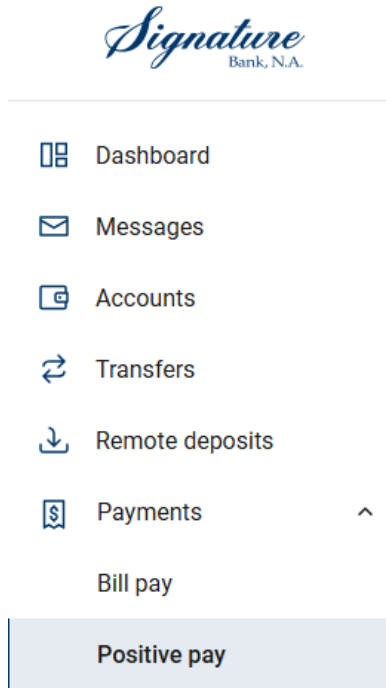




How to Manually Add a Positive Pay File

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**.

A screenshot of a mobile app screen titled "Add checks". At the top, there is a back arrow and the title. Below the title is a button labeled "Add your checks manually" with a document icon. The screen is divided into three numbered steps: 1. "Select template" with a "Select template >" link; 2. "Choose associated account" with a "Select >" link; 3. "Upload file" with a "Default template formatting guide" link and a note "Max 500 items per file". Below the steps is a large dashed box with an upload icon and the text "Drag and drop file here, or browse". At the bottom is a "Submit" button and a note "After submission, please allow time for processing."

5. Select the **account**.

A screenshot of a mobile app screen titled "Select account". It has a back arrow at the top left. Below the title is the instruction "Select the account your checks were issued from". There is a search bar with a magnifying glass icon and the text "Search accounts". At the bottom, there is a list item "Internet Checking (x0750)" with "\$14.57 available" and a right arrow.

6. Enter the **check information**.

A screenshot of a mobile app screen titled "Enter checks" with the subtitle "Internet Checking x0750". It has a back arrow at the top left. The screen contains several input fields: "Check number" with a numeric keypad and a "0/10" character count; "Check amount" with a dollar sign icon and a "0.00" value; "Payee" with a text input field and a "Payee name" label, with a "0/35" character count; "Type" with a dropdown menu showing "Debit"; and "Check date" with a "Select >" link. At the bottom are two buttons: "Save and enter another" and "Review 0 checks".



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

<

Enter checks
Internet Checking x0750

Check number

1001

4/10

Check amount

\$ 1.00

Payee

Test Check

10/80

Type

Debit

▼

Check date

June 26, 2026

>

Save and enter another

Review 1 check

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

<

Review checks

Account

Internet Checking
x0750

>

Upload summary

Total items 1

Total amount \$1.00

DATE	PAYEE/AMOUNT	CHECK #
JUN 26	\$1.00 Test Check	1001

Enter another

Approve

X



Approve 1 Check

This is final and cannot be edited afterwards

Go back

Approve