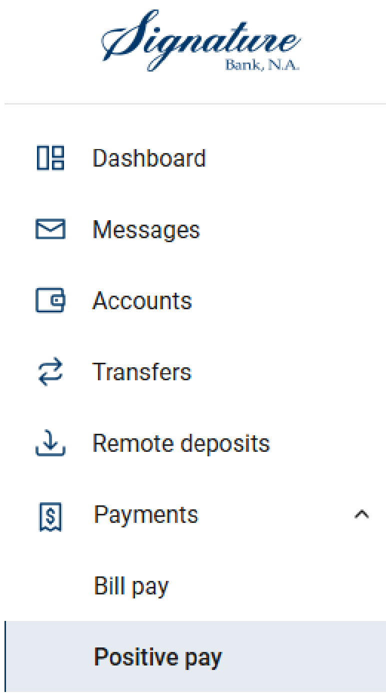
# How to Manually Add a Positive Pay File

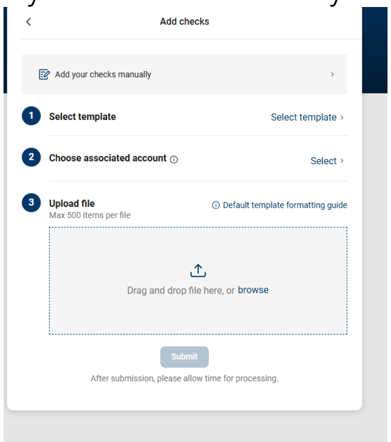
1. Navigate to **Payments**.
2. Select **Positive Pay**.



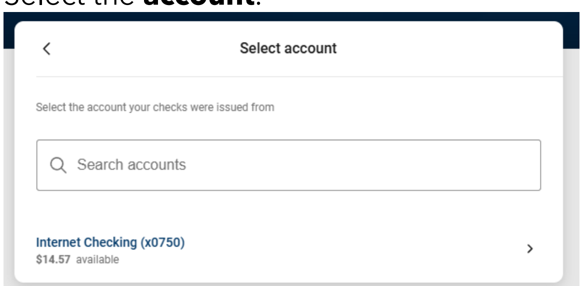

3. On the right side of the screen, click **Add Checks**.


4. You can either **enter checks manually** or **upload a file** using your saved template.

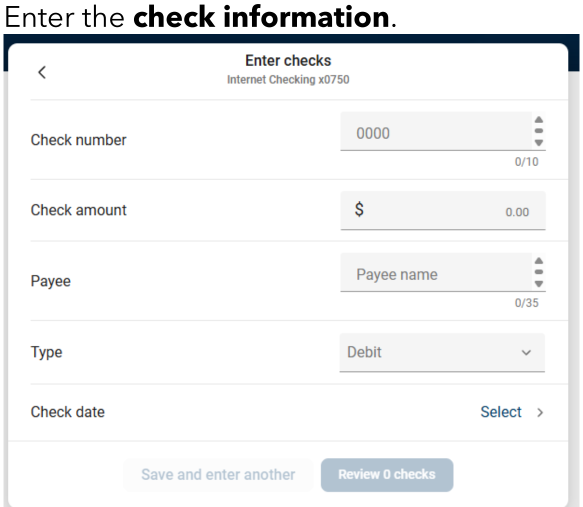
a. If you choose to manually enter checks, select **Add your checks manually**.



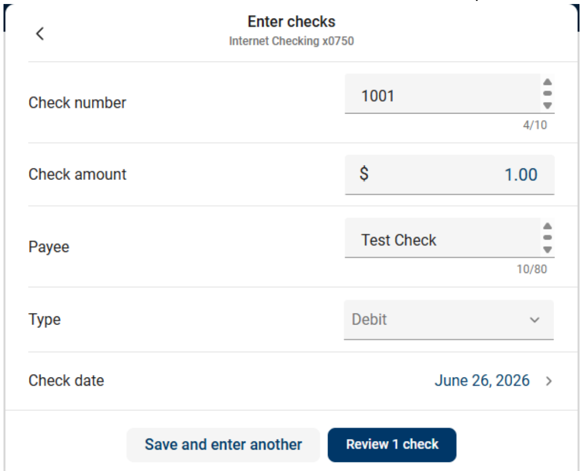

5. Select the **account**.




6. Enter the **check information**.



7. Once all checks have been entered, click on **Review # Checks**.




8. Once all checks have been entered, click **Approve**.