

Welcome to the

ACH Positive Pay

QUICK START GUIDE

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Welcome to ACH Positive Pay Advantage

ACH Positive Pay is an anti-fraud prevention service that helps protect companies against fraudulent ACH transactions.

ACH POSITIVE PAY HOURS OF OPERATION AND IMPORTANT NUMBERS

Filter Updates

Filter created before 3:00 p.m. CT – Filter active in one banking day

Filter created after 3:00 p.m. CT – Filter active in two banking days

Exception Items

ACH exceptions are available for review by 7:00 a.m. CT for the morning load and 4:00 p.m. CT for the afternoon load.

Decisions must be made for Exceptions by the cut-off time of 6:00 p.m. CT; otherwise, the default decision you have previously designated (pay or return) will be used.

Technical Support Hours and Phone Numbers

Operating Hours: 7:30 a.m. to 5:30 p.m.

Phone Numbers:

Houston 713-232-5733

Dallas 214-754-9555

San Antonio 210-343-4420

Client Services Hours and Phone Numbers

Operating Hours: 7:30 a.m. to 5:30 p.m.

Phone Numbers:

Houston 713-235-8805

Dallas 214-754-9474

San Antonio 210-343-4419

Toll-Free 1-888-539-7928

ADMINISTRATION MODULE - OVERVIEW

Business Admins can use the Administration Module to perform the following:

- Add new users to the business profile.
- Manage existing users by disabling and enabling users, assigning accounts, assigning roles, and resetting passwords.
- View the activities of any individual user or all users within the business.
- Manage the dual control (review/approval) requirements. If interested, please call Tech Support for more information.

MASTER ROLES - OVERVIEW

- **Customer User – Business User:** The Business User can access functions assigned to the user by the Business Admin.
- **Customer Admin – Business Admin:** A company may have more than one Business Admin. The Admin may add other users, enable and disable users, set user roles, and add accounts. The Admin can unlock users and reset application passwords.
- **Customer Admin - Business Admin w/User Function:** The Business Admin can do the functions of both the Business Admin and Business User.

USER ROLES - OVERVIEW

- **ACH Positive Pay – Decision Maker:** Allows the user to make pay/return decisions on incoming ACH Positive Pay Exception items.
- **ACH Positive Pay – Filter Maintenance:** Allows the user to create, change, or delete ACH filters.
- **ACH Positive Pay – View Only:** Allows the user to view incoming ACH Positive Pay Exception items.

GETTING STARTED

- To start, log into Treasury Gateway and click on the **Positive Pay Advantage** link.

Alerts

- Account Analysis Statements** - Over the next several months, you may see changes to clarify service descriptions on your Account Analysis statements. If you have questions about these name changes, please reach out to your Treasury Management Representative.
- We will be performing Server Maintenance on Anytime Deposits **Saturday, May 12th, 2018** starting at 9:00 PM CT until **Sunday, May 13th, 2018** at 5:00 AM CT. Anytime Deposits WebClient, Anytime Deposits Desktop, Server Side Reporting and Mobile Anytime Deposits application will not be available during the maintenance. We apologize for the inconvenience.
- Have you heard about Treasury Internet Banking? Soon you will have access to our next generation, online banking platform where you can manage your account information quickly and efficiently. Please visit our Treasury Internet Banking Webpage [here](#) to learn more.
- Fraud Alert:** Companies are receiving fraudulent emails, letters, and faxes that appear to be from a trading partner. The fraudulent communications include requests to change wire or ACH payment instructions. To mitigate the risk of fraud, always verify any changes to payment instructions with a known contact at your trading partner using a phone number you have on record. Click on the link below to view the Amegy Bank Fraud Video.
<https://youtu.be/SrzcVitmCpU>
- Bank Holidays:** We look forward to serving your banking needs in the New Year. For your reference, below are the approaching bank holidays for 2018:

Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, October 8	Columbus Day
Monday, November 12	Veterans Day (Observed)
Thursday, November 22	Thanksgiving Day
Tuesday, December 25	Christmas Day

training1's Services

- [Anytime Payments \(Demo\)](#)
- [Positive Pay Advantage](#)
- [Amegy Connect](#)
- [Amegy Vault Services](#)
- [Receivables Online \(Demo\)](#)
- [Treasury Internet Banking \(UOB\)](#)

Announcements

Additional Services

- [AmegyConnect Demo](#)
- [Anytime Deposits - Certification](#)
- [Check Reorder](#)
- [Commercial Card - Visa Online](#)
- [Getting Started Guide](#)
- [Integrated Payables](#)
- [Master Services](#)

ADD A NEW USER

The Admin will provide the password, User Signon ID, and the Company Code / Short Name to the new user.

NOTE: The **Company Code / Short Name** can be found in the **Administration Tab**.

- To locate the Company Code / Short Name, click on **Administration**.

Home Positive Pay ACH Positive Pay Returns Collections File Transfers Support **Administration** Help

Administration

Business Users - "Training"

User: Signon/Last Name

Disabled: -- Any -- Deleted: No

349 Total Records (Page 1 of 7) 1 2 3 4 5 6 7

User ID	Name	Status	Master Role	Application	Last Login

Related Links

- [New Business User](#)
- [Business Information](#)

- Select **Business Information**.
- Locate the Company Code / Short Name next to **Short Name**.
- Record the **Short Name**. You will give it to the new user once the user has been added.

The screenshot shows the 'Business Setup - "Training"' page. The 'Administration' menu is open, and 'Business Information' is selected. The 'Business Information' section displays the following details:

- Business: Training
- Short Name: Training
- Founded: --
- Tax ID: --
- Added: 12/18/2003 9:20 AM CT
- Last Modified: 12/18/2003 9:20 AM CT
- ACH Originator ID: --
- Address: --
- Max Concurrent SignOns: N/A

The 'Application Access' tab shows a table with the following data:

Number	Nickname	Host Type	Status
Training			Checking Active

- To add the new user, click on the **Administration** tab and select **New Business User**.

The screenshot shows the 'Business Users - "Training"' page. The 'Administration' menu is open, and 'New Business User' is selected. The search filters are:

- User: Signon/Last Name
- Disabled: -- Any --
- Deleted: No

The table shows 349 Total Records (Page 1 of 7). The table columns are:

User ID	Name	Status	Master Role	Application	Last Login
---------	------	--------	-------------	-------------	------------

The **New User Setup** screen will appear.

- Determine a User Signon ID for your new user. It must be unique within your company and must be six to eight alphanumeric characters. It will be used to enroll in Treasury Gateway.
- In the **User Signon ID** box, enter the new user's User Signon ID.
- Enter the user's first and last name.
- Select the user's **Master Role**. (See *Master Roles - Overview* for definitions.)
- Select the applicable **Role(s)**. (See *User Roles - Overview* for definitions.)
- Click **Save**.

Administration
Business Information
Users
Roles
Master Roles

New User Setup -

Welcome to the new user setup screen. You can use this screen to add a new user to the system. Complete the information listed below and press the Save button. The user's initial access to applications and permissions will be determined by the selected master role. After adding the user, you can then use the User Information screen to edit the user's role membership, permissions, and accounts.

User Signon ID - Enter the ID the User will use when signing on to the application. It must be unique within the system and must conform to the bank's Signon complexity rules.

Enter the user's contact information in the form below.

Contact Information

Title: Tax ID:

First Name: * Date of Birth: (e.g. 09/15/2016)

Nick Name: DL Number:

Middle Name: Security Keyword 1:

Last Name: * Created: N/A

Suffix: Last Modified: N/A

Email Address:

Street Address:

City: State:

Postal Code: -

Country:

Day-time Phone: () - ext.

Evening Phone: () - ext.

Cell Phone: () - ext.

Fax: () - ext.

Master Role - Select the master role to which the user will be assigned. The Master Role determines the user's initial access to modules and permissions.

Roles - Select the user roles that you would like to assign to this user.

- | | | |
|---|---|---|
| <input type="checkbox"/> ACH Pos Pay - Decision Maker | <input type="checkbox"/> Collections Admin | <input type="checkbox"/> Pos Pay - Decision Maker |
| <input type="checkbox"/> ACH Pos Pay - Filter Maintenance | <input type="checkbox"/> Collections -ViewOnly | <input type="checkbox"/> Pos Pay - Issue Items |
| <input type="checkbox"/> ACH Pos Pay - View Only | <input type="checkbox"/> File Transfer - Downloader | <input type="checkbox"/> Pos Pay - View Only |
| <input type="checkbox"/> Business Admin with User Functionality | <input type="checkbox"/> File Transfer - Uploader | <input type="checkbox"/> Return Items |
| <input type="checkbox"/> Collections - Decision Maker | <input type="checkbox"/> File Transfer - View Only | <input checked="" type="checkbox"/> View All |

The **New User Created** screen will appear. It includes the new user's password.

- Using your cursor, hover over the masked password to view it.
- Record the password and the User **Signon ID** to give to the new user.
- Click **Continue**.

Home Users Manage Content Manage Affiliate Manage Modules My Information

Successfully created user "z011111"

New User Created - z011111

The system has assigned a temporary password for this user. The system will prompt the user to change their password during their next signon.

***** (Hover to view temporary password)

The new user has been added, and the **User Setup** screen will appear.

- Provide the password, User **Signon ID**, and the Company Code / Short Name to the new user.

ASSIGN ACCOUNTS

If the new user is a **Customer User - Business User**, the Admin may assign accounts to the user from the **User Setup** screen.

NOTE: If you were not in the process of adding a new user as described above, assign accounts by going to the **Administration** tab and click on **Users**.

- Select the **User** and click on **Assign Accounts**.

Home Positive Pay ACH Positive Pay Returns Collections File Transfers Support **Administration** Help

Administration

- Business Information
- Users**
- Roles
- Master Roles
- Review Policy

John Smith

User Setup - Abe Lincoln

Summary Accounts Contact Info Applications

User Information

Name: Abe Lincoln - Your Own Test Company

SignOn Name: Abe L Enrolled: 3/13/2014 5:03 PM CT

User Type: Customer User Last Sign On: Never

Master Role: Business User Pwd Changed: 3/13/2014 5:03 PM CT

Application: Pwd Expires: 5/12/2014 5:03 PM CT

Status: Active

Disable Reset Pwd Delete

Related Links

- Permissions
- Assigned Roles
- Assign Accounts**
- Audit History
- Session History

Related Activities

- New User

The **Assign Accounts to User** screen will appear.

- Select or deselect the applicable accounts and click **Save**.

Administration

- Business Information
- Users**
- Roles
- Master Roles
- Review Policy

John Smith

Assign Accounts to User - Abe Lincoln

Listed below are the accounts available for assignment to Sara Jackson. The accounts currently assigned to this user appeared Checked in the list. Use this screen to make changes to the user's assigned accounts. Note that assigning accounts to a user only gives that user access to view information for the account(s). If additional user permissions are associated with accounts, then you should review this user's account permissions after assigning the accounts.

Account #	NickName	Type
<input type="checkbox"/> xxx5555	Test	Checking
<input type="checkbox"/> xxx6068	Coll	Checking
<input type="checkbox"/> xxx1751	Test -Upgrade	Checking
<input type="checkbox"/> xxx9037	County - Ret	Checking

Save Cancel

ACH POSITIVE PAY EXCEPTION ITEMS REVIEW

ACH Positive Pay provides you with the ability to review incoming ACH transactions and decide whether to pay or return them. You can elect to review and decision each item individually, or you can pay all the items at once. The **Welcome** screen displays the total amount and count of the items presented.

- From the **Home Page**, select either the **ACH Positive Pay** tab at the top of the page or the **Account #** in the **ACH Positive Pay – Incoming ACH Summary** section.

NOTE: Changing your decision on any ACH Positive Pay Exception item can be performed if prior to the 6:00 p.m. CT cut-off.

The screenshot shows the Amegy Bank ACH Positive Pay interface. At the top, a navigation menu includes 'Home' (circled in red), 'Positive Pay', 'ACH Positive Pay', 'Returns', 'Collections', 'File Transfers', 'Support', 'Administration', and 'Help'. The 'Welcome' section displays the user's name 'Jane Doe', last signon time '19:44 AM CT', and email 'jane.doe@mycompany.com'. On the left, there are 'Quick Links' and 'Related Links'. The main content area features three tables: 'Positive Pay - Exception Item Summary', 'Positive Pay - Issued Item Summary', and 'ACH Positive Pay - Incoming ACH Summary'. A yellow arrow points to the 'ACH Positive Pay - Incoming ACH Summary' table, which shows a total amount of \$307,000.98 and a count of 12 items.

Account #	Violation	Total Amount	Count
Test 1 - xxx7444	Paid No Issue	\$5,662.38	2
Test 2 - xxx2222	Paid No Issue	\$850.00	2
Test 2 - xxx2222	Amount Mismatch	\$10,275.85	3
Test 2 - xxx2222	Stop on File	\$500.00	1

Account #	Total Amount	Count
Test 2 - xxx2222	\$307,000.98	12

- The incoming list will appear.
- Select **View** next to the applicable item.

The screenshot shows the 'Incoming ACH Item List - 12 Total Items' table. At the top, there is an 'Account:' dropdown menu set to '--All Accounts--' and a 'Search' button. The table has the following columns: Account #, Amount, Company, Company ID, Effective Date, Tran Type, Scheduled Action, and Resolved. The 'Scheduled Action' column contains 'Pay' or 'Return', and the 'Resolved' column contains a checkmark or an 'X'.

	Account #	Amount	Company	Company ID	Effective Date	Tran Type	Scheduled Action	Resolved
View	Test 2 - xxx2222	\$15,000.00	Bread Co	999999999	3/12/2014	Debit	Pay	✓
View	Test 2 - xxx2222	\$100.00	Wine Shop	999999999	3/12/2014	Debit	Return	✗
View	Test 2 - xxx2222	\$9,001.00	City Oil	999999999	3/12/2014	Debit	Return	✗
View	Test 2 - xxx2222	\$1,099.98	City Oil	999999999	3/12/2014	Debit	Return	✓
View	Test 2 - xxx2222	\$100.00	Wine Shop	999999999	3/12/2014	Debit	Pay	✓
View	Test 2 - xxx2222	\$50,000.00	Bread Co	999999999	3/12/2014	Debit	Pay	✓
View	Test 2 - xxx2222	\$50.00	Wine Shop	999999999	3/12/2014	Debit	Return	✗
View	Test 2 - xxx2222	\$10,000.00	City Oil	999999999	3/12/2014	Debit	Return	✗
View	Test 2 - xxx2222	\$100,000.00	Bread Co	999999999	3/12/2014	Debit	Return	✗
View	Test 2 - xxx2222	\$120,000.00	Bread Co	999999999	3/12/2014	Debit	Return	✗
View	Test 2 - xxx2222	\$450.00	Wine Shop	999999999	3/12/2014	Debit	Return	✗
View	Test 2 - xxx2222	\$1,200.00	City Oil	999999999	3/12/2014	Debit	Return	✗

[Pay All](#)

The **Item Authorization Review** screen will appear. It shows additional detail for the selected ACH item and allows you to make a pay/return decision for that item.

Item Authorization Review

Account: xxx2222
Company: 999999999 - ABC Company
Amount: \$100.00 (Debit)
Effective Date: 3/12/2014
Decision: **Pay - Default (if no decision)**
Decision By: --
Status: **Awaiting Decision**

Authorize Once
 Authorize and Update Existing Recurring Filter

There is already a filter setup for this company/account. Selecting the "Update Existing" option will update that existing filter to match the expiration date and maximum amount specified below.

Max Amount: (e.g. 1000.01)
 Allow Any Amount

Expiration Date: (e.g. 3/12/2014)

Note: Incoming ACH received from this originator after the filter expiration date will **NOT** be automatically authorized.

Authorize - OR - **Return Item**

Return to Decision List

There are three decision options from which to choose:

- **Authorize Once** - Authorize payment of the selected item one time.
- **Authorize and Setup Recurring Filter** - Authorize and Setup/Update Recurring Filter - Authorize payment of this item and set up **or** update a recurring authorization so that any subsequent ACH item from this originator to this account is paid provided it does not exceed the limit specified in the **Max Amount** field or expiration date. You may need to set an expiration date for the filter if updating to continue paying matching items until you cancel the filter. If you choose this option, the filter will be visible in the **Filter List** screen.

NOTE: If a filter already exists that matches this Originator ID and account, the existing filter will be updated to reflect the max amount and expiration date specified by this input, and a new filter will **not** be created.

- **Return Item** - Do not pay the ACH item.

FILTER LIST NAVIGATION AND CREATION

CREATE A FILTER

To create a new filter, you must be granted the **ACH Positive Pay – Filter Maintenance Role** and have the applicable account assigned to you. If the filter requires dual approval, a secondary approval is required before the ACH positive Pay filter is created.

- Click on the **ACH Positive Pay tab**, select **Create Filter**, and enter the following information related to the filter in the applicable fields:
 - Account** (required) – From the dropdown, select the account profile to which the filter applies.
 - Company Name** (required) - Enter the name of the company that will send the ACH item.
 - Company ID** (required) - Enter the ID of the company that will send the ACH item. The company id is usually a 9-10-digit Tax Identification Number acquired from the company/vendor that will be debiting your company's account.
 - Max Amount** (required) - Enter the maximum amount plus one cent to be allowed to pay. This must be at least one dollar.
 - Allow Any Amount** (optional) - If checked, the filter will allow any amount to pay. If this is selected, the Max Amount field becomes optional.
 - Expiration Date** (optional) - Enter the date the filter will expire. If not entered, the filter will never expire and will continue to function until the filter is deleted.
- Click **Create**.

Create New Filter

Account: -- Select Account -- *

Company Name: *

Company ID: *

Max Amount: (e.g. 1000.01)

Allow Any Amount

Expiration Date: (e.g. 08/30/2013) 📅

Note: Incoming ACH received from this originator after the filter expiration date will NOT be automatically authorized.

* - Indicates the field is required.

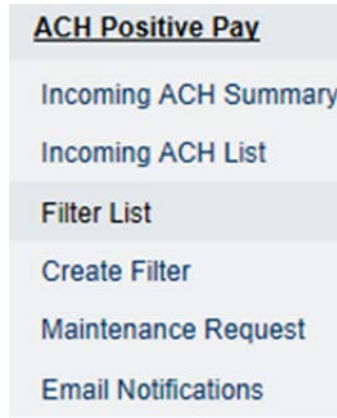
Create **Back to List**

ACH Filter List - 13 Total Items								
	Account #	Company	Company ID	Expires	Max Amount	Pending Action	Date Created	Created By
View	Test 1 - xxx7444	Wine Shop	896846747	Never	\$100.01	Create Pending	4/6/2013	John Doe

EDIT A FILTER

To edit a filter, the user must be granted the **ACH Positive Pay – Filter Maintenance Role** and have the applicable account assigned.

- Click on the **ACH Positive Pay** tab.
- Select **Filter List**.
- Click on **View** next to the filter to be edited.



View	Operating - xxx5555	Joe's Pizza	999999999	12/3/2013	\$200.00	Not Active - Expired
View	Operating - xxx5555	Test	999999999	10/10/2012	\$100,000.00	Not Active - Expired
View	Operating - xxx5555	Franks Auto	999999999	Never	\$99,999,999.99	Active

- The **Edit Filter** screen will appear.

The "Edit Filter" screen contains the following fields and controls:

- Status: Active
- Account: Test - xxx5555
- Company Name: Joe's Pizza
- Company ID: 1848484842
- Max Amount: \$200.00 (e.g. 1000.01) with an "Allow Any Amount" checkbox.
- Expiration Date: 12/03/2013 (e.g. 08/30/2013) with a calendar icon.
- Note: Incoming ACH received from this originator after the filter expiration date will NOT be automatically authorized.
- Footer: * - Indicates the field is required.
- Buttons: Save, Delete, Back to List

- Filter created before 3:00 PM CST is active in one banking day.
- Filter created after 3:00 PM CST is active in two banking days.

The **Status** field displays one of the following:

- **Active** - The filter is active and there are no pending changes.
- **Active - Not Sent** - The filter is active; however, a user has submitted a change or has deleted the item, and the change/delete has not yet been sent to the bank. While in this status, users can continue to edit the filter.
- **Active - Change Pending** - The filter is active; however, a user has submitted a change. While in this status, you cannot edit the filter. The change should be completed in one or two banking days, after which, users can make additional changes to the item if needed.
- **Active - Delete Pending** - The filter is active; however, a user has requested to delete the filter. While in this status, you cannot edit or remove the deletion from the filter. The change should be completed in one or two banking days. After one banking day, the item will show up as deleted in the ACH Filters List, and the deletion can be removed if needed.
- **Not Active - Deleted** - The filter has been deleted. It will remain in the ACH Filters List for 15 days after being deleted.
- **Not Active - Pending Create** - The filter was recently created. While in this status, you cannot edit the filter. The filter will appear Active in the ACH Filters List the next banking day if completed before the cutoff time. See *ACH Positive Pay Hours of Operation and Important Numbers*. After becoming active, changes can be made to the filter if needed.
- **Not Active - Expired** - The filter has expired and is no longer automatically authorizing ACH transactions per its definition.

The **Pending Action** field may be displayed if applicable. This field indicates that the filter has a pending create, change, or delete request. Possible values for this field include:

- **Change Requested** - A user has requested a change to the filter. You can make changes.
- **Create Requested** - A user has submitted a new filter. You can make changes.
- **Delete Requested** - A user has requested to delete the filter. You can choose to remove the deletion.

The **Account** field displays the number of accounts to which the filter applies. You cannot change the account to which the filter applies. To change the account, you must delete the existing filter and create a new filter using the desired account.

- Enter the following information related to the filter in the applicable fields:
- **Company Name** (required) – Enter the name of the company that will send the ACH item.
- **Company ID** – This field displays the ID of the company to which the filter applies. You cannot change the Company ID field in this screen. To change the Company ID, you must delete the existing filter and create a new filter with the desired Company ID.

- **Max Amount** (required if they Allow Any Amount field is not checked) - Enter the maximum amount plus one cent allowed to be paid. The amount must be at least one dollar.
- **Allow Any Amount** (optional) - If checked, the filter will allow any amount to pay. If this is selected, the Max Amount field becomes optional.
- **Expiration Date** (optional) - Enter the date the filter will expire. If not entered, the filter will never expire and will continue to function until the filter is deleted.

Click the **Save** button to submit the edited filter.

Once the filter is saved, it will go into a pending status. The filter will become active the next banking day if completed before the cutoff time. See *ACH Positive Pay Hours of Operation and Important Numbers*. The figure below shows how a pending change filter will appear in the ACH Filter List.

ACH Filter List - Total Items							
Account #	Company	Company ID	Expires	Max Amount	Pending Action	Date Created	Created By
View Test - xxx5555	Abc Co.	10001	Never	Any	Active - Change Requested	3/14/2014 4:08 PM CT	John Smith

CREATE EMAIL NOTIFICATION ALERTS

- Select **Email Notifications** from the ACH Positive Pay menu.
- Click Setup a New Alert.

ACH Positive Pay	
Incoming ACH Summary	
Incoming ACH List	
Filter List	
Create Filter	
Email Notifications	

Alerts			
Alert Type	Applies To	Description	Status Actions
Decision Alerts	Positive Pay	Positive Pay Decision Items - All Accounts - Always Send Alert	Enabled Edit
▼ ACH Decision Notification	ACH Positive Pay	Incoming ACH Items - All Accounts	Enabled Edit

[Setup a New Alert](#) ←

The **User Alerts – Setup New Alert** screen will appear.

- Select **Incoming ACH Items**.
- Click **Next**

User Alerts - Setup New Alert

The first step in setting up a new user alert is to select the type of alert you want to setup. Select the alert type from the list below and press the *Next* button to continue.

Positive Pay

- Positive Pay Auto Import Notification - Setup this alert when you would like to be notified when an Issued Item file is automatically imported.
- Positive Pay Decision Items - Setup this alert when you would like to be notified when Decision items are detected.

ACH Positive Pay

- Incoming ACH Items - Setup this alert when you would like to be notified when you have incoming ACH items.

Next

The New “ACH Decision Notification” Screen will appear.

- From the dropdown, select **All Accounts** or specific accounts.
- Select **Always Send or Only on Exceptions** under **Alert Criteria**.
- Select **To the addresses I have designated below:** and enter the email address to which the alert should be sent.
- Click **Add**
- Click **Save Alert**

New "ACH Decision Notification"

Complete the fields listed below to complete the setup for the chosen alert.

Alert Type: *ACH Decision Notification - Incoming ACH Items*

How It Works: Setup this alert when you would like to be notified when you have incoming ACH items.

--All Accounts--

Alert Criteria

- Always Send
- Only on exception

Alert Recipients

Send the alert to (check one or more):

- To My secure bank mail Inbox
- To the addresses I have designated below:
john.smith@abccompany.com
7135246192@vtext.com

Enter an Email Address and Press "Add"

Add **Remove**

Save Alert **Back**

A screen will appear indicating the successful creation of the alert notification.

Successfully created the alert ACH Decision Notification

Alerts				
Alert Type	Applies To	Description	Status	Actions
ACH Decision Notification	ACH Positive Pay	Incoming ACH Items - All Accounts	Enabled	Edit

[Setup a New Alert](#)

NOTE: Email Notifications are triggered at 7:00 a.m. CT and 4:00 p.m. CT. A reminder email will be sent 30 minutes prior to the 6:00 p.m. CT cut-off if no decision has been made.