Company:

User Status:     1 of 39 records

Name	User Name	Email Address	Last Logged On	Status	
Mouse, Mickey	mmouse	onlinebanking@midlandsb.com	9/18/2014 10:23 AM	Active	<a href="#">Edit</a>   <a href="#">Copy</a>
					<a href="#">Add New</a>

Step 4: Verify the Contact Information tab has correct information

**User Setup (Client)**

Contact InformationSecurity SettingsMenu SettingsSystem Messages

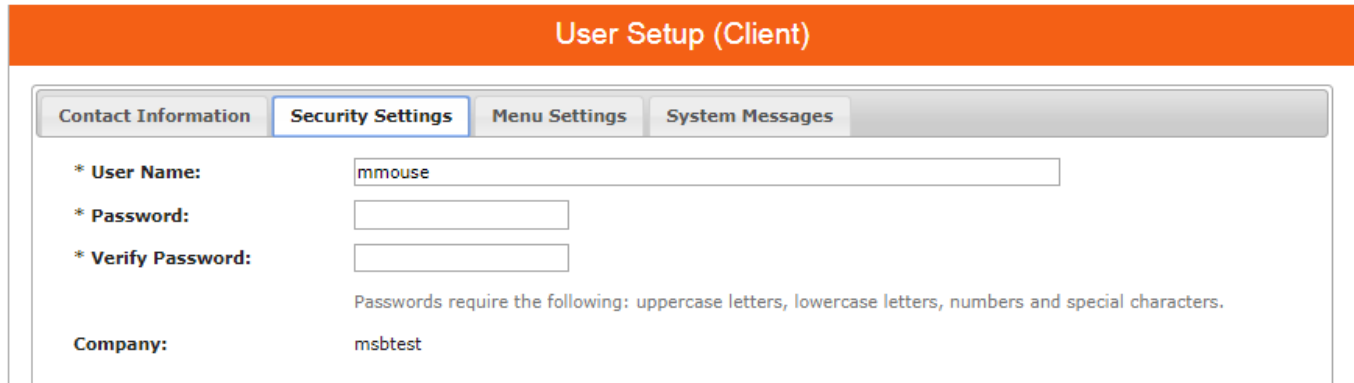
\* **First Name:**

**Middle Initial:**

\* **Last Name:**

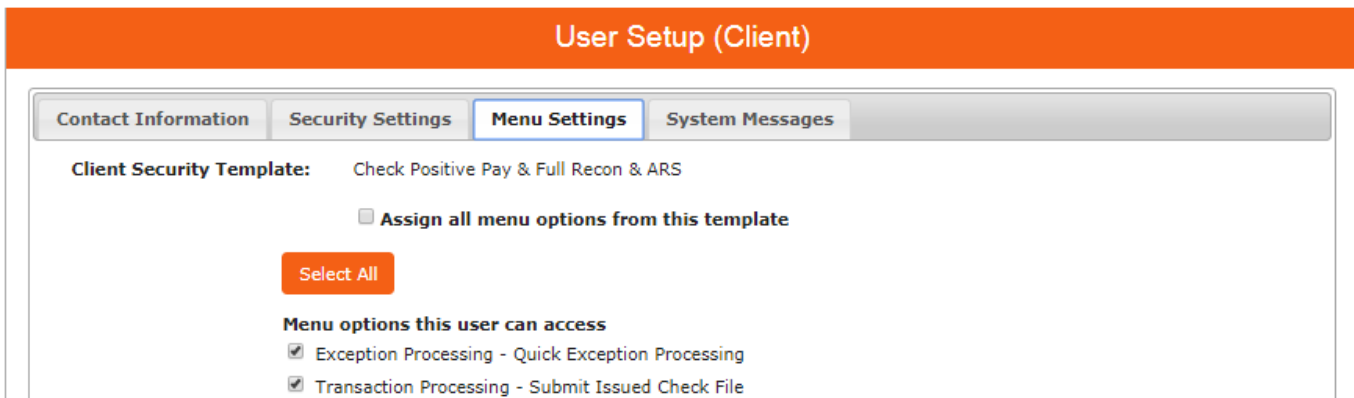
\* **Email Address:**   Exclude From Email

Step 5: Within the Security Settings tab, assign all applicable access.



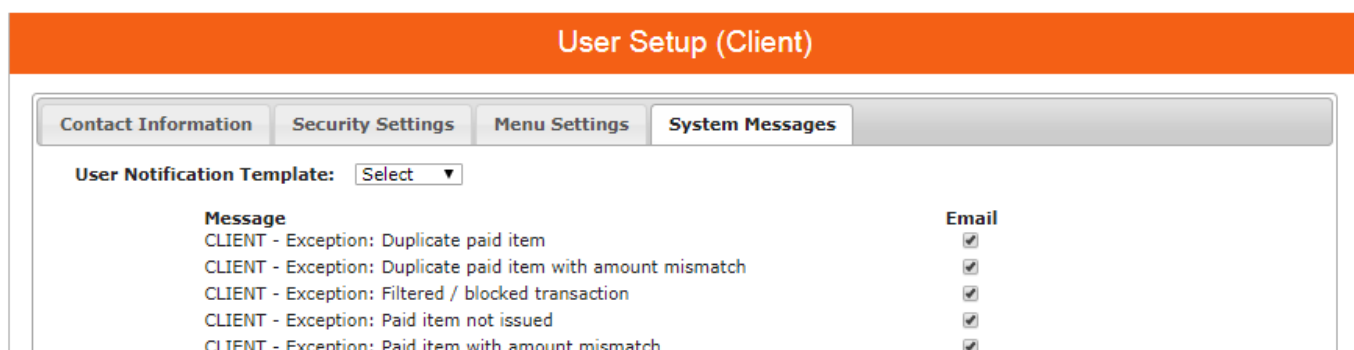
The screenshot shows the 'User Setup (Client)' interface with the 'Security Settings' tab selected. The 'User Name' field contains 'mmouse'. The 'Password' and 'Verify Password' fields are empty. A note below these fields states: 'Passwords require the following: uppercase letters, lowercase letters, numbers and special characters.' The 'Company' field contains 'msbtest'.

Step 6: Within the Menu Settings tab, assign all applicable accesses.



The screenshot shows the 'User Setup (Client)' interface with the 'Menu Settings' tab selected. The 'Client Security Template' is set to 'Check Positive Pay & Full Recon & ARS'. There is an unchecked checkbox for 'Assign all menu options from this template' and a 'Select All' button. Under 'Menu options this user can access', two items are checked: 'Exception Processing - Quick Exception Processing' and 'Transaction Processing - Submit Issued Check File'.

Step 7: Within the System Messages tab, assign all applicable notifications.



The screenshot shows the 'User Setup (Client)' interface with the 'System Messages' tab selected. The 'User Notification Template' is set to 'Select'. A table lists notification messages and their corresponding email status:

Message	Email
CLIENT - Exception: Duplicate paid item	<input checked="" type="checkbox"/>
CLIENT - Exception: Duplicate paid item with amount mismatch	<input checked="" type="checkbox"/>
CLIENT - Exception: Filtered / blocked transaction	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item not issued	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with amount mismatch	<input checked="" type="checkbox"/>

Step 8: Click Submit when all changes have been made.

## Quick Start Guide – Submit Issued Check File

Step 1 - Where to go: Transaction Processing Submit Issued Check File

Step 2: Within the Submit Issued Check File screen, browse for the file to upload, choose the account, and click Process File

### Submit Issued Check File

**Step 1.** Select a file to process.

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No file chosen

**Step 2.** Input details about the file.

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**Account ID:**

**File Processing Type:**

**Step 3.** Click the "Process File" button.

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## Quick Start Guide – Check Search

Step 1 - Where to go: Transaction Processing Check Search:

Step 2: Within the Check Search entry screen, enter the desired search criteria (or leave all the fields blank to get all checks):

Check Search

Client: **msbtest**

Account ID: #1   
 #2   
 #3

	Start	End
Issued Date:	<input type="text"/>	<input type="text"/>
Paid Date:	<input type="text"/>	<input type="text"/>
Check Number:	<input type="text"/>	<input type="text"/>
Check Amount:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

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Transaction Status:

Stop Pay Status:

Decision:

Reason:

[Produce Report](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

If you leave all the fields blank, the results screen will include all checks. Checks displaying with a green check in the status have been paid without an exception, checks displaying with a red circle have created an exception.

Midland States Bank

Check Search

	Status	Account ID	Issued Date	Paid Date	Check #
1	✔	Operating	01/24/2019	01/31/2019	<a href="#">View Image</a> 9003
2	✔	Operating	01/24/2019	01/31/2019	<a href="#">View Image</a> 9005
3	⊕	Operating	01/24/2019	01/31/2019	<a href="#">View Image</a> 9007
4	✔	Operating	01/24/2019	01/31/2019	<a href="#">View Image</a> 9002
5	✔	Operating	01/24/2019	01/31/2019	<a href="#">View Image</a> 9006



## Quick Start Guide – Manage ACH Exception Items

Step 1 - Where to go: Exception Processing Quick Exception Processing:

Midland States Bank Client: msbtest

Quick Exception Processing as of 03/15/2019

Account ID: <ALL> Display Type: Both Check & ACH Exceptions

Hide exceptions already decided

Processed Exceptions: (Count: 0) (Amount: \$0.00)  
Unprocessed Exceptions: (Count: 0) (Amount: \$0.00)  
Total Exceptions: (Count: 0) (Amount: \$0.00)

Update

NOTE: Check exceptions will be given a decision of "Pay" and ACH exceptions will be given a decision of "Return" if no decision has been made by 01:00 PM Central Time (US & Canada).

Account ID	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
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Step 2 - Review the ACH items listed

Step 3 - Click Add ACH Rule (if applicable)

- Enter a Description to identify the rule later
- SEC Code- prefilled based on the file, but all SEC codes can be chosen
- Company ID- prefilled based on the file
- DR/CR- prefilled based on the file, but can choose debits, credits, or both
- Max Amount: Customer chooses the maximum amount they'd like to allow before they will be asked to decision the item. (IE: If the customer enters \$200, then all ACH files under \$200 will be paid and all ACH files over \$200 will create an exception).
- Add Rule

## Add ACH Authorization Rule

Description: [ ] Optional

SEC Code:  CCD  All Standard Entry Class Codes

Company ID: 5555566257

DR/CR:  Debits Only  Credits Only  Both DR and CR

Max Amount: [ ] Optional

Add Rule Cancel

- Choose to Pay or Return
  - If choosing Return
    - Choose a reason
    - If Unauthorized is chosen, a Written Statement of Unauthorized Debit will appear after all items have been decided. Customer should fill out the form and submit it to their TM Sales Rep or branch for processing.
- Click Update to finalize the decision on all items

## Quick Start Guide – Manage Check Exception Items

Step 1 - Where to go: Exception Processing Quick Exception Processing:

Step 2 - Review the check items listed

Step 3 - View the check's image by clicking View Image

**Quick Exception Processing as of 03/18/2019**

Account ID: \_\_\_\_\_

Display Type: Both Check & ACH Exceptions

Hide exceptions already decided

Processed Exceptions: \_\_\_\_\_

Unprocessed Exceptions: \_\_\_\_\_

Total Exceptions: \_\_\_\_\_

Update

NOTE: Exceptions will be given a decision of "Return" if no decision has been made by 01:00 PM Central Time (US & Canada).

Account ID	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
3	03/15/2019	<a href="#">View Image</a> 9869	160.00	PAID NOT ISSUED		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

2. Choose to Pay or Return
  - a. If choosing Return
    - i. Choose a reason
    - ii. If choosing Fraudulent, contact the bank immediately as further steps may be needed
3. Click Update to finalize the decision on all items

## Quick Start Guide – View Transaction Reports

Step 1 - Where to go: Transaction Reports

User: \_\_\_\_\_ Logged In: 06/27/2014 10:25 AM
Home Help Desk Change Password Log out

Institution: Midland States Bank

Friday, June 27, 2014

- Exception Processing
- Quick Exception Processing
- Transaction Processing
- Review Checks
- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search
- Reverse Positive Pay Extract
- Paid Check Search
- Transaction Reports
- All Checks
- Outstanding Issued Checks
- Daily Checks Issued Summary
- Paid Checks
- Stops and Voids
- ACH Transactions
- Exception Items
- Correction Report
- Stale Dated Checks
- Account Reconciliation Summary
- System Reports
- ACH Authorization Report
- Transaction Filter / Block Report
- Issued Check File Processing Log
- General Items
- User Setup (Client)
- Reset User (Client)
- Web Links
- WSUD Document

### All Checks

Client: msbtest

Account ID: MSB Test Account

Issued Date:	Start	End
Paid Date:	<input type="text"/>	<input type="text"/>
Input Date:	<input type="text"/>	<input type="text"/>
Exception Date:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

Decision: <Not Selected>

Reason: <Not Selected>

Include Reversals: No

Produce Report

Note: Transaction history is retained within the system for 90 days after an item has paid.