



Note-In order to Import an Issued Check File, you must first complete File Mapping located in the “Advanced Options” of our Positive Pay platform. Please see the document titled “Positive Pay-Issued Check File Mapping”.

1. Select the “Business Banking” menu and then select “Positive Pay”.

The screenshot shows the Red River Bank Business Banking dashboard. At the top, there is a navigation bar with links for Home, Transfers & Payments, Business Banking, Services, Settings, Messages, and Log Off. Below the navigation bar, the 'Business Banking' section is displayed. Under the 'PAYMENTS & TRANSFERS' heading, there are six tiles: Positive Pay (highlighted with a red arrow), Payments, Recipients, ACH Reporting, Tax Payments, and Remote Deposit Capture. Below this section is the 'BUSINESS MANAGEMENT' heading.

2. Select “Submit Issued Check File”.

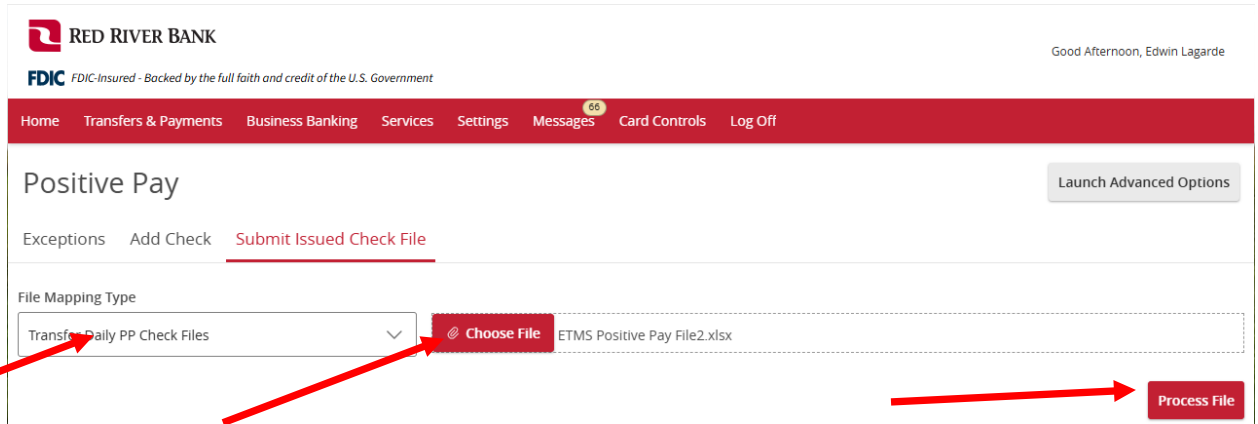
The screenshot shows the 'Positive Pay' page in the Red River Bank system. The page has a navigation bar with links for Home, Transfers & Payments, Business Banking, Services, Settings, Messages, Card Controls, and Log Off. Below the navigation bar, the 'Positive Pay' section is displayed. There are three tabs: Exceptions, Add Check, and Submit Issued Check File (highlighted with a red arrow). Below the tabs, there is a 'File Mapping Type' dropdown menu and a 'Choose File' button. A 'Process File' button is located at the bottom right. Below the file upload section is the 'ISSUED CHECK PROCESSING LOG' table, which includes a search bar and a table with columns for Account(s), Status, File Name, Items, Amount, and Actions.

Account(s) ▲	Status ▲	File Name ▲	Items ▲	Amount ▲	Actions
Payroll - 8112	✔ Processed	PP_Demo.xlsx	5	\$5,150.50	⋮
Payroll - 8112	✔ Processed	PP_CH.xlsx	15	\$26,853.49	⋮

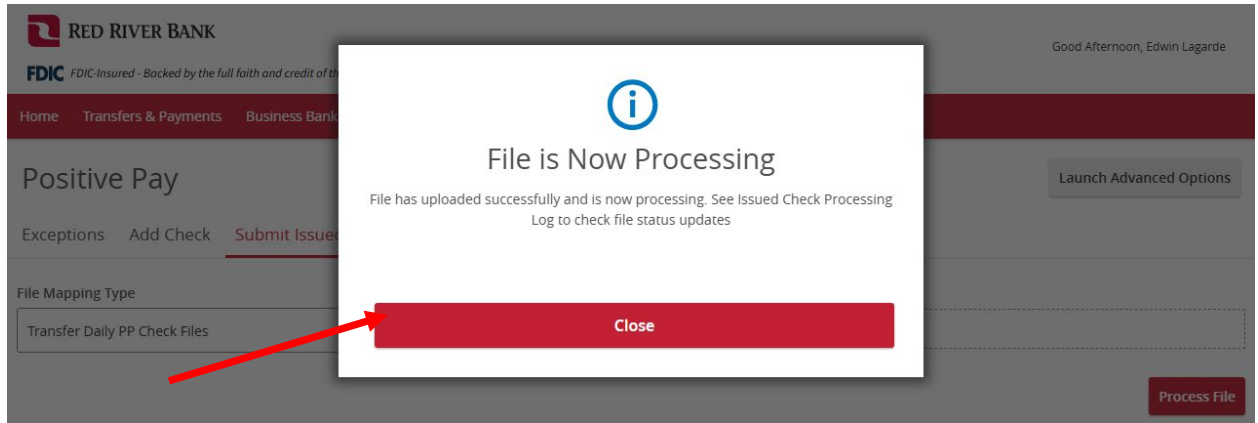




3. Select your "File Mapping Type" from the drop-down menu. Select "Choose File" to select the file from your computer or network drive that will be used for mapping. Select "Process File" to import your file.



4. You will then be displayed a screen showing, "File is Now Processing". Select "Close".



5. Select the "Ellipses" at the end of the row for your most recent import and you can view the details.

Payroll - 8112	✔ Processed	PP_CH.xlsx	15	\$26,853.49	⋮
<b>Account:</b> Payroll - 8112		<b>Items:</b> 15			
<b>File Mapping Format:</b> CH PP		<b>Amount:</b> \$26,853.49			
<b>Status:</b> Processed		<b>Input Date:</b> 2/6/2025			
<b>User:</b> Edwin.test		<b>File Name:</b> PP_CH.xlsx			

