



1. To Manually enter an issued item into Check Positive Pay. Select the “Business Banking” menu and then select “Positive Pay”.

The screenshot shows the Red River Bank website interface. At the top, there is a navigation bar with the following items: Home, Transfers & Payments, Business Banking (highlighted), Services, Settings, Messages (with a notification badge), and Log Off. Below the navigation bar, the page title is "Business Banking". Underneath, there is a section titled "PAYMENTS & TRANSFERS" containing six tiles: Positive Pay (highlighted with a red arrow), Payments, Recipients, ACH Reporting, Tax Payments, and Remote Deposit Capture. Below this section is a "BUSINESS MANAGEMENT" section which is currently empty.

2. The select “Add Check”.

The screenshot shows the "Positive Pay" form in the Red River Bank system. The page title is "Positive Pay" and there is a "Launch Advanced Options" button. Below the title, there are three tabs: "Exceptions", "Add Check" (highlighted with a red arrow), and "Submit Issued Check File". The form contains several input fields: "Amount" (with a dollar sign icon and a value of 0.00), "Payee (optional)", "Account" (with a dropdown arrow), "Issue Date" (with a calendar icon and a value of 02/04/2025), "Check Number", and an "Auto Increment" checkbox. A red "Add Check" button is located at the bottom right of the form. Below the form, there is a section titled "CHECKS ADDED" which contains a check icon and the text "No checks to display" and "No checks have been uploaded this session."





Red River Bank-Treasury Management

Positive Pay-Add a New Issued Check

- Then enter: "Amount", "Payee", choose "Account", choose "Issue Date", enter "Check Number". Use "Auto Increment" if you are manually keying multiple checks in a series and the system will auto generate the next number in the series.

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Good Evening, Edwin Lagarde

Home Transfers & Payments Business Banking Services Settings Messages 55 Card Controls Log Off

Positive Pay

Launch Advanced Options

Exceptions **Add Check** Submit Issued Check File

Amount: \$ 0.00 Payee (optional): Account: Issue Date: 02/04/2025 Check Number: Auto Increment

Add Check

CHECKS ADDED

No checks to display
No checks have been uploaded this session.

- Once all information has been entered select "Add Check". The checks added will be displayed in the "Checks Added" section.

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Positive Pay

Launch Advanced Options

Exceptions **Add Check** Submit Issued Check File

Amount: \$ 0.00 Payee (optional): Account: Issue Date: 02/04/2025 Check Number: Auto Increment

Add Check

CHECKS ADDED

No checks to display
No checks have been uploaded this session.



Member
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