Dear Valued Customer,

We are excited to roll out our new, robust, up-to-date, commercial online platform on May 10, 2021. While we are excited for this new platform, we need you to be aware that your Positive Pay Import Layout will not migrate over.
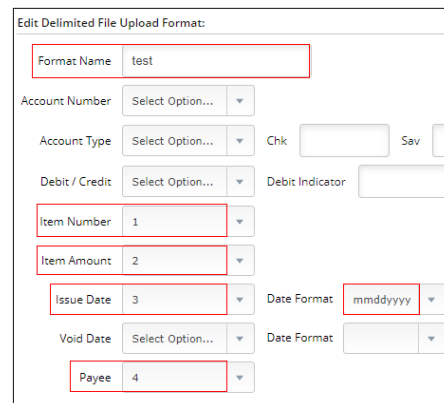
Prior to May 7, 2021, please take a screen shot of your current positive pay upload format by going to **Services>Positive Pay>Edit Upload Format**.
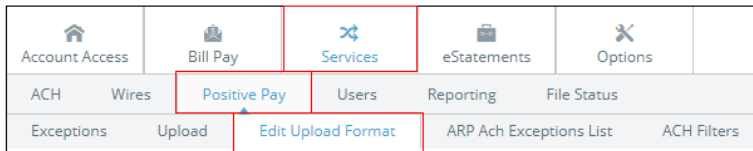

From the **Select Upload Format to Edit**: select **Delimited** and from **Select Delimited Format to Edit**: select your **current** file.
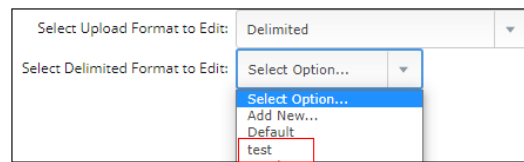
Please save a screen shot of this page which shows your current format.

After Monday May 10, 2021, use your saved positive pay upload format to help create your format in the new online banking platform. Go to **Payments > Check Upload Formats > Create New Format** to input the information.
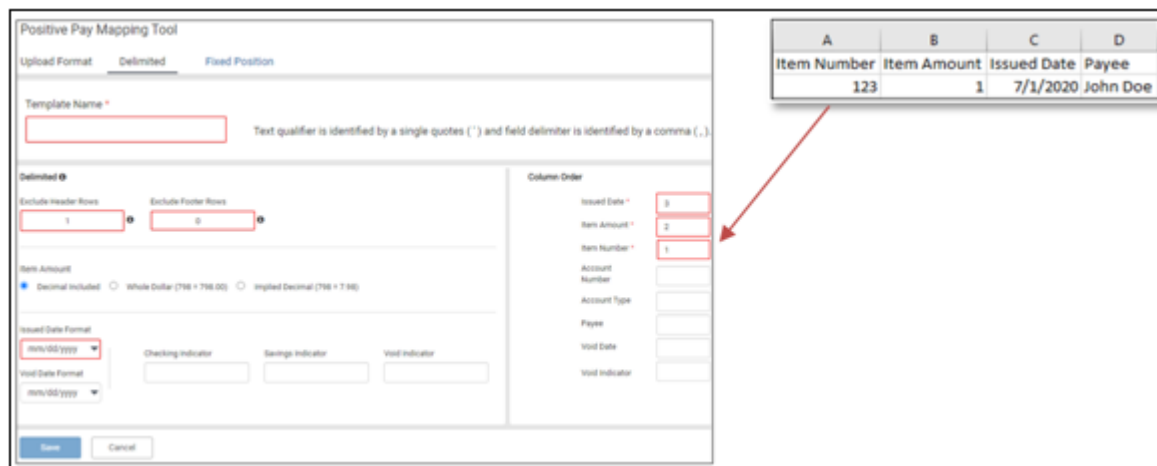
- **Template Name** – The name you are giving this format
- **Exclude Header Rows/Exclude Footer Rows** – Indicate whether your file has headers/footers
- **Item Amount** – Indicate the decimal placement of the amount
- **Issued Date Format** – The date format
- **Checking, Savings, Void Indicator** – (optional)
- **Column Order** – Indicate the column that the required information is in. (This should be the same format as your current one and reflect the columns the information is in on your file.)

*Your information will vary from the above example, according to the layout of your Excel file.
*Save the Excel file as a CSV (Comma delimited).

Upload File
When you have your file format established and you are ready to upload the file, go to **Payments > Create/Import Check Issued Items > Upload File**.

Saved Format – Excel Download
Account – Positive Pay account
Select File – Browse for the Excel file

Click on **Upload**. After reviewing the file, click **Review** in the bottom-left corner. Click **Confirm** in the bottom-left corner. You will receive the message "Successfully processed (the number) of Positive Pay items". The check(s) have been uploaded to the bank.

You have a full-service treasury team available to help you with this conversion and any of your commercial banking questions or needs. Just give us a call at 866-475-0015.

Sincerely,

Michael Baum
Vice President
Treasury Management