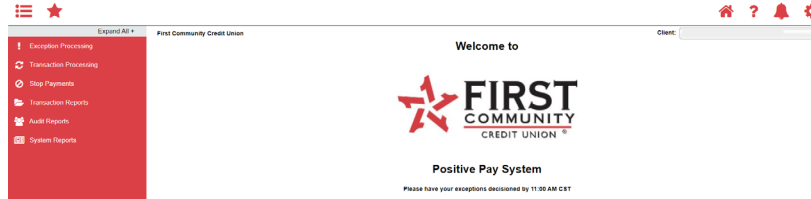




# FCCU Positive Pay User Guide

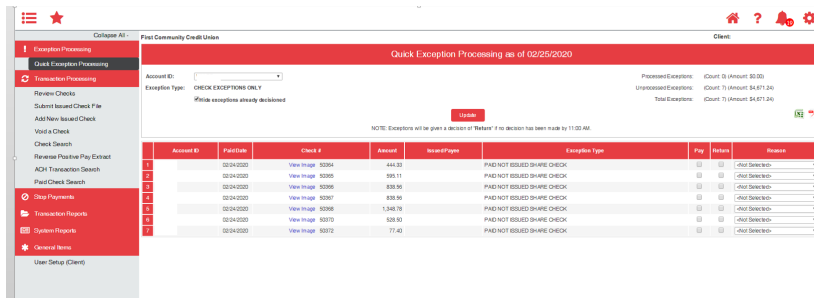
Once you login to Online Banking, click on the Commercial tab in the left menu to utilize the Positive Pay System.

Your dashboard will appear as follows:

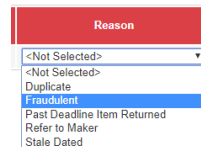


## 1. Daily quick exception processing.

- To verify check exception, click **QUICK EXCEPTION PROCESSING** under the exception processing tab prior to cutoff time at 11am.
- Any checks that require a **PAY/RETURN** decision will be listed here.

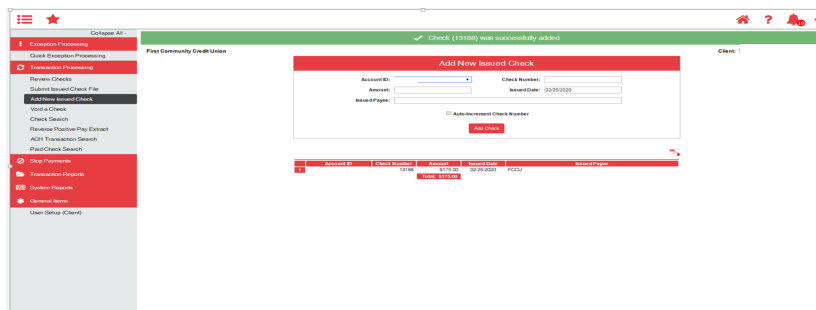


- Click **VIEW IMAGE** to verify the check is **VALID** and approved to be processed.
- Then, check the box to confirm to either **PAY** or **RETURN**.
- Click **UPDATE** to approve all items you confirmed to be **PAID** or **RETURNED**.
- Items not recognized should be marked as **RETURN** and listed as **FRAUD** to be returned.



## 2. Manually adding new checks.

- To add a check individually, go to Transaction Processing and click on **ADD NEW ISSUED CHECK**.
- Enter the relevant information for the specific check and click **ADD CHECK**.
- If successful, you will receive a confirmation page.





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### 3. Voiding a check

- Enter the **CHECK NUMBER**, **CHECK AMOUNT**, and **ISSUED DATE**.
- Then, click **FIND MATCHING CHECK**.

Account ID: [ ]  
Check Number: [1234]  
Check Amount: [175.00]  
Issued Date: [02/25/2020]

Find Matching Check

Account ID	Check #	Check Amount	Issued Date
...	1234	175.00	02/25/2020

Void Check

Note: Void is retained within the system for 90 days after an item has been voided.

- **VERIFY** this is the check you want to **VOID** and click **VOID CHECK**.
- If successful, you will receive a confirmation page.

✓ \*\* The check has been successfully voided \*\*

Account ID: [ ]  
Check Number: [ ]  
Check Amount: [ ]  
Issued Date: [ ]

Find Matching Check

Void Check

Note: Void is retained within the system for 90 days after an item has been voided.

If you have any questions, reach out to [Gwen Coscarelli](mailto:Gwen.Coscarelli@fccu.org) or [Sandy Thomas](mailto:Sandy.Thomas@fccu.org) at [Gwen.Coscarelli@fccu.org](mailto:Gwen.Coscarelli@fccu.org) | [Sandy.Thomas@fccu.org](mailto:Sandy.Thomas@fccu.org)