



PosPay

Adding a User in PosPay

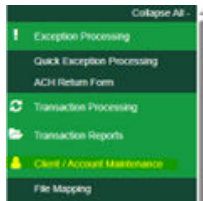
1

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

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

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

>

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	☐
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:

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.

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. 877.813.4663 | RCBbank.bank