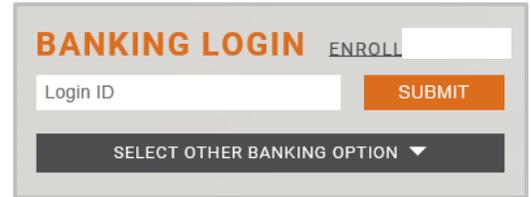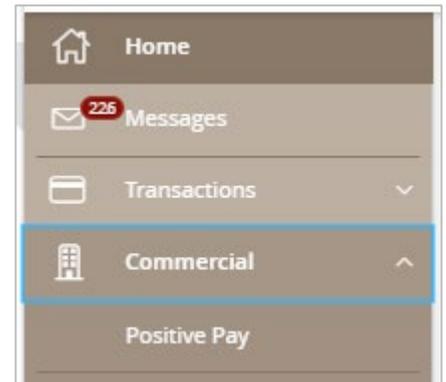# Positive Pay Access

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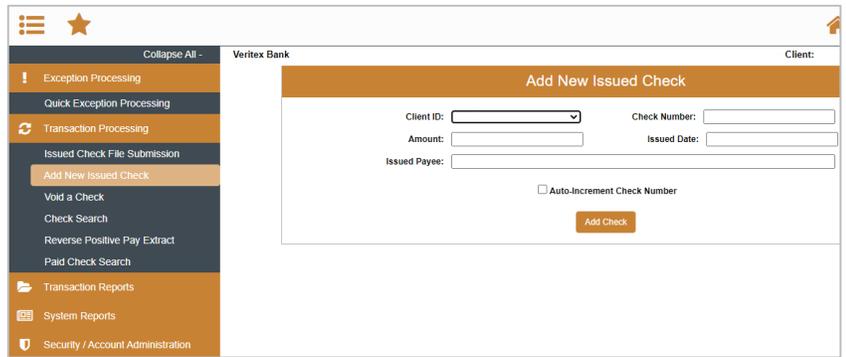
Questions? Call our Treasury support.
Phone: 972-349-6195 │ Email: treasury@veritexbank.com

Revision Date: 10/13/20

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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**.
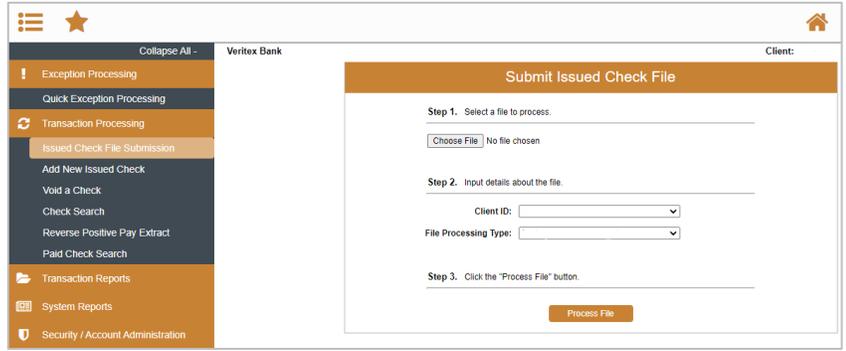

Add New Issued Check

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**.
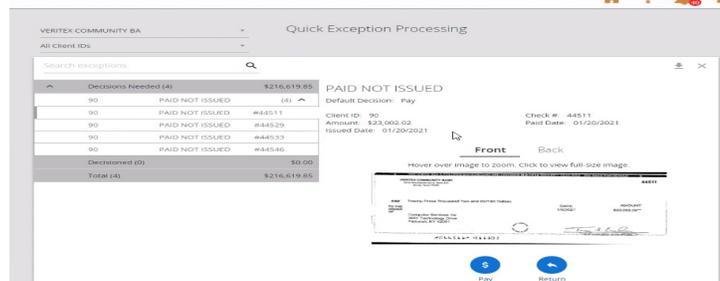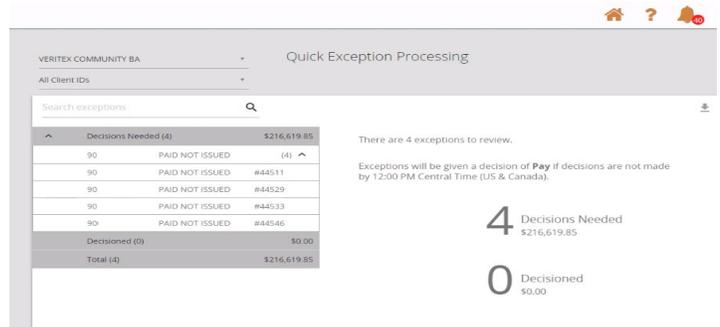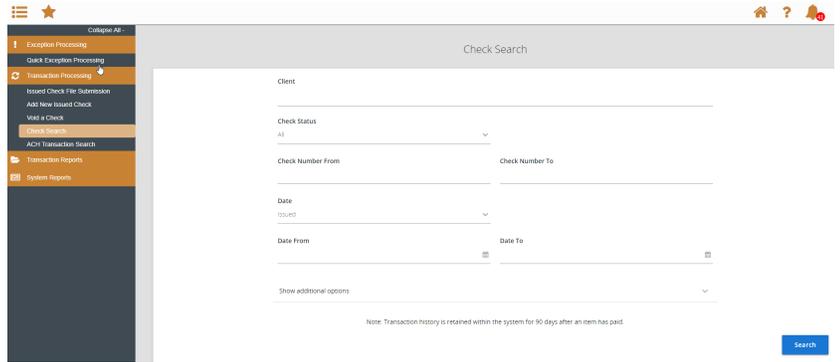

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Phone: 972-349-6195 | Email: treasury@veritexbank.com
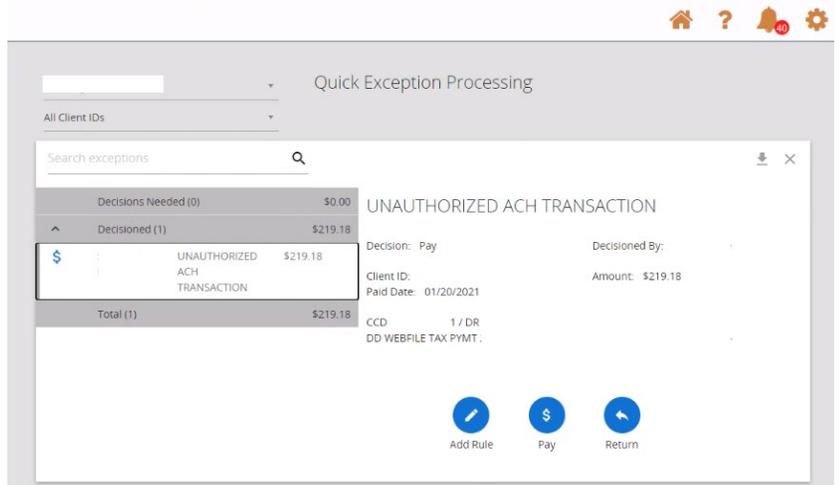
Revision Date: 01/21/2021

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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Revision Date: 01/21/2021

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