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## **PosPay** Adding a User in PosPay

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 SERVICES								
\$2 Payments Create, modify, initiate or delete ACH or Wire Payments	& Recipients Create, modify or delete recipients							
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.							
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Additional steps on the next page.

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## Update Menu Settings to use the main template

User Security Template:	Client - Check Pos	Pay (main template	e)	
	Menu options this	s user can access		
	<b>Exception Processin</b>	ng - Quick Exception	n Processing	
	Transaction Processing - Submit Issued Check File			
	Transaction Processing - Add New Issued Check			
	Transaction Process	sing - Void a Check		
	Transaction Process	sing - Check Search		
	Transaction Reports	s - Exception Items		
	Transaction Reports	s - Payee Match Rep	port	
	Transaction Reports - Daily Checks Issued Summary			
	Transaction Report:	s - Stale Dated Cher	cks	
	Transaction Reports	<ul> <li>Transaction Extra</li> </ul>	act	
	Transaction Reports	s - Account Reconcil	iation Summary	
	Transaction Reports	s - Check Reconcilia	tion Summary	
	Transaction Reports	s - Deposit Reconcili	iation Summary	
	Client / Account Ma	aintenance - File Ma	pping	
	System Reports - I	ssued Check Proces	sing Log	

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

Contact Information	Security Settings	Menu Settings	System Messages	
User Notification Ten	nplate: None 🗸			
Messag	je			Email
CLIENT	<ul> <li>No exceptions</li> </ul>			
CLIENT	- Exception notification			<b>~</b>
CLIENT	- Reminder to process	exceptions		<b>v</b>
CLIENT	- Filtered / blocked tran	saction notification		
CLIENT	- Unauthorized ACH tra	nsaction notification		
CLIENT	- Issued file processing	status		
CLIENT	- New ACH authorizatio	n rule added		
CLIENT	- New transaction filter	/ block added		

## 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

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

Contact Information	Security Settings	Menu Settings	System Message	5		
* First Name:	Test					
Middle Initial:						
* Last Name:	User	User				
* Email Address:	testing123	Grobbank.bank		Exclude From Emai		
Primary Phone Numb	per:					
Secondary Phone Nu	mber:					
Mobile Number:						
* Indicates required field	s					
			Archive User			
			Submit			



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Additional steps on the next page.

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- 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

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Token Credentials

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

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