Check Positive Pay
## Quick Start User Guide

July 2021

BRIDGEWATER BANK

# Check Positive Pay Quick Start User Guide

Thank you for choosing Bridgewater Bank for your commercial banking needs. Please see below for a brief overview on accessing our updated Check Positive Pay system beginning July 26th.

Step 1: Access Check Positive Pay via The Bridge Secure Browser

After logging in to your secure browser, select the Check Positive Pay icon located within the Secured App listing.
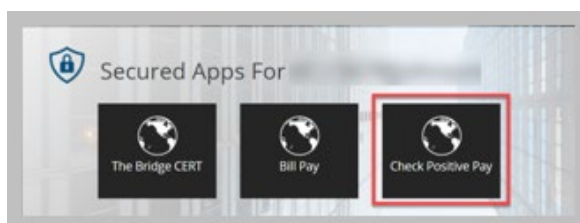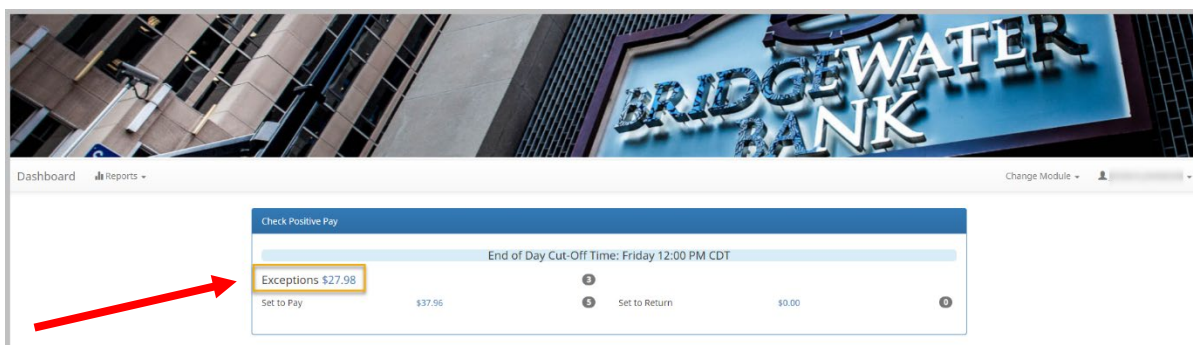

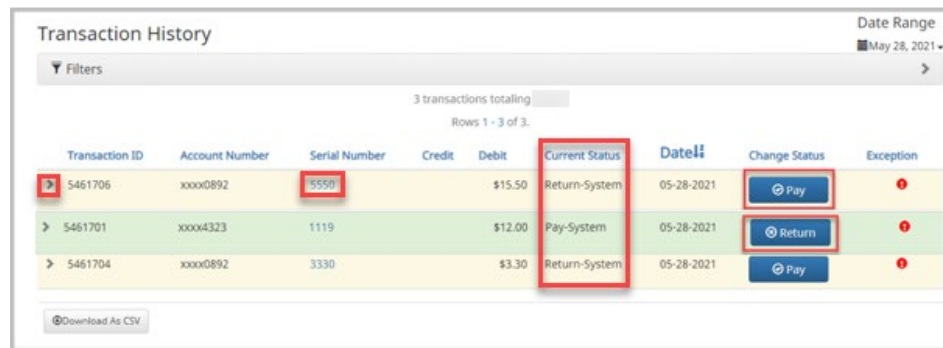Alternatively, you may access Check Positive Pay within the Access Center of The Bridge.
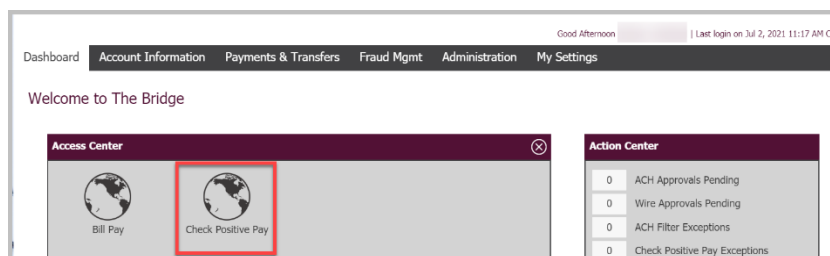
Step 2: Decision Exception Items

Exceptions will appear on your dashboard within Check Positive Pay. Simply click on the exceptions amount to view your list of exceptions.

Current Status will display the default decision defined in the Master Service Agreement ("Pay-System" or "Pay-Returned")

1. View the item details by clicking on the ⟩ icon and view the check image by selecting the check number.
2. If you wish to change the current stats on the item, simply click on the blue **'Pay/Return'** button under **'Change Status.'**
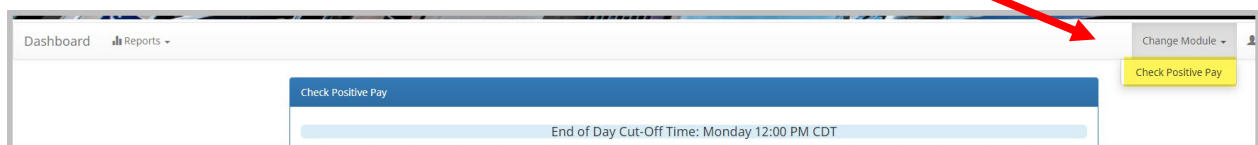

3. If returning, select your return reasoning and click **'Save.'**
4. The current status will update accordingly.

The system will process the item according to the Current Status decision.

Step 3: Import Issue Items

1. From the main screen, select **'Change Module'** in the upper right-hand corner of your dashboard to select **'Check Positive Pay.'**

2. Expand the **'Perform'** menu from the toolbar to select **'Issue File Load.'**
3. Select **'Template'** from the dropdown.
4. Drag and drop your file into the box or select 'Browse' to locate the file from the folder search.
5. Click on **'Upload'** to process the file.
6. The file status will show progress and indicate if the file was successfully imported. *If you receive an error message, please review, update and save the information. If you continue to experience any difficulties, please contact us at 952.542.5100 or* Hello@bridge2bwb.com *for assistance.*
7. Verify your total number of checks and dollar amounts for accuracy.
8. Steps complete.

Looking for more?

Reference the [Check Positive Pay User Guide](#) for more details, including how to utilize the robust reporting capabilities offered as a part of this update. For additional questions and inquiries, do not hesitate to contact one of our dedicated team members at 952.542.5100 or Hello@bridge2bwb.com.