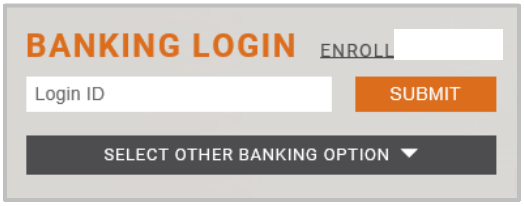
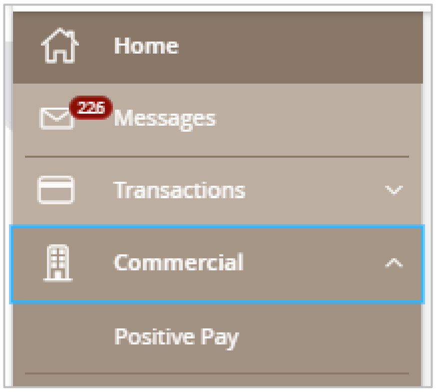
VERITEX
COMMUNITY BANK

## Positive Pay Access

1. Access the Positive Pay site by logging into online banking - www.veritexbank.com.




2. Expand the Commercial tab and select **Positive Pay**.



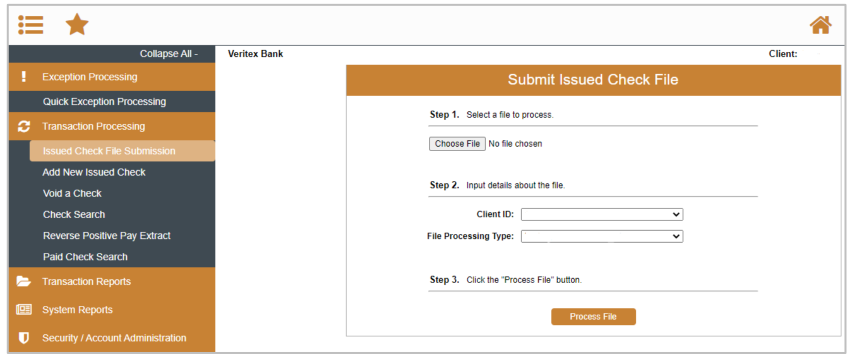

## General Information

You will receive an email alerting you if there are any exceptions that need to be reviewed.

The cutoff time to work your exceptions is **12:00 PM CST**. The default decision you chose for this service will be applied otherwise.

Treasury Support must be notified to add new users to the positive pay system.

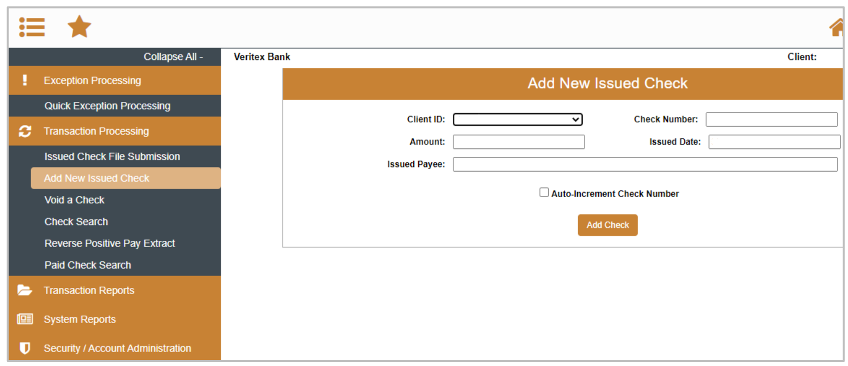
## Issued Check File Submission




1. To upload issued check files, click **Transaction Processing** to exand the menu. Select **Issued Check File Submission.**

2. Once file is selected, select the appropriate **Client ID** and **File Processing Type** and click on **Process File**.

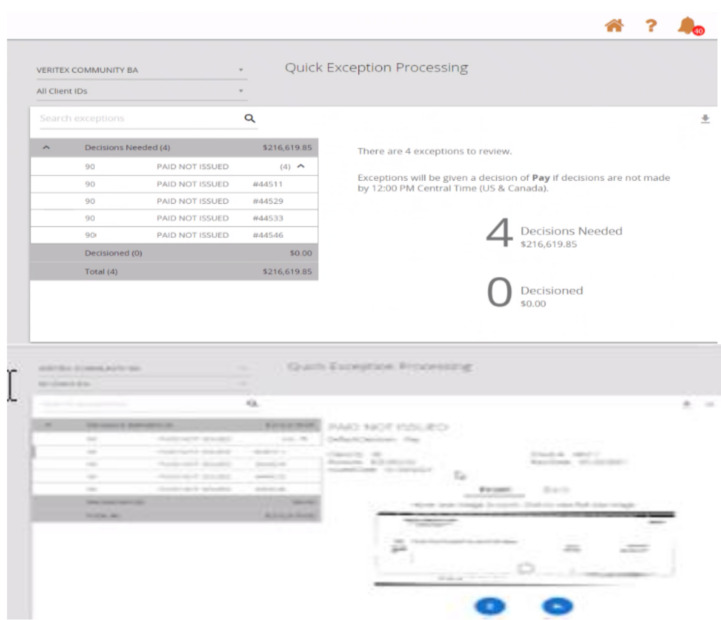
## Add New Issued Check




1. To enter checks individually, click **Transaction Processing** to expand the menu. Select **Add New Issued Check**.

2. Select the corresponding account from the **Client ID** dropdown. Enter the Check Number, Amount, Issued Date, and Issued Payee. Click on **Add Check**.

## Quick Exception Processing




1. To decision exceptions select, **Quick Exceptions Processing**.

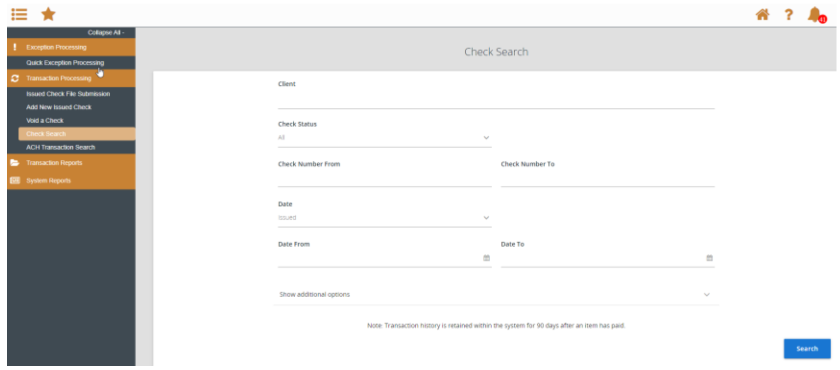
2. **All Client IDs**- Select account to process exceptions for.

3. Click **Decisions Needed** to display a list of all exceptions. Click transaction to view check image.

4. Select each transaction and decision the item as **Pay** or **Return**. Specify the reason for the return decision from the **Reason** list. For a Pay item, the reason decision would be left blank. Click **Save**.

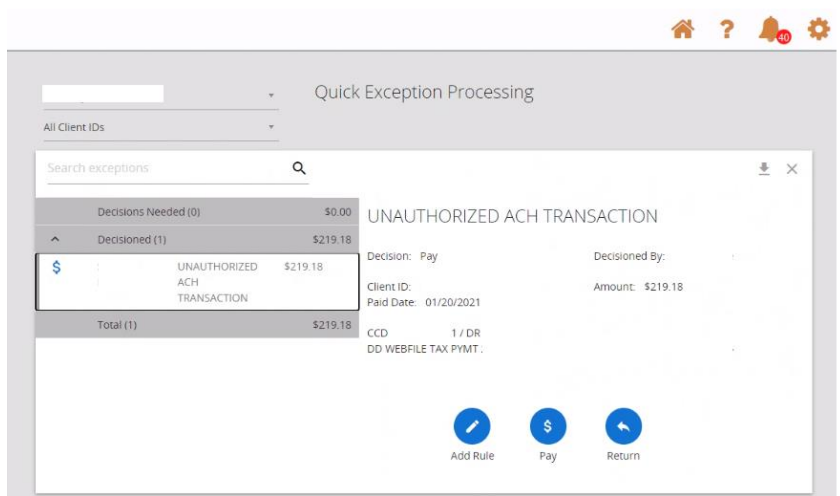
## Check Search

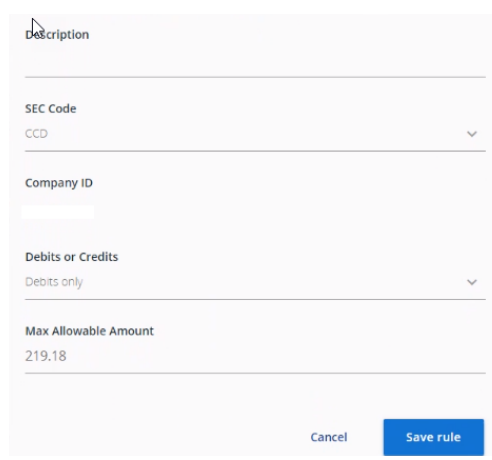
1. To search for a check, click on **Check Search**.
2. You may search by Check Status, Check Number, Date, Decision, and Reason. Some search options are located under Show Additional Options.
3. Click on **Search**.



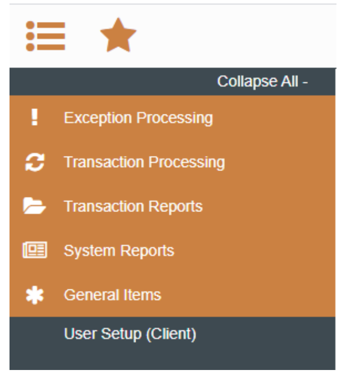

## ACH Authorization Rule Setup

1. To add an ACH rule, click on the blue **Add Rule** within the exception list.
2. Review and edit each field for applicable changes.
3. Click on **Save Rule**.



# User Setup (Client)





1. To manage users within positive pay, click on **User Setup (Client)**.
2. You can select Edit, Copy or Add New.
3. Complete the **Contact Information Tab**, including First & Last Name, and phone number.
4. Select the **Security Setttings Tab,** Enter User Name – typically will match the online banking user name
5. Grant user access for accounts, exceptions, and security templates(if user should be able to manage other users only).
6. Select the **Menu Settings**, and assign user template access or create a new one based on access needed.
7. Select the **System Messages**, and check any notifications needed.
8. Click **Submit**
9. Contact Treasury Support to finalize user setup