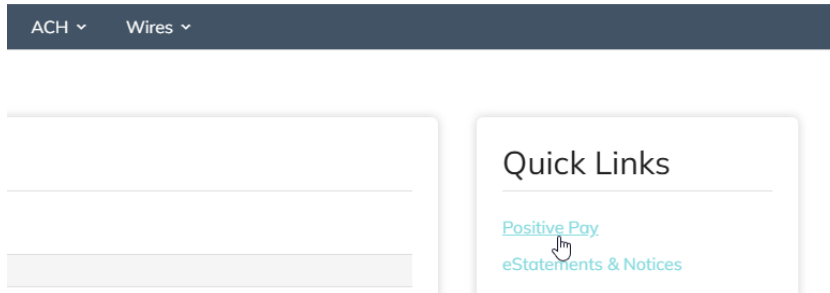
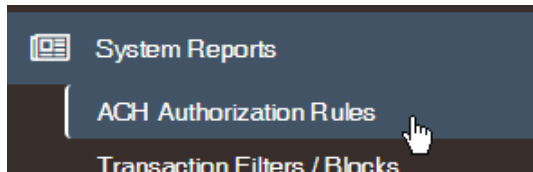


ACH POSITIVE PAY AUTHORIZATION LIST GUIDE

1. Log in to Digital Banking.
2. Select Positive Pay from the Quick Links widget.



3. Select ACH Authorization Rules.



4. To add a new rule select the “+” icon in the upper right-hand corner of the screen.

The screenshot shows the 'ACH Authorization Rules' table. In the top right corner, there is a blue circular button with a white '+' icon, which is highlighted by a mouse cursor. The table has columns for Account Nickname, Description, Company ID, SEC Code, Debits or Credits, Max Allowable Amount, and Notification Type. It displays two rows of data and a 'Showing 2 results' footer.

Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type
Test Client 5576			ALL - All Standa...	Credits Only	\$0.00	Create Exception
Test Client 5576	ABC Company	123456	ALL - All Standa...	Debits Only	\$100.00	Create Exception

5. Choose the appropriate Account Nickname (if more than one exists).

- Add a description.
- Enter in the Company ID that was provided by the company (Note: Do NOT leave this field blank).
- SEC Code should be set to ALL.
- Choose Debits Only.
- Enter in a Max Allowable Amount if you choose, or leave it blank for an unlimited limit.

ACH Authorization Rules

Add record

Account Nickname	Description	
Test Client 5576	TEST	
Company ID	SEC Code	Notification Type
123456789	ALL - All SEC Codes	Create Exception
Debits or Credits	Max Allowable Amount	
Debits only		

[Cancel](#)
[Save and Add More](#)
[Save Changes](#)

6. To edit or delete an existing rule select the menu button next to the rule and choose Edit record or Delete record (Note: Do NOT delete the Credits Only rule).

ACH AUTHORIZATION RULES

[+](#)

Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type	
Test Client 5576			ALL - All Standa...	Credits Only	\$0.00	Create Exception	⋮
Test Client 5576	ABC Company	123456	ALL - All Standa...	Debits Only	\$100.00	Create Exception	⋮
Test Client 5576	TEST	123456789	ALL - All Standa...	Debits Only	\$0.00	Create Exception	⋮

Showing 3 results

1

[Edit record](#)
[Delete record](#)
[View record](#)

Questions? Please contact Bank First's Treasury Management Support Team:
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