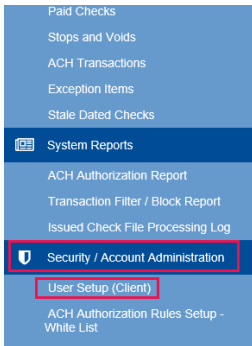


# Positive Pay Quick Guide for User Creation - Admin

## Creating a User in Positive Pay

- Log into Positive Pay.
- Scroll down to **Security/Account Administration** on the left side of the page.
- Click **User Setup (Client)**.



- The screen will display all current users.
- To add a new user, click “**Copy**” next to an existing user.
  - If this new user is an administrator, copy from another administrator user.
  - If this new user is a non-administrator, copy from another non-administrator user.

User Status:  Search...   1 of 1 records

Name	User Name	Email Address	Last Logged On	Status	
USER, DEMO	demouser	test@sunflowerbank.com	9/14/2021 8:08 AM	Active	<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Add New"/>

- **Contact Information Tab**
  - Enter First Name
  - Enter Last Name
  - Enter Email Address
  - Enter Primary Phone Number

**User Setup (Client)**

**Contact Information**
Security Settings
Menu Settings
System Messages

**\* First Name:**

**Middle Initial:**

**\* Last Name:**

**\* Email Address:**   Exclude From Email

**Primary Phone Number:**

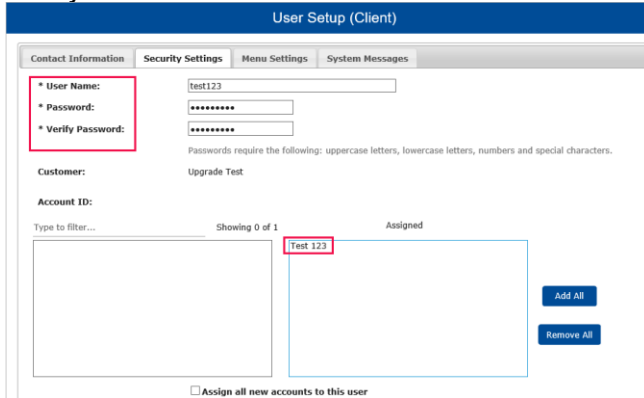
**Secondary Phone Number:**

**Mobile Number:**

\* Indicates required fields

- **Security Settings Tab:**

- Enter User Name (this must match the user name entered in Treasury Management Direct under **Secure Browser Destinations**).
- Enter Password - “Welcome1!”.
- Verify Password.



**User Setup (Client)**

Security Settings

\* User Name: test123

\* Password: \*\*\*\*\*

\* Verify Password: \*\*\*\*\*

Customer: Upgrade Test

Account ID:

Type to filter... Showing 0 of 1 Assigned

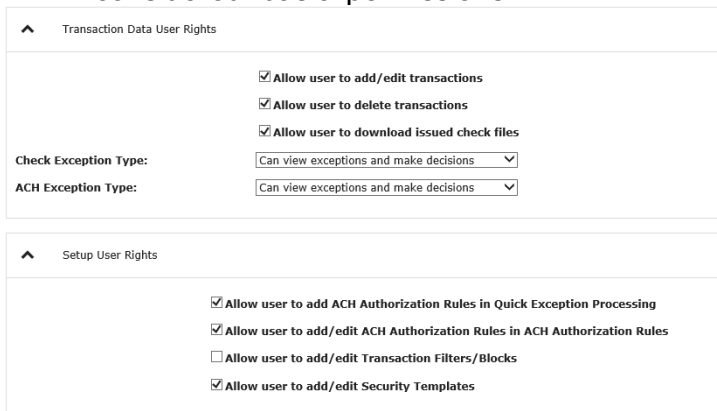
Text 123
----------

Assign all new accounts to this user

Add All Remove All

- Transaction Data User Rights/ Setup User Rights

- These permissions will copy over from the user cloned. There is no need to edit them unless you want to add or remove any permissions for this user. Below is a snippet of what is considered “basic” permissions.



Transaction Data User Rights

Allow user to add/edit transactions

Allow user to delete transactions

Allow user to download issued check files

Check Exception Type: Can view exceptions and make decisions

ACH Exception Type: Can view exceptions and make decisions

Setup User Rights

Allow user to add ACH Authorization Rules in Quick Exception Processing

Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules

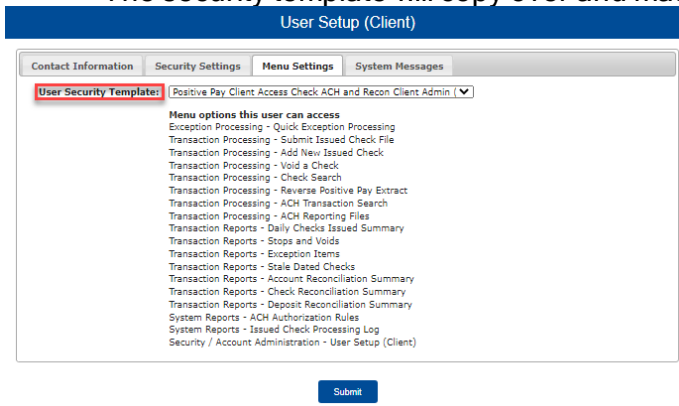
Allow user to add/edit Transaction Filters/Blocks

Allow user to add/edit Security Templates

- **Menu Settings Tab**

- User Security Template

- The security template will copy over and match the security template the original user selected.



**User Setup (Client)**

Menu Settings

User Security Template: Positive Pay Client Access Check ACH and Recon Client Admin

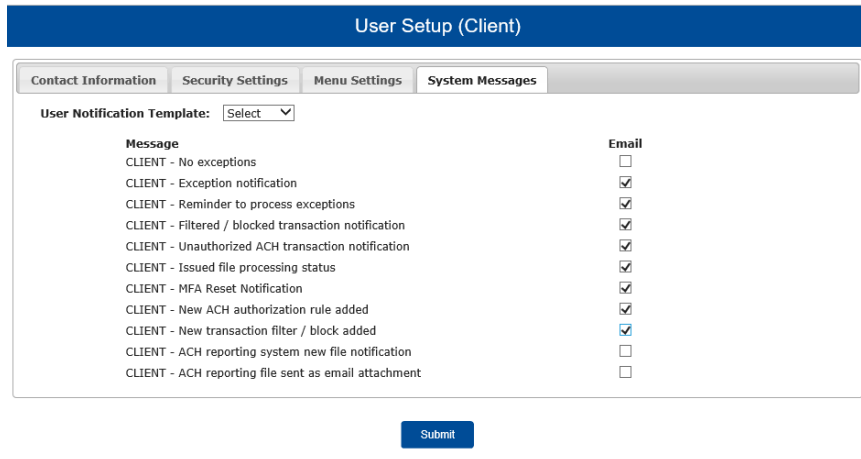
Menu options this user can access

- Exception Processing - Quick Exception Processing
- Transaction Processing - Submit Issued Check File
- Transaction Processing - Add New Issued Check
- Transaction Processing - Void a Check
- Transaction Processing - Check Search
- Transaction Processing - Reverse Positive Pay Extract
- Transaction Processing - ACH Transaction Search
- Transaction Processing - ACH Reporting Files
- Transaction Reports - Daily Checks Issued Summary
- Transaction Reports - Stops and Voids
- Transaction Reports - Exception Items
- Transaction Reports - Stale Dated Checks
- Transaction Reports - Account Reconciliation Summary
- Transaction Reports - Check Reconciliation Summary
- Transaction Reports - Deposit Reconciliation Summary
- System Reports - ACH Authorization Rules
- System Reports - Issued Check Processing Log
- Security / Account Administration - User Setup (Client)

Submit

- **System Messages Tab**

- The selected system messages will copy over and match the system messages the original user selected.



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

[Submit](#)

- Click **Submit**

### Enable Positive Pay Settings in Treasury Management Direct:

- Log into Treasury Management Direct
- Next to the user's name click the **Actions** tab and select **Services**  
*\*Note: If the user was cloned from another user with Positive Pay, this step is not needed as the service copied over*

**Users**

Dj test2 (926djtest2)	Actions
transfer transfer (account) Administrator	Actions
AdminCreate User (admincreateuser)	Actions
balance reporting (balance) Administrator	Actions
<b>Centrix Test (centrixtest) Administrator</b>	<b>Actions</b>
dj testrdc (djtestrdc) Administrator	
Mobile Test (Mobile) Administrator	
rdc only (rdc) Administrator	
RDC Test (rdctest2)	
subscriptions test (subscriptions)	
test test (test) Administrator	
test person (tperson)	
transfer transfer (transfer) Administrator	

- Edit
- Password
- Services**
- Emulate
- Payments
- Resend
- Tokens
- Clone User
- Copy Service
- Delete User
- Deactivate User
- Subscriptions


- Under **Secure Browser Destinations**, select all. Click **Save**.

3: Secure Browser

Select All Unselect All Filter:

<input checked="" type="checkbox"/> Secure Browser	<input checked="" type="checkbox"/> Secure Browser Administration
<input checked="" type="checkbox"/> Secure Browser Credential Maintenance	<input checked="" type="checkbox"/> Secure Browser Destinations

- From the **Administration** screen, click the arrow to the left of the user's name to expand their services.

 **Centrix Test (centrixtest) Administrator**

- **Administrator User:** Click the pencil next to **Secure Browser Administration**

3: Secure Browser

- Secure Browser
- Secure Browser Administration
- Secure Browser Credential Maintenance
- Secure Browser Destinations

- Select **Positive Pay** and click **Save**.

Secure Browser Administration : Centrix Test of Test Co (test1111/centrixtest)

Select All Unselect All Filter:

Bill Pay  
 **Positive Pay**  
 Treasury Management Direct

Lockbox  
 Remote Deposit Capture  
 eStatements

- Administrator/Non Administrator User: Click the briefcase icon next to **Secure Browser Destinations**

3: Secure Browser

- Secure Browser
- Secure Browser Administration
- Secure Browser Credential Maintenance
- Secure Browser Destinations

- Select **Positive Pay** and click **Save**.

Secure Browser Destinations : Centrix Test of Test Co (test1111/centrixtest)

Select All Unselect All Filter:

Bill Pay  
 **Positive Pay**  
 Treasury Management Direct

Lockbox  
 Remote Deposit Capture  
 eStatements

- Add credentials for users

- Click the pencil icon next to **Secure Browser Destinations**

3: Secure Browser

- Secure Browser
- Secure Browser Administration
- Secure Browser Credential Maintenance
- Secure Browser Destinations

- Click **Update**

**Positive Pay** *Not stored* Last Accessed: Never Used

- Type in the username that was established in Positive Pay. Click **OK**.

**Update Credentials**

\* Username

If you have any questions, you can reach a Treasury Management Client Support Representative by contacting us at:

Phone: 833.377.8265

Email: [TMClientSupport@SunflowerBank.com](mailto:TMClientSupport@SunflowerBank.com)

Mon - Fri 8:00 am - 7:00 pm CT