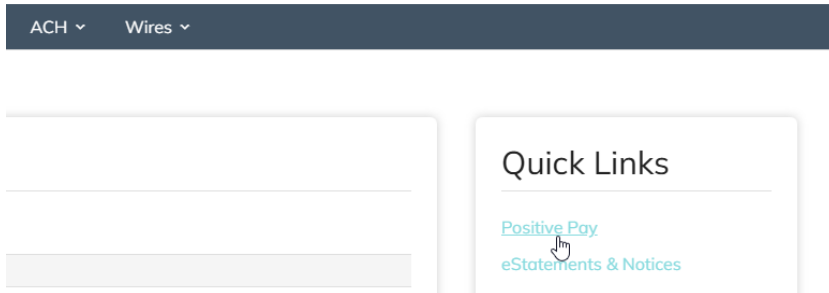


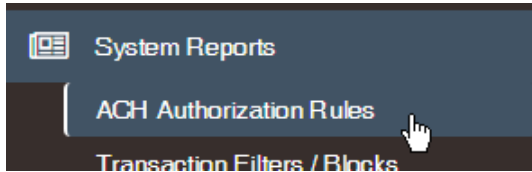
ACH POSITIVE PAY AUTHORIZATION LIST GUIDE

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 and a mouse cursor pointing at it. The table has the following columns: Account Nickname, Description, Company ID, SEC Code, Debits or Credits, Max Allowable Amount, Notification Type, and a vertical ellipsis for actions. There are two rows of data.

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	⋮

Showing 2 results

1

View 10

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

Test Client 5576 ▼

Description

TEST

Company ID

123456789

SEC Code

ALL - All SEC Codes ▼

Notification Type

Create Exception

Debits or Credits

Debits only ▼

Max Allowable Amount

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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