



How to Upload a Positive Pay File

You can manually enter issued check information into Positive Pay or use an upload of a delimited or fixed position file, including CSV.

The system default upload template format is easy to use and a formatting guide is found within the upload screen.

The screenshot shows the 'Add checks' interface. It has three main steps: 1. Select template, 2. Choose associated account, and 3. Upload file. In the 'Upload file' step, there is a red box around the link 'Default template formatting guide'. Below the link is a large dashed box for file upload with the text 'Drag and drop file here, or browse' and a 'Submit' button. To the right of the upload area is a 'View CSV formatting guide' panel. This panel contains instructions on how to format a CSV file, a list of column properties, and an example CSV row.

View CSV formatting guide

Enter your issued check information into your CSV file following this format. Only the required columns are necessary, but you can use as many others as apply. Uploading your information in a different order or format will cause your file to be read incorrectly.

Complete list of column properties (*required)

Column 1	Item number *	
Column 2	Item amount*	x.xx (enter without currency sign)
Column 3	Issue date	mm/dd/yyyy
Column 4	Payee	Max 35 characters
Column 5	Void indicator	V = Void
Column 6	Account type	Chk=checking, Sav=savings, GL=general ledger
Column 7	Debit/credit	D=debit, C=credit
Column 8	Void date	mm/dd/yyyy
Column 9	Payee address 1	
Column 10	Payee address 2	
Column 11	Payee address 3	
Column 12	Payee address 4	
Column 13	Stop indicator	Stop = Yes

Example CSV row with basic information

1234	1234.56	06/16/2022			Chk
Item Number	Item Amount	Issue date	Payee	Void	Account type

If you have a custom upload file format, Signature Bank can help you design an upload template to match many types of input files. Please contact our Online Banking department for assistance at 419-841-7773 or onlinebanking@signaturebankna.com. We will need a sample input file to work with.

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



 Dashboard

 Messages

 Accounts

 Transfers

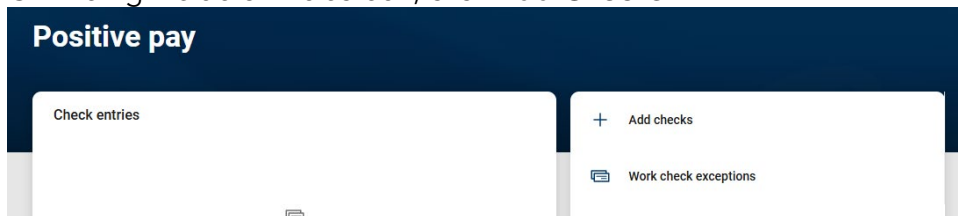
 Remote deposits

 Payments

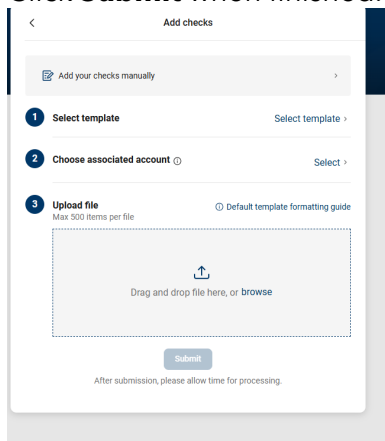
Bill pay

Positive pay

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

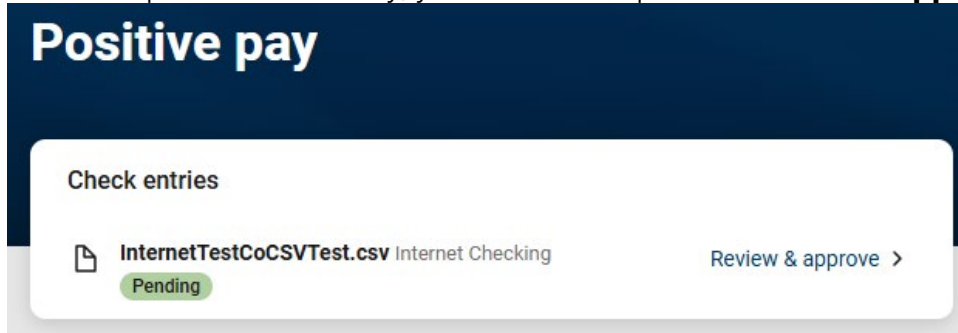


4. You can either **enter checks manually** or **upload a file** using your saved template.
- a. **To upload a file:** choose the appropriate template, select the account the file applies to, then drag and drop the file into the upload area or browse to locate it.
5. Click **Submit** when finished.

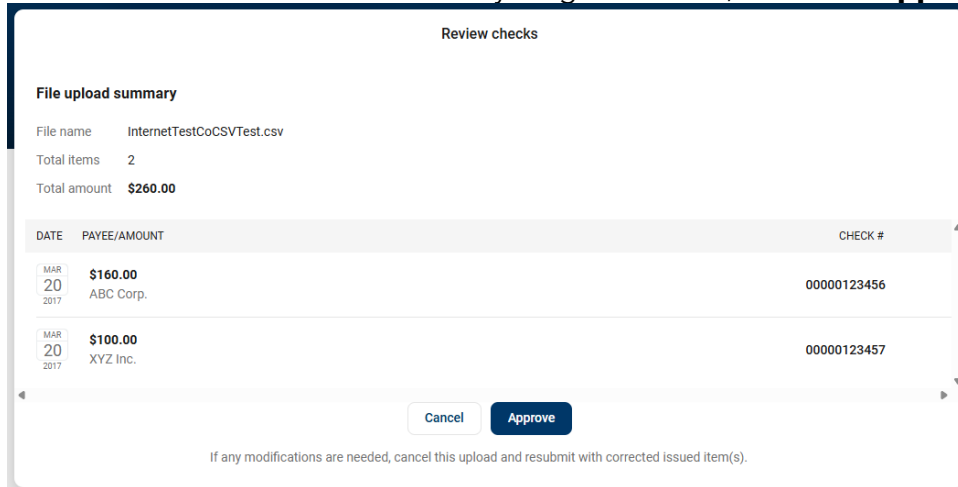




6. If the file uploads successfully, you will see an option to **Review & Approve**.



7. Review the file details to ensure everything is accurate, then click **Approve**.





8. If you have any errors when uploading your file and are selecting the default template, compare your file with the default template below. If this doesn't help resolve your issue, you can contact our Online banking department for assistance at 419-841-7773 or onlinebanking@signaturebankna.com.

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