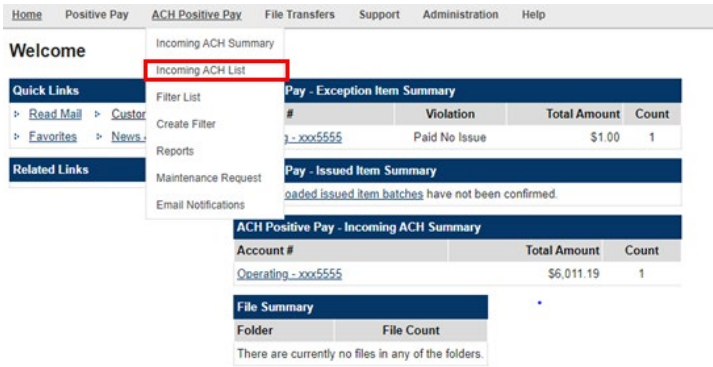


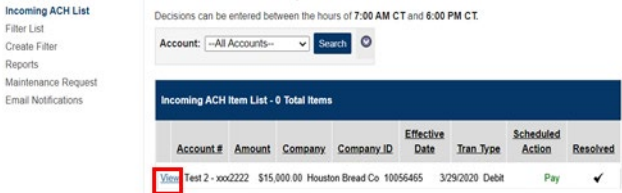
ACH POSITIVE PAY – CREATING FILTERS

This guide provides instructions for creating filters on incoming items and future ACH transactions as well as editing filters.



CREATE FILTER: INCOMING ITEM

STEP 1:
 In the menu bar, click ACH Positive Pay and select *Incoming ACH List*.
 Once an ACH item is presented as an exception, you will be able to create a filter.



STEP 2:
 Click the *View* button to see the item detail and create a filter.

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ACH Positive Pay

- Incoming ACH Summary
- Incoming ACH List**
- Filter List
- Create Filter
- Reports
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Decisions can be entered between the hours of 7:00 AM CT and 6:00 PM CT.

Item Authorization Review

Account: xxx5555
 Company: 313189391 - Michael Test
 Amount: \$6,011.19 ()
 Effective Date: 8/11/2020
 Decision: **Pay**
 Decision By: John Login on 6/10/2021 12:30 PM CT
 Status: **Decision Made**

Authorize

Authorize Once
 Authorize and Setup Recurring Filter

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

Expiration Date: (e.g. 06/15/2021) (Optional)
 Note: Incoming ACH received from this originator after the filter expiration date will NOT be automatically authorized.

Return

Return Item

Return to Decision List

CREATE FILTER: INCOMING ITEM FUTURE DEBITS

STEP 1:

Create a filter for an incoming ACH item that will be paid for any future transactions.

- Click the *Authorize and Setup Recurring Filter* radio button.
- Enter the Max Amount.
- If you do not want a limit on the filter, select the check box to Allow Any Amount.

Note: Any item that is under the max dollar threshold will automatically be paid once the filter is active.

- Enter an expiration date for the filter, if desired (Optional).
- Leave the expiration date blank if you do not want the filter to expire.
- Click the *Authorize* button to pay the item and create the filter.

STEP 2:

Once the filter is created, the ACH Filters screen will appear, which displays a list of all filters that have been created (This will show as Active in the pending action column).

If your profile requires additional approval for a new filter established by another user, navigate to the authorization list upon login. The approver will have the option to select *View* to review and approve the filter.

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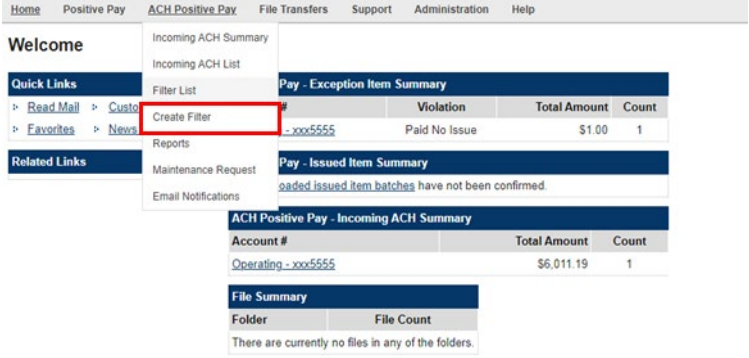
ACH Filters

Listed below are the ACH Filters you have defined for your accounts. Note that any incoming ACH item that matches any of the filters below will be automatically authorized and paid.

Account:

ACH Filter List - 68 Total Items

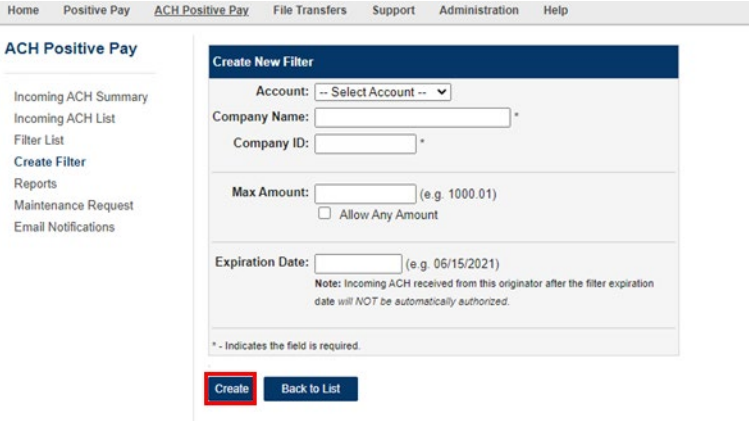
	Account #	Company	Company ID	Expires	Max Amount	Pending Action	Date Created	Created By
View	Operating - xxx5555	Test	105000659	Never	\$10,000.00	Not Active - Create Pending	4/1/2011 2:57 PM CT	Tech2 Training
View	Operating - xxx5555	Tech Test	111111112	Never	\$99,999,999.99	Active	9/15/2014 11:07 PM CT	--SYSTEM--
View	Operating - xxx5555	Test123	112121555	Never	\$99,999,999.99	Active	6/18/2018 11:07 AM CT	Tech1 Training
View	Operating - xxx5555	Dorey Test	113011259	9/16/2030	\$1.00	Not Active - Create Pending	9/16/2010 8:45 AM CT	Tech1 Training
View	Operating - xxx5555	Axyz	1234548789	Never	\$99,999,999.99	Active	5/12/2016 8:25 AM CT	Admin Training
View	Operating - xxx5555	Test10000	1234567891	Never	\$99,999,999.99	Active	9/22/2016 1:05 PM CT	Joseph Donohue



CREATE FILTER: PRIOR TO INCOMING ITEM

STEP 1:

If you already have a company's information (typically provided by the company originating the ACH transaction), and the ACH item has not been presented, click ACH Positive Pay, and select *Create Filter*.



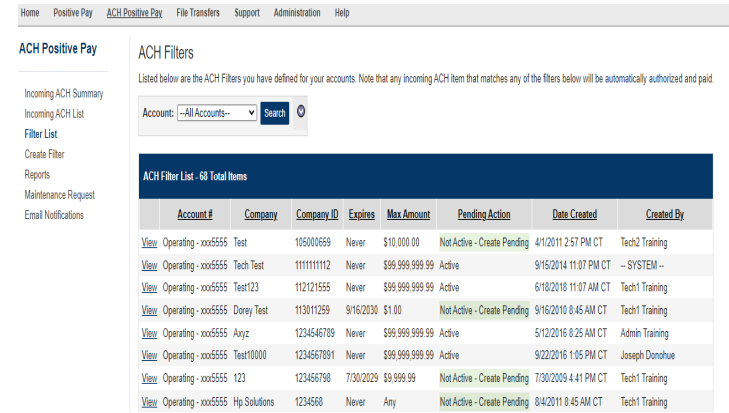
STEP 2:

Select the desired account that you would like a filter created for:

- Enter the name of the company that will be debiting your account.
- Enter the Company ID provided by the company (This must be entered correctly).

NOTE: Transactions are validated against Company ID. Company Name is used for reference purposes only.

- Enter the Max Amount.
- For no limit on the filter, select the check box to Allow Any Amount.
- Enter an expiration date, if desired (Optional).
- Leave the expiration field blank if you do not want the filter to expire.
- Click *Create* to save the filter for future incoming ACH transactions.

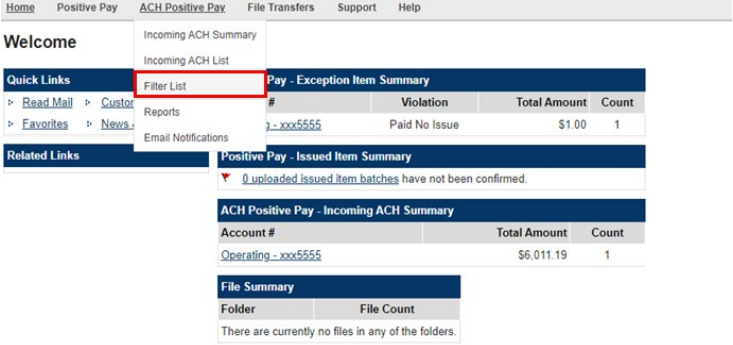


STEP 3:

Once the filter is created, the ACH Filters list will appear, which displays a list of all filters that have been created.

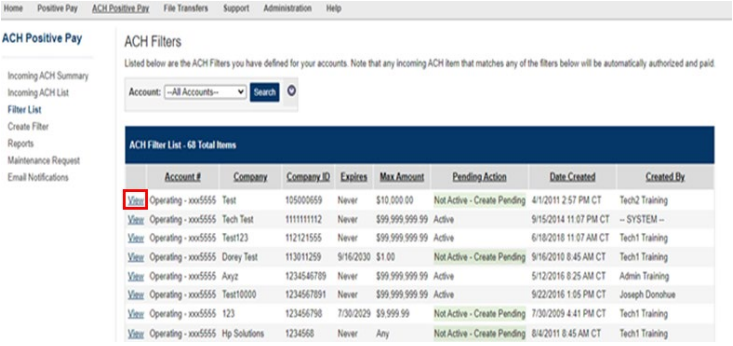
ACH POSITIVE PAY

QUICK REFERENCE GUIDE

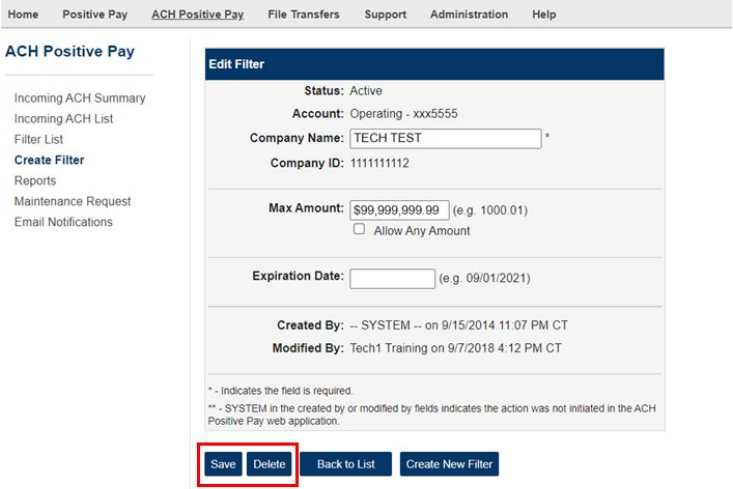


EDIT EXISTING FILTER

STEP 1:
Click ACH Positive Pay and select *Filter List* to update or delete an existing filter.



STEP 2:
Select the *View* button to edit or delete the filter.



STEP 3:
To delete a filter, click the *Delete* button and then click the *Save* button at the bottom.

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ACH Positive Pay

Incoming ACH Summary
 Incoming ACH List
Filter List
 Create Filter
 Reports
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 Email Notifications

ACH Filters

Listed below are the ACH Filters you have defined for your accounts. Note that any incoming ACH item that matches any of the filters below will be automatically authorized and paid.

Account: --All Accounts-- Search

ACH Filter List - 68 Total Items

Account#	Company	Company ID	Expires	Max Amount	Pending Action	Date Created	Created By
View Operating - xcu5555 Test		105000559	Never	\$10,000.00	Not Active - Create Pending	4/1/2011 2:57 PM CT	Tech2 Training
View Operating - xcu5555 Tech Test		111111112	Never	\$99,999,999.99	Active	9/15/2014 11:07 PM CT	--SYSTEM--
View Operating - xcu5555 Test123		112121555	Never	\$99,999,999.99	Active	6/18/2018 11:07 AM CT	Tech1 Training
View Operating - xcu5555 Dorey Test		113011259	9/16/2030	\$1.00	Not Active - Create Pending	9/16/2010 8:45 AM CT	Tech1 Training
View Operating - xcu5555 Anyz		1234546789	Never	\$99,999,999.99	Active	5/12/2016 8:25 AM CT	Admin Training
View Operating - xcu5555 Test10000		1234567891	Never	\$99,999,999.99	Active	9/22/2016 1:05 PM CT	Joseph Donohue
View Operating - xcu5555 123		123456798	7/30/2029	\$9,999.99	Not Active - Create Pending	7/30/2009 4:41 PM CT	Tech1 Training
View Operating - xcu5555 Hp Solutions		1234568	Never	Any	Not Active - Create Pending	8/4/2011 8:45 AM CT	Tech1 Training

STEP 4: TO EDIT A FILTER:
The filter list screen will appear. Enter any additional changes here.

BEST PRACTICES:

IT IS ADVISED THAT THE ACH "FILTER LIST" IS REVIEWED ON AN ONGOING BASIS TO **EXPIRE OR DELETE** COMPANIES THAT ARE NO LONGER VALID FOR ACH DEBITS.