

HOW TO CREATE A NEW ACH POSITIVE PAY FILTER

1. Click on **ACH Positive Pay** in the top navigation bar.
2. Select **Create Filter**.
3. The “**Create New Filter**” page will appear.
4. Select **Account (required)** for new filter from the dropdown.
5. Enter the name of the company that will send the ACH item in **Company Name (required)**.
6. Enter the ID of the company that will send the ACH item in **Company ID (required)**. Note: Company ID can be acquired from exception or from the originating company.
7. Enter the maximum amount allowed plus one cent in **Max Amount (required)**.
 - a. Check **Allow Any Amount (optional)** if no restriction applies to the amount allowed. Note: If this is selected, the Max Amount field becomes optional.
8. Enter the date the filter will expire in **Expiration Date (optional)**. If no date is provided, the filter will never expire and will continue to function until the filter is deleted.
9. Click the **Create** button.

The screenshot shows a web application interface with a top navigation bar containing links for Home, Positive Pay, ACH Positive Pay, Returns, Collections, File Transfers, Support, and Administration. On the left, there is a sidebar menu for 'ACH Positive Pay' with options: Incoming ACH Summary, Incoming ACH List, Filter List, Create Filter, and Email Notifications. The main content area is titled 'Create New Filter' and contains the following fields and options:

- Account:** A dropdown menu with the text '-- Select Account --' and an asterisk (*).
- Company Name:** A text input field with an asterisk (*).
- Company ID:** A text input field with an asterisk (*).
- Max Amount:** A text input field with the example '(e.g. 1000.01)' and a checkbox labeled 'Allow Any Amount'.
- Expiration Date:** A text input field with the example '(e.g. 7/24/2017)' and a note: 'Note: Incoming ACH received from this originator after the filter expiration date will NOT be automatically authorized.'

At the bottom of the form, there is a note: '* - Indicates the field is required.' and two buttons: 'Create' and 'Back to List'.

10. If dual approval is set for filter creation, have another authorized user log in and approve the filter from the dashboard or from ACH Positive Pay filter list. Note: The created filter will not go into a pending status until the filter is dual approved.
11. Once the filter is created and approved, it will go into a pending status. The filter will become active the next business day if completed before the filter cutoff time of 5:00 pm MT.

Positive Pay - Exception Item Summary			
Account #	Violation	Total Amount	Count
There are no decision items to review at this time.			

Positive Pay - Issued Item Summary
<ul style="list-style-type: none"> ▼ 2 uploaded issued item batches have not been confirmed. ▼ 3 issued items are pending approval.

ACH Positive Pay - Incoming ACH Summary		
Account #	Total Amount	Count

ACH Positive Pay - Pre-authorization Filters In Review
<ul style="list-style-type: none"> ▼ 2 pre-authorization filter(s) are pending approval.

Review Status
<p>Status: Pending New</p> <p>Changes Made: 7/18/2017 5:38 PM CT by</p> <p>Submitted: 7/18/2017 5:38 PM CT</p> <p>This item has been edited and submitted for review. Press <i>Approve</i> to approve the highlighted changes. Press <i>Reject</i> to reject the changes but allow further editing. Press <i>Cancel Changes</i> to reject the changes and revert to the original values.</p> <div style="display: flex; justify-content: center; gap: 10px;"> Approve Reject Cancel Changes </div>