1. To search your issued check items in Check Positive Pay. Select the "Business Banking" menu and then select "Positive Pay".

2. Select "Launch Advanced Options".

3. This will launch Red River Banks full Positive Pay site. Select the "Transaction Processing" menu then select "Check Search".
Note-Checks can be searched by specifying various criteria listed on the screen according to need.
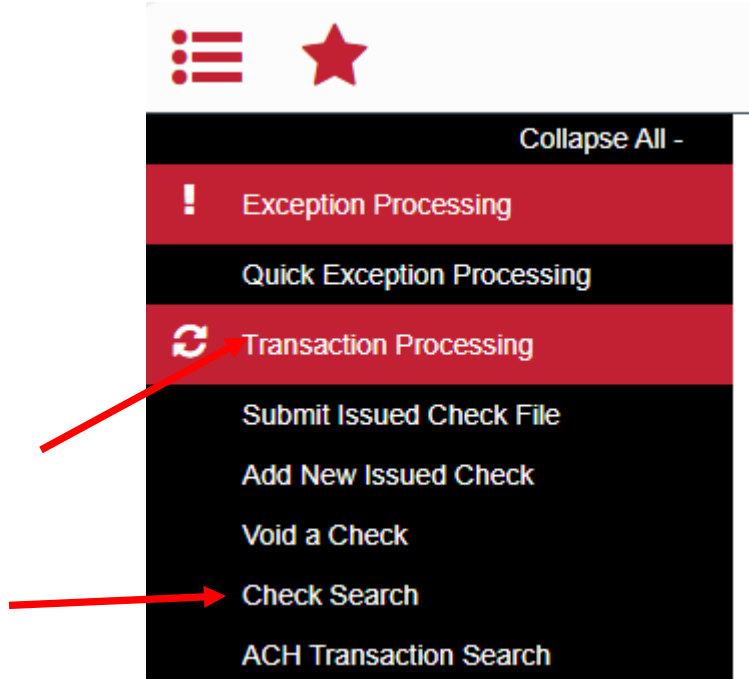
4. Select the desired "Account Nickname" from the drop-down menu. This specifies which account or accounts should be included in the search.

5. The following fields are optional and may be used to narrow down the corresponding search.
   a. Select "Checks Status" to specify the status of the check or the checks being searched. All statuses will be selected by default.
   b. Indicate a "Check Number" range if desired.
   c. Select an item in the "Date" drop-down menu to specify a category. This corresponds to the type of date you would like to run the Check Search report for.
   d. Specify the "Date Range" of the check if this information is available to further narrow the search.
   e. Select the Carrot (^) next to the "Show additional options" to uncover additional search options.

6.   For the purposes of this Training Document, we will be searching for "Issued but still Outstanding Check Items". This is a common search done by Check Positive Pay Customers. Once you have completed all of your Search Requirements, Select "Search".

7.   The resulting checks will appear on the screen.

8.   Select the "Search Filter" (spyglass icon) to filter and search results, or specify a specific column to search within.

9. Select the "Columns" icon to select or remove columns from the report.

10. Select the "Export" icon to export the results to Microsoft Excel or PDF file.