



PosPay

Adding a User in PosPay

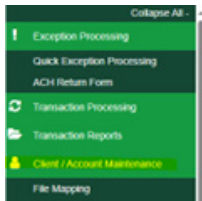
1 If the user is being set up for PosPay, the Admin will need to set them up for PosPay. To do this, the Admin will go into Business Banking > Positive Pay.

Business Banking Section

BUSINESS BANKING SERVICES

<p>Payments Create, modify, initiate or delete ACH or Wire Payments</p>	<p>Recipients Create, modify or delete recipients</p>
<p>Manage Users Add, modify or delete new users</p>	<p>Positive Pay Manage payment decisions</p>
<p>Remote Deposit Capture Skip trips to the bank and deposit checks from the comfort of your office.</p>	<p>Wire Activity View wire transfer activity.</p>

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



User Setup - Client Users

Choose Company: Q2 Test Customer

User Status: Active Search Reset 0 of 0 records

Name	Username	Email Address	Last Logged On	Status
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:

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

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

> Additional steps on the next page.

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	<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 type="checkbox"/>
CLIENT - Unauthorized ACH transaction notification	<input type="checkbox"/>
CLIENT - Issued file processing status	<input type="checkbox"/>
CLIENT - New ACH authorization rule added	<input type="checkbox"/>
CLIENT - New transaction filter / block added	<input type="checkbox"/>

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:

Middle Initial:

* Last Name:

* Email Address: Exclude From Email

Primary Phone Number:

Secondary Phone Number:

Mobile Number:

* Indicates required fields

Archive User

> 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
- Token Credentials

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