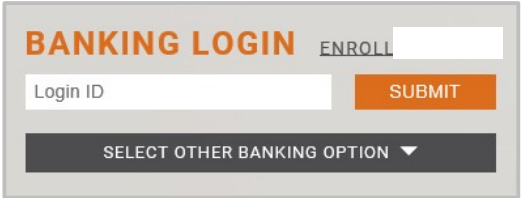# Positive Pay Access

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

2. Expand the **Payments Hub** 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.

Questions? Call our Treasury Support.
Phone: 972-349-6195 | Email: treasury@veritexbank.com

Revision Date: 08/26/2021

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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**.
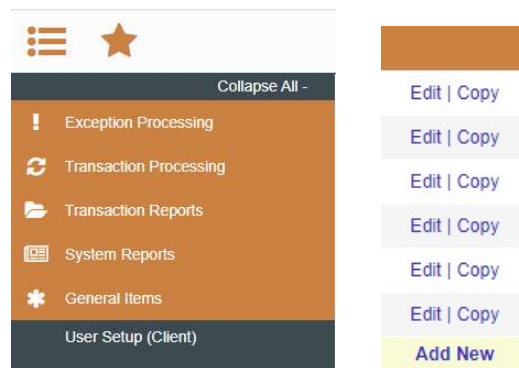
ACH Authorization Rule Setup

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**.

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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

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Revision Date: 08/26/2021

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