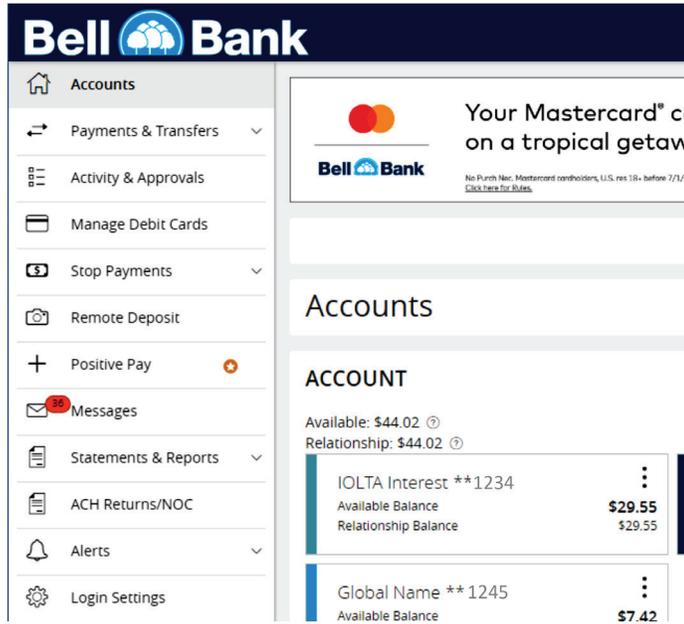
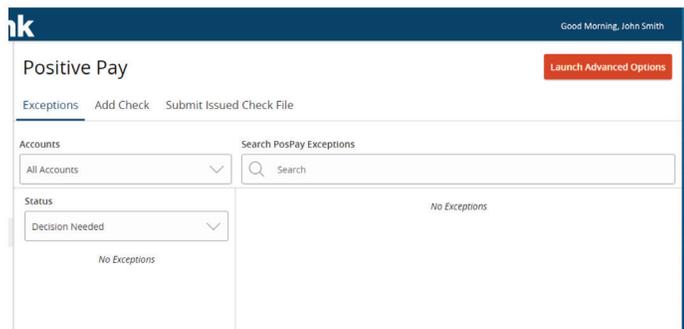


## POSITIVE PAY TEXT SETTINGS GUIDE

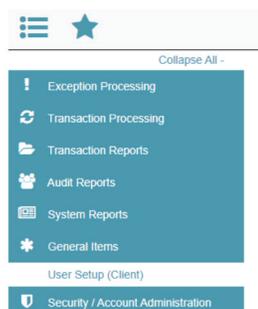
1. Log in
2. Click "Positive Pay"



3. Click "Launch Advanced Options"



4. Under General Items, click "User Setup (Client)"



5. Click "Edit" to the right of the user to edit

User Setup (Client)					
Name	Username	Email Address	Last Logged On	Status	
Jones, David	EMP12345	djones@email.com	10/7/2024 3:40 PM	Active	Edit   Copy
McCarthy, Jill	EMP23456K	jmccarthy@email.com	3/8/2024 10:01 AM	Active	Edit   Copy
Olson, Mary	EMP34567d	molson@email.com	10/18/2024 7:49 AM	Active	Edit   Copy
Smith, John	EMP45678c	jsmith@email.com	10/18/2024 8:20 AM	Active	Edit   Copy
Thomas, Wendy	EMP56789g	wthomas@email.com	7/1/2024 11:00 AM	Active	Edit   Copy

6. Enter mobile number, uncheck "Do Not Send Text Messages"  
Click "System Messages"  
Check each box to receive text messages  
Click "Submit"

**Secondary Phone Number:**

**\*\* Mobile Number:**   Do Not Send Text Messages

**Limit Text Start & Stop Times:** Yes

**Text Messages Start Time:** 7:00 AM Central Time (US & Canada)

\*\*\* Mobile number must be defined (Contact Information tab) in order for text message alerts to work \*\*\*

**User Notification Template:** Select

Message	Email	Text
CLIENT - No exceptions	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - ACH reporting file sent as email attachment	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - ACH reporting system new file notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Reminder to process exceptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Filtered / blocked transaction notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Unauthorized ACH transaction notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file processing status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - New ACH authorization rule added	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - New transaction filter / block added	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Archive User

Submit