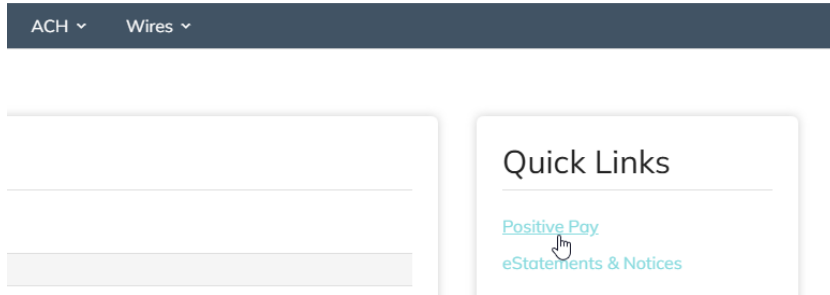


CHECK POSITIVE PAY ENTERING ITEMS GUIDE

1. Log in to Digital Banking.

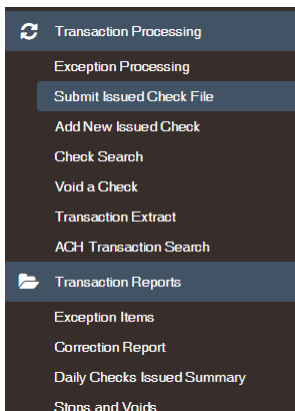
2. Select Positive Pay from the Quick Links widget.

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



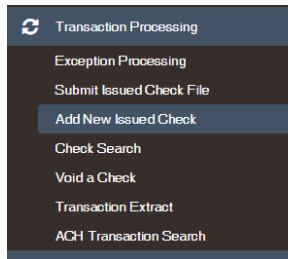
3. To upload a file select Submit Issued Check File.

- Browse for the file.
- Select the appropriate Account Nickname (if more than one exists).
- Select the appropriate File Processing Type (if more than one exists).
- Select Process File.

A screenshot of a web form titled 'Submit Issued Check File'. The form is divided into three steps. Step 1, 'Select a file to process.', has a 'Choose File' button and the text 'No file chosen'. Step 2, 'Input details about the file.', has two dropdown menus: 'Account Nickname' (set to 'Test Client 5576') and 'File Processing Type' (set to 'test'). Step 3, 'Click the "Process File" button.', has a 'Process File' button at the bottom.

4. Make sure that the processing results are “Processed” or “Processed with Exceptions”. If the result is “Rejected” there could be an issue with the formatting of the file.

5. To manually add a check select Add New Issued Check.
 - a. Select the appropriate Account Nickname.
 - b. Enter the Check Number.
 - c. Enter the Amount.
 - d. Enter the Issued Payee as it appears on the check.

A screenshot of a web form titled 'Add New Issued Check'. The form has a dark header bar with the title in white. Below the header, there are four input fields: 'Account Nickname:' with a dropdown menu showing 'Test Client 5576', 'Check Number:' with an empty text box, 'Amount:' with an empty text box, and 'Issued Date:' with a date picker showing '03/28/2022'. Below these fields is a label 'Issued Payee:' followed by an empty text box. Underneath the 'Issued Payee' field is a checkbox labeled 'Auto-Increment Check Number'. At the bottom right of the form is a dark button labeled 'Add Check'.

Questions? Please contact Bank First's Treasury Management Support Team:
(920) 652-3515 | treasurymanagement@bankfirst.com

