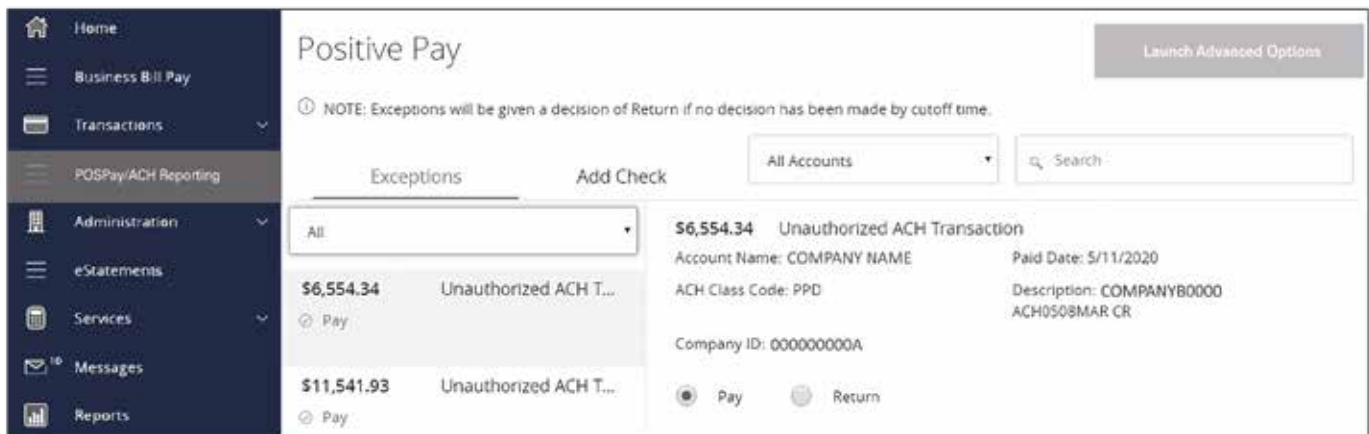


To view notifications, make decisions and manage exception items within InBusiness Online Banking, please follow the steps outlined below.

Step 1: Log in to **InBusiness Online Banking**.

Step 2: From the navigation menu on the left, select **PosPay/ACH Reporting**.

Step 3: **Click Launch Advance Options** in the upper right corner to access the Positive Pay portal.

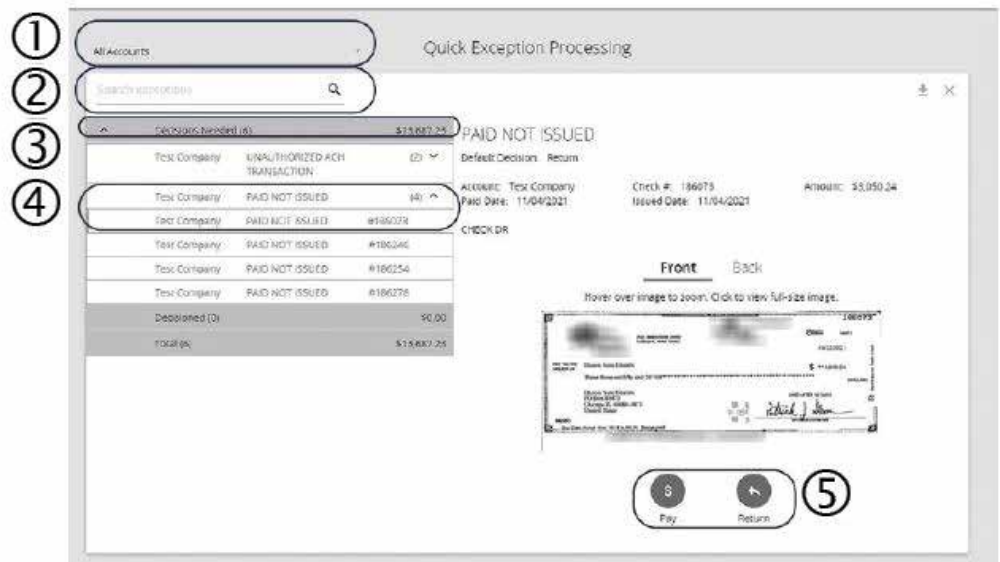


Click the **Exception Processing** tab, then **Quick Exception Processing**.

1. (Optional) Use the drop-down to select an account.

2. (Optional) Use the search option to filter through exception items.

3. Click and expand the Decisions Needed bar.



4. Select an exception to see more details including the Default Decision, Last 6 Digits of the Account, Check Number, Amount, Paid Date, and Issued Date.

5. For check exceptions, review the exception and decision the item as Pay or Return.

Exception Types:

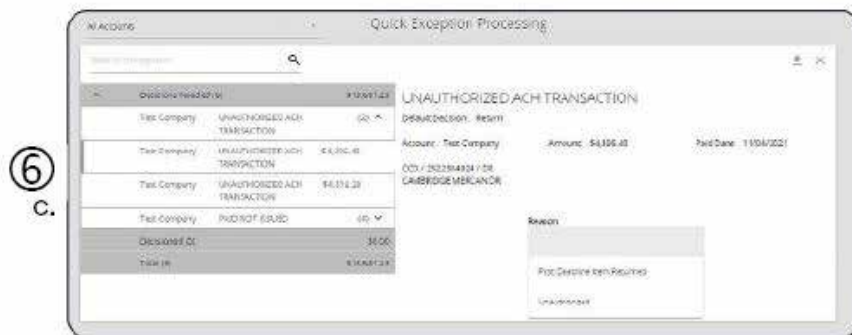
- Duplicate Paid Item: The item was previously paid.
- Paid Not Issued: The item was never loaded into the system as an issued check.
- Stale Dated Item Paid: The item is a stale dated check. A Check is considered stale dated if it is older than 180 days.
- Previously Paid Item Posted: The item was previously paid.
- Voided Item: The item was previously voided.
- ACH Transaction: The item is an ACH transaction that was flagged as an exception by the ACH Filter rules defined for the account.



The screenshot shows the 'Add ACH authorization rule' form. It contains the following fields:

- Description: [Empty]
- SEC Code: [Empty]
- Company ID: 36330692a
- Debits or Credits: Debits only
- Max Allowable Amount: \$435.48

At the bottom right, there are 'Cancel' and 'Save rule' buttons.



6. For ACH exceptions:
 - a. (Optional) To create an ACH Authorization Rule, click the Add Rule button. Enter details about the rule and click the Save rule button.
 - b. Review the exception and decision the item as Pay or Return.
 - c. If the exception is returned, select a reason from the drop-down, and click the Save button when you are finished.