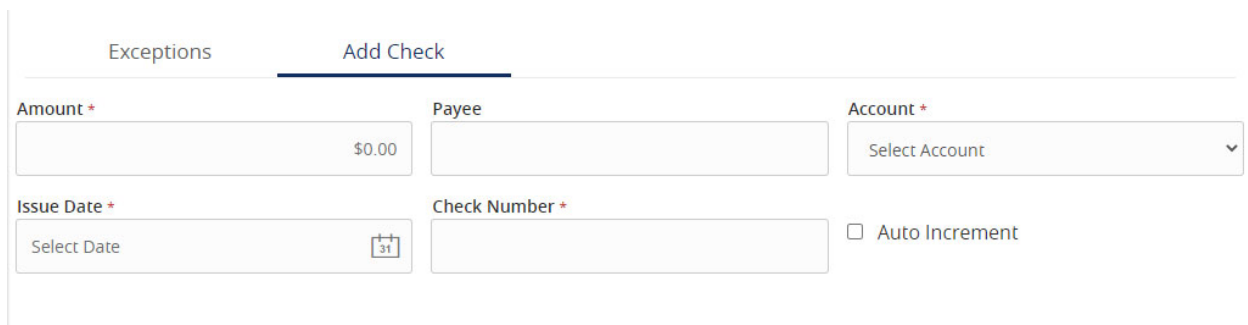


Positive Pay- Adding a Check

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**.



The screenshot shows the 'Add Check' form with the following fields and options:

- Exceptions** and **Add Check** tabs at the top.
- Amount *** field with a value of \$0.00.
- Payee** field.
- Account *** dropdown menu with the text 'Select Account' and a downward arrow.
- Issue Date *** field with the text 'Select Date' and a calendar icon.
- Check Number *** field.
- Auto Increment** checkbox.