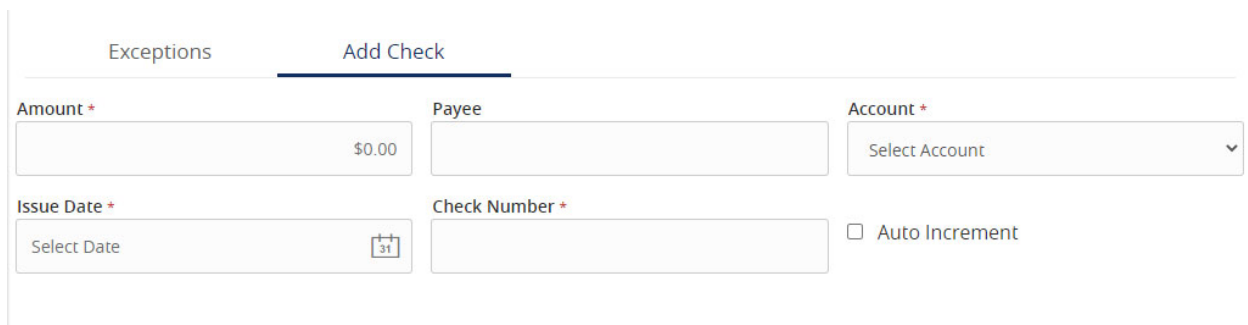# Positive Pay- Adding a Check

To add a check in Positive Pay

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay**. The Positive Pay page appears.
2. Click or tap the **Add Check** tab.
3. On the Add Check tab, do the following:
   1. Enter an **Amount**.
   2. (Optional) Enter a **Payee**.
   3. Select an **Account**.
   4. Select an **Issue Date**.
   5. Enter a **Check Number**.
   6. (Optional) Select the **Auto Increment** check box.
   7. Click or tap **Add Check**.

Exceptions	Add Check	
Amount *	**Payee**	**Account** *
$0.00		Select Account ⌄
Issue Date *	**Check Number** *	
Select Date 📅		☐ Auto Increment