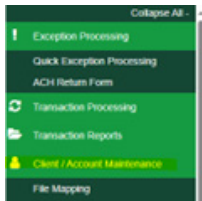# PosPay
Adding a User in PosPay

1 If the user is being set up for PosPay, the Admin will need to set them up for PosPay. To do this, the Admin will go into Business Banking > Positive Pay.

Business Banking Section

BUSINESS BANKING SERVICES

$⇄ Payments — Create, modify, initiate or delete ACH or Wire Payments	**⚏ Recipients** — Create, modify or delete recipients
⚲ Manage Users — Add, modify or delete new users	**▢ Positive Pay** — Manage payment decisions
Remote Deposit Capture — Skip trips to the bank and deposit checks from the comfort of your office.	**Wire Activity** — View wire transfer activity.

2 From the Positive Pay system, click into Client / Account Maintenance, User Setup – Client Users and Add new.

3 Enter user info from Q2 into Positive Pay. Information must match exactly to what is entered in Q2.

- Enter Contact Information
  - **First / Last Name and Email Address – do not exclude from email**

| Contact Information | Security Settings | Menu Settings | System Messages |

- * First Name: Test
- Middle Initial:
- * Last Name: User
- * Email Address: testing123@rcbbank.bank   ☐ Exclude From Email
- Primary Phone Number:
- Secondary Phone Number:
- Mobile Number:

* Indicates required fields

4 **Add Security Settings**

- **Username must match Login Name from Q2**
- **SSO Only: Yes**
- **Add applicable accounts**
- **Expand Transaction Data User Rights**
  - **Change Check and ACH Exception Type to Can view exceptions and make decisions**

| Contact Information | Security Settings | Menu Settings | System Messages |

- * Username: testuser
- SSO Only: Yes
- * Password:
- * Verify Password:

Passwords require uppercase letters, lowercase letters, numbers and special characters.

Customer: Q2 Test Customer

∧ Transaction Data User Rights

☑ 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

> *Additional steps on the next page.*

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5 Update Menu Settings to use the main template

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

User Security Template: Client - Check Pos Pay (main template)

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 Reports - Exception Items
Transaction Reports - Payee Match Report
Transaction Reports - Daily Checks Issued Summary
Transaction Reports - Stale Dated Checks
Transaction Reports - Transaction Extract
Transaction Reports - Account Reconciliation Summary
Transaction Reports - Check Reconciliation Summary
Transaction Reports - Deposit Reconciliation Summary
Client / Account Maintenance - File Mapping
System Reports - Issued Check Processing Log

6 Set System Messages to include Exception notification and Reminder to process exceptions.

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

User Notification Template: None

Message	Email
CLIENT - No exceptions	☐
CLIENT - Exception notification	☑
CLIENT - Reminder to process exceptions	☑
CLIENT - Filtered / blocked transaction notification	☐
CLIENT - Unauthorized ACH transaction notification	☐
CLIENT - Issued file processing status	☐
CLIENT - New ACH authorization rule added	☐
CLIENT - New transaction filter / block added	☐

7 To update PosPay user, click Edit next to user.

Name	Username	Email Address	Last Logged On	Status	
User, Test	testuser	testing123@rcbbank.bank	--	Active	Edit | Copy
					Add New

8 To Remove this user, check the Archive User box and submit.

Contact Information	Security Settings	Menu Settings	System Messages

* First Name: Test
Middle Initial:
* Last Name: User
* Email Address: testing123@rcbbank.bank ☐ Exclude From Email
Primary Phone Number:
Secondary Phone Number:
Mobile Number:

* Indicates required fields

☑ Archive User

Submit

> *Additional steps on the next page.*

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9   **Once User is set up for applicable services, the customer will need to provide us with the following information, which will need to be relayed to eServices for final setup**

- **Q2/Centrix Login ID**
- **Token Credentials**

Get in touch. **855.226.5722 | RCBbank.bank**

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