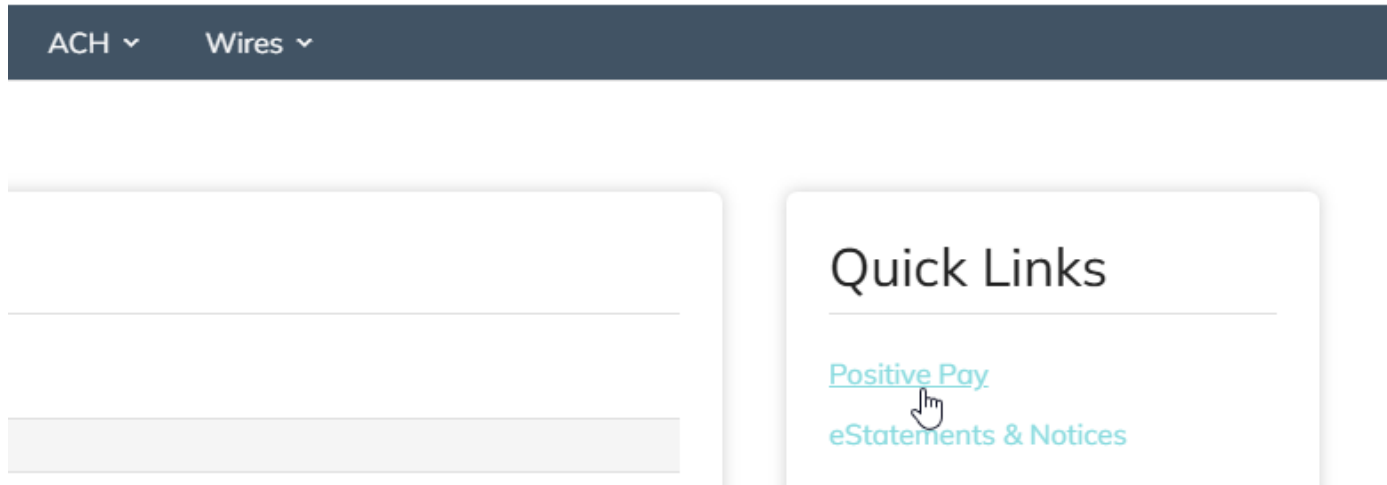


REVERSE POSITIVE PAY EXCEPTION HANDLING GUIDE

1. Log in to Digital Banking.

2. Select Positive Pay from the Quick Links widget.

*You may need to enable pop-ups in your browser in order to launch the Positive Pay window.



3. Select Exception Processing.

Transaction Processing	Exception Processing	Decisions Needed (4)	\$47,260.95
		ABC Company ISSUED NOT ON FILE (4) ^	
		ABC Company ISSUED NOT ON FILE #50000	
		ABC Company ISSUED NOT ON FILE #50050	
		ABC Company ISSUED NOT ON FILE #50065	
		ABC Company ISSUED NOT ON FILE #50070	
		Decisions (0)	\$0.00
		Total (4)	\$47,260.95

Transaction Processing	Exception Processing	Decisions Needed (1)	\$22.10
		ABC COMPANY UNAUTHORIZED ACH TRANSACTION	\$22.10
		Decisions (0)	\$0.00
		Total (1)	\$22.10

There are 4 exceptions to review.

Exceptions will be given a decision of **Return** if decisions are not made by 12:00 PM Central Time (US & Canada).

4 Decisions Needed
\$47,260.95

0 Decisions
\$0.00

There is 1 exception to review.

Exceptions will be given a decision of **Return** if decisions are not made by 12:00 PM Central Time (US & Canada).

1 Decision Needed
\$22.10



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4. Select each check or ACH item in the Decisions Needed list and choose the Pay or Return button. If you select “Return”, also select a Return Reason Code. Click Save.
5. Decisions can be changed until the cutoff time. To display already completed decisions expand the Decisioned list.

	Decisioned (4)	\$8,392.64
	Total (4)	\$8,392.64

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