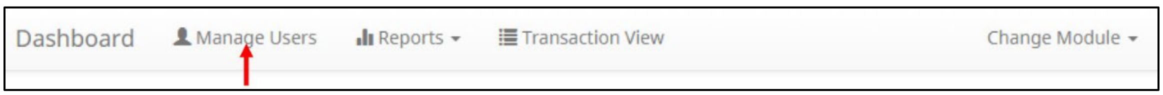
Positive Pay

User Administration Guide

Manage Users

From the Dashboard click the option to Manage Users



The Client User Management page displays. From this screen, there are three actions that can be taken

1: Create New User – Click to create new user

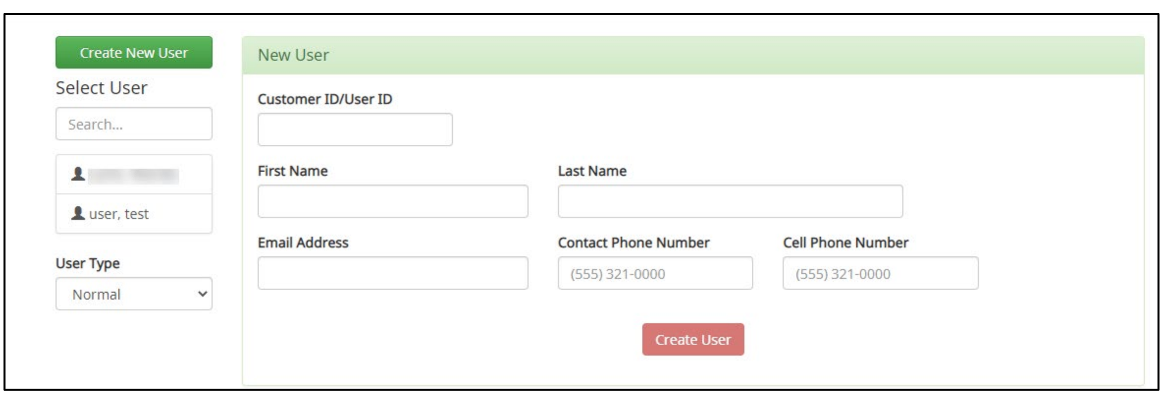
2: Search -Search for an existing user by name. Enter the first character or first few characters of the user name in the Search box

3: User Type – A Client User with Manage Users access rights can view and edit Normal & Inactive users

*** **NOTE: Client Administrators cannot view or edit other client administrators** ***

Create New User

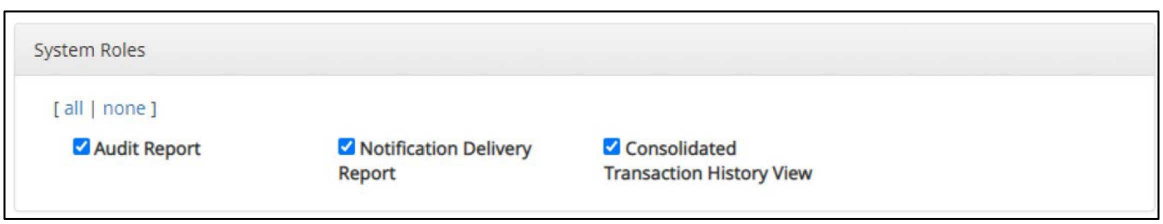
To create a new user click the Create User button. The New User screen displays. Complete the required fields and click the **Create User** button



SSO ID	Required Data field is case sensitive. No spaces between the customer ID/user ID. Max number of characters including the "/" is 50. Admin can edit the customer/user id field.	Enter the user SSO ID	Entry will display in SSO ID
First Name	Required	Enter the user's first name	Entry will display in First Name
Last Name	Required	Enter the user's last name	Entry will display in Last Name
Email Address	Required	Enter the user's email	Create button will turn blue
Contact Phone	Required	Enter contact number	Phone Number displays
Cell Phone	Required	Enter cell phone number	*This field is required if the user will receive SMS / Text alerts

User System Roles

Assign the System Role for the user. Click on ALL to select all options. None will remove roles assigned,



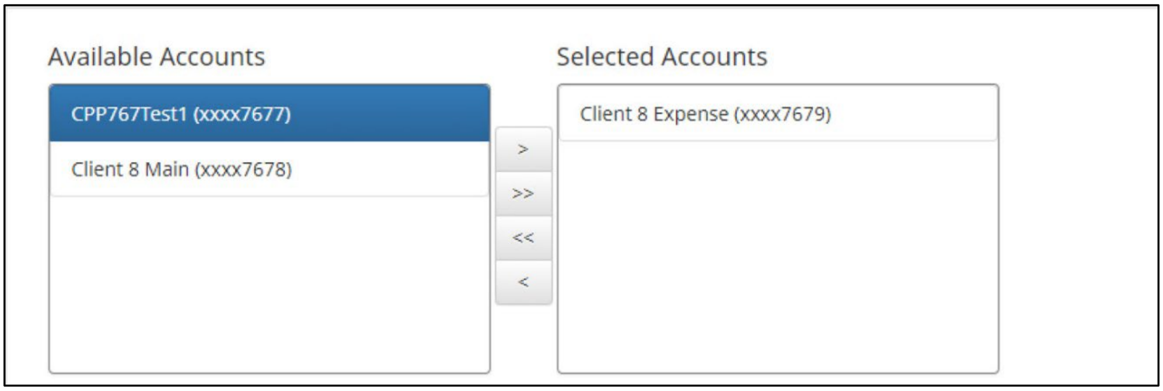
Audit Report – Access to audit events for Client users

Notification Delivery Report – Access to view the status of all notifications sent by the system for this client

Consolidated Transaction History View – Provides the user a consolidate view on the dashboard page if the user has ACH Positive Pay Debits and ACH Positive Pay Credits

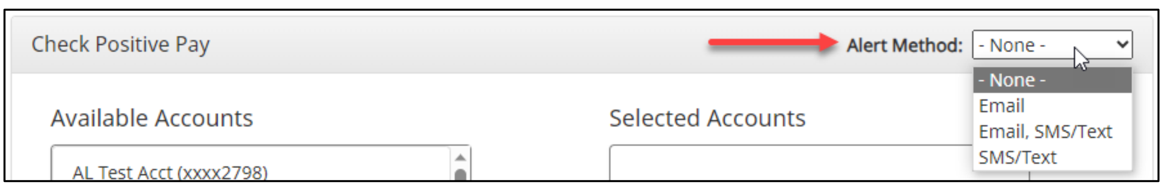
Accounts

To assign Accounts to the user select the account(s) under Available Accounts and move them under Selected Accounts. Single accounts can be moved using > and <. Move all accounts using >> and <<. You will need to do this for each module that the user will be granted permissions too.



User Privileges for ACH Positive Pay

Select the Alert Method for the user.

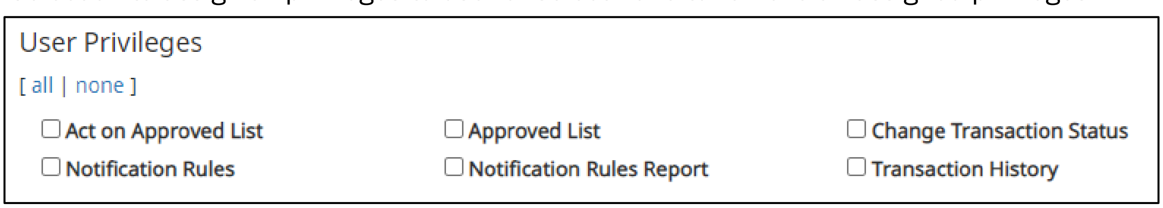


None – User will not receive notifications.

Email – Notifications will be sent to the email address on file.

Email,SMS/Text – Notifications will be sent to the email address & mobile number on file.

Select all to assign all privileges to user or select none to remove all assigned privileges:



Act on Approved List - User has the privilege to add a company the approved list from the Transaction History scree or from Setup > Approved List. When a company is added to the approved list from Transaction History, the system will only assign the account for the associated transaction.

Notification Rules –User has the privilege to configure the notification conditions for accounts.

Approved List – User has the privilege to manage and view Approved List entries.

Notification Rules Report - User has the privilege to view the Notification Rules for accounts.

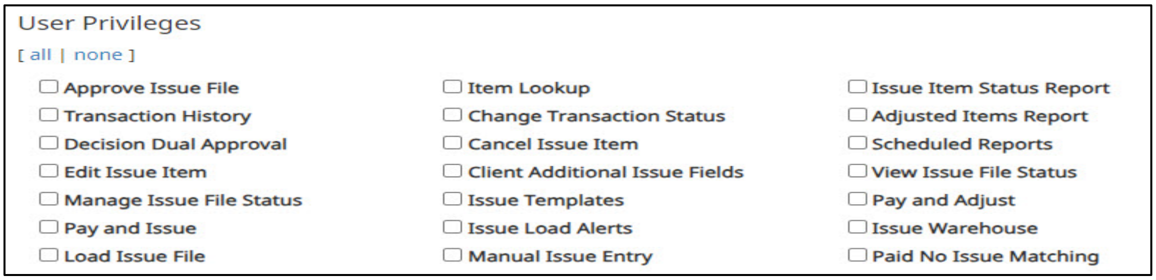
Change Transaction Status - User has the privilege to view transactions and to change the status of the transaction. User must also have the Transaction History User privilege.

Transaction History- User has the privilege to view transactions.

Once all privileges have been assigned click **Save User**. You should receive a message the user is saved.

User Privileges for Check Positive Pay

Select all to assign all privileges to user or select none to remove all assigned privileges.



Approve Issue File – Allows the user to approve issue files loaded by other users when a client is configured for issuance dual approval. **NOTE**: Approve/Reject Issue Files must be enabled.

Transaction History – Allows the user to view check transactions that have been presented for payment. If this privilege is enabled, the user will also have access to an item lookup sub-menu option.

Decision Dual Approval – Allows the user to approve transactions awaiting an Approve or Deny decision. **NOTE**: Client Decision Dual Approval must be enabled.

Edit Issue Item – Allows a client user to modify issue items. NOTE: Issue Warehouse privilege must be enabled. **NOTE**: Issue Warehouse privilege must be enabled.

Manage Issue File Status – Ability to edit parse errors in the file or delete issue files.

Pay and Issue - Allows a client to allow the system to create an issue item they failed to send in. **NOTE**: Client Pay and Issue must be enabled

Load Issue File - Allows the user to load issue files via the Client Portal. Allows the user to load issue files via the Client Portal.

Item Lookup – Ability to look up all recorded data on individual issued items.

Change Transaction Status – Requires Transaction History user privilege. Allows a user to change the status of a transaction from return to pay or pay to return.

Cancel Issue Item – Can cancel issue items from the Issue Warehouse. NOTE: Cancel Issue Item must be enabled. **NOTE**: Cancel Issue Item must be enabled.

Client Additional Issue Fields – Allows the user to create Additional Issue Fields within Issuance File Templates. **NOTE**: Additional Issue Fields must be enabled

Issue Templates – Allows a user to create a template that defines the format of the issue file they will load and the format and location for the data elements that will be provided in the file. If this privilege is enabled for a user, the user will also be able to manage additional issue fields. **NOTE**: Issue File Mapping must be enabled**Issue Load Alerts** – Will receive success or failure alerts when users load issue files. NOTE: Issue Load Alerts must be enabled. **NOTE**: Issue Load Alerts must be enabled.

Manual Issue Entry - Allows the user to manually create an issue item. NOTE: Issue Load Alerts must be enabled. **NOTE**: Manual Issue Entry must be enabled.**Issue Item Status Report** - Allows the user to view issued items by status for a specific date or date range. **NOTE**: Issue Item Status Report must be enabled.-

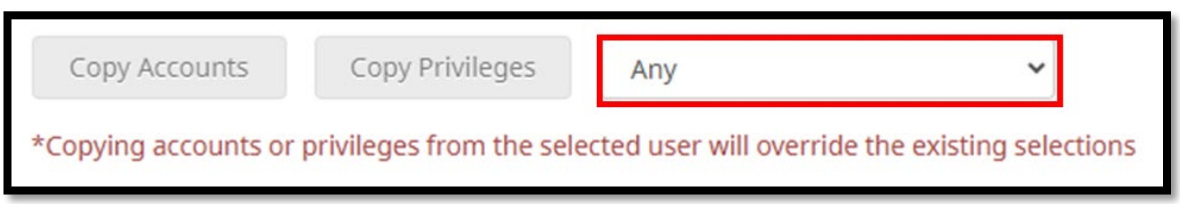
Once all privileges have been assigned click **Save User.** You should receive a message the user is saved.

Coping Existing User Setup

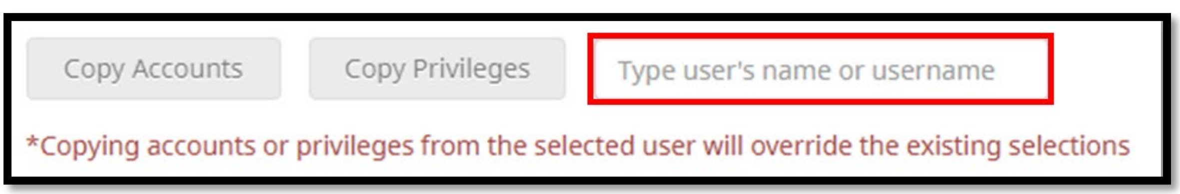
When setting up a new user the privileges can be copied from an existing user.

COPYING PRIVILEGES

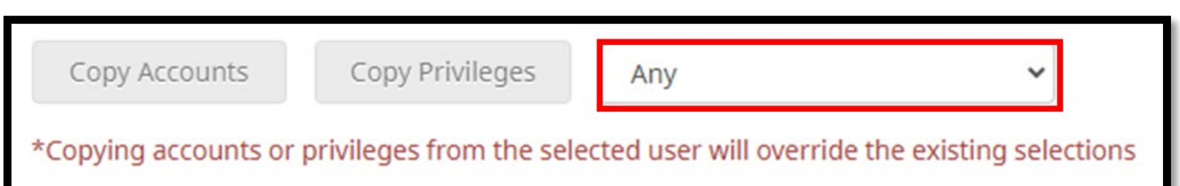
Use the drop down arrow to select an available user to copy accounts from.



If more than 10 users are available, a user search box will appear. Type in the user's ame or username to search for a user to select.



After selecting a user, click the 'Copy Accounts' button to transfer the accounts. A success message will appear and the accounts will update to reflect the selected user. NOTE: Accounts must be saved before changes are committed.



Copying Accounts

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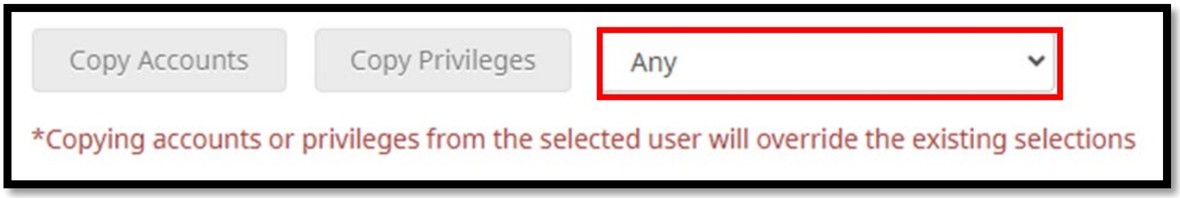
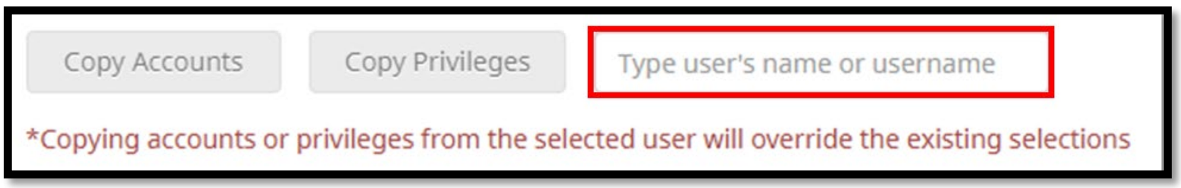


If more than 10 users are available, a user search box will appear. Type in the user's name or username to search for a user to select.



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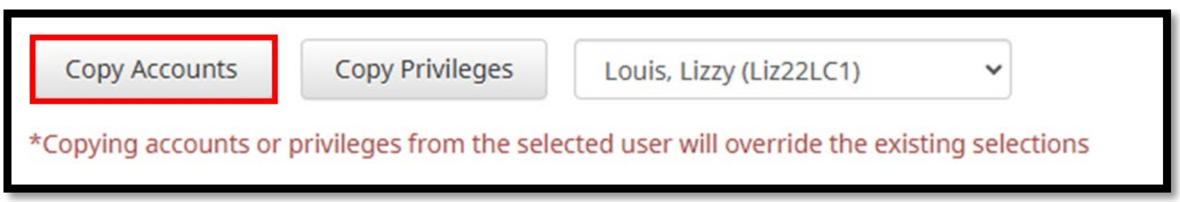
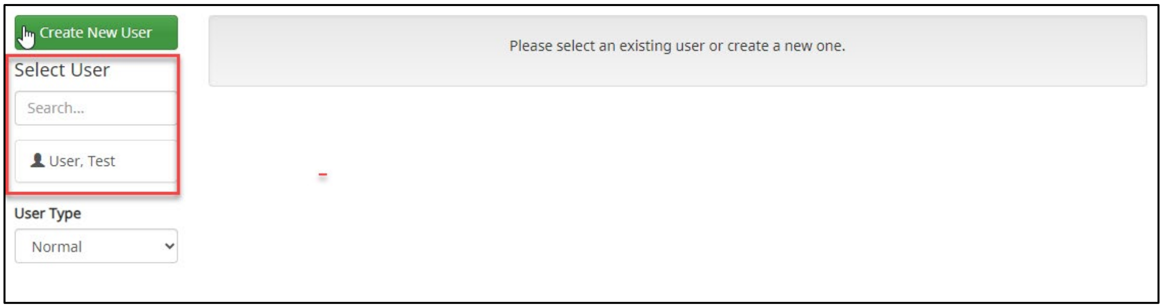


Select Save User.

Modify Existing User

To modify an existing user there are 2 options under Select User. Either key in the users name that requires the modifications or simply select the user name from the list of users displayed.



Make the desired modifications and click **Save User.**

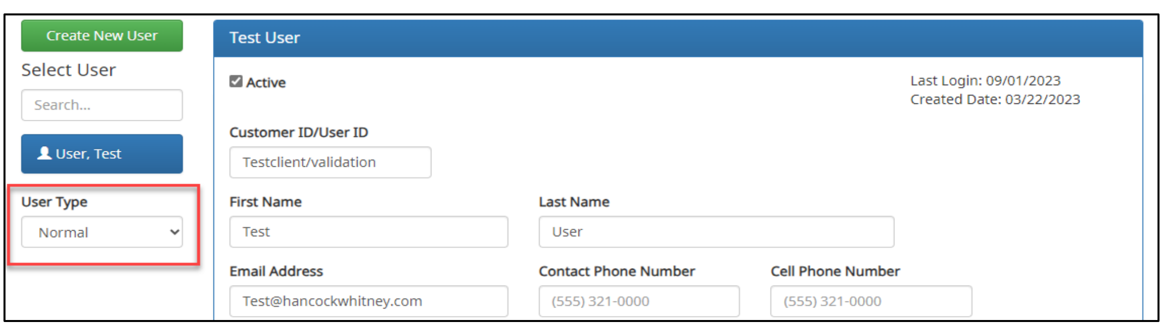
***** NOTE: Client Administrators cannot view or edit other client administrators *****

If you need to make modifications to an existing Admin user, you will need to contact our Treasury Support team @ 1-866-594-2304

Inactivate Existing User

To inactivate an existing user there are 2 options under Select User. Either key in the users name that requires the modifications or simply select the user name from the list of users displayed+

Change the User Type from Normal to Inactive and click Save User.



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