



Positive Pay

User Setup Guide



User Maintenance and Entitlements

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I. User Setup Client

The client user setup screen is used by the Positive Pay administrator to manage their users.

- A. Select User Setup (Client) from the side Navigation menu under Client Add/Edit.

User Setup (Client)

Choose Company: LUNA

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Active Archived

Name	User Name	Email Address	Last Logged On	Status	
Jones, Doug	djones		11/22/2016 11:30 AM	Active	Edit Copy
Smith, Joe	jsmith	jsmith@lunaapt.com	12/8/2016 2:33 PM	Active	Edit Copy
White, Ann	awhite	awhite@lunaapt.com	--	Active	Edit Copy
					Add New

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- B. On the setup screen click Add New. You can also use the Copy function if the new user will have the same access as the other user.

User Setup (Client)

Contact Information Security Settings Menu Settings System Messages

* First Name: Doug

Middle Initial:

* Last Name: Jones

* Email Address: djones@lunaapt.com Exclude From Email

Primary Phone Number:

Secondary Phone Number:

Mobile Number:

* Indicates required fields

Archive User

Submit

- C. Enter/select the appropriate information on each tab.

Column Name	Description
First Name/ Middle Initial / Last Name	Enter the name of the User.
Email Address	Enter the email address of the User
Exclude from email	DO NOT CHECK THIS BOX
Primary Phone Number (Optional)	Enter the primary contact number of the User.

Secondary Phone Number (Optional)	Enter any secondary phone number of the User.
Mobile Phone Number (Optional)	Enter the cell phone number of the User.
Archive User	DO NOT CHECK THIS BOX-This should only be used when you are deleting a user.

Column Name	Description
User Name	Enter the Online Business Banking User ID.
Password / Verify Password	Enter a temporary password for the User.
Client/Account ID	Select the Account(s) that the User will have access to.
ACH Reports	NA
Client Exception Types	Leave as the default option: Both Check and ACH Exceptions.
Allow user to edit transactions <i>This checkbox determines if the user is able to edit transactions (i.e. make pay and return decisions, void items).</i>	DO NOT CHECK THIS BOX
Allow user to delete transactions	DO NOT CHECK THIS BOX
Allow user to add ACH Authorization Rules in Quick Exception Processing	Only check this box if you would like the User to have the ability to add an ACH rules.
User Locked	

This checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, uncheck this box.

User Setup (Client)

Contact Information Security Settings **Menu Settings** System Messages

Select All

Menu options this user can access

- Exception Processing - Quick Exception Processing
- Transaction Processing - Submit Issued Check File
- Transaction Processing - Add New Issued Check
- Transaction Processing - Void a Check
- Transaction Reports - All Checks
- Transaction Reports - Outstanding Issued Checks
- Transaction Reports - Daily Checks Issued Summary
- Transaction Reports - Paid Checks
- Transaction Reports - Stops and Voids
- Transaction Reports - ACH Transactions
- Transaction Reports - Exception Items
- Transaction Reports - Correction Report
- Transaction Reports - Stale Dated Checks
- Transaction Reports - Account Reconciliation Summary
- Transaction Reports - Check Reconciliation Summary
- Transaction Reports - Deposit Reconciliation Summary

Column Name	Description
Menu options this user can access	Leave all options checked

User Setup (Client)

Contact Information Security Settings Menu Settings **System Messages**

User Notification Template: Select ▼

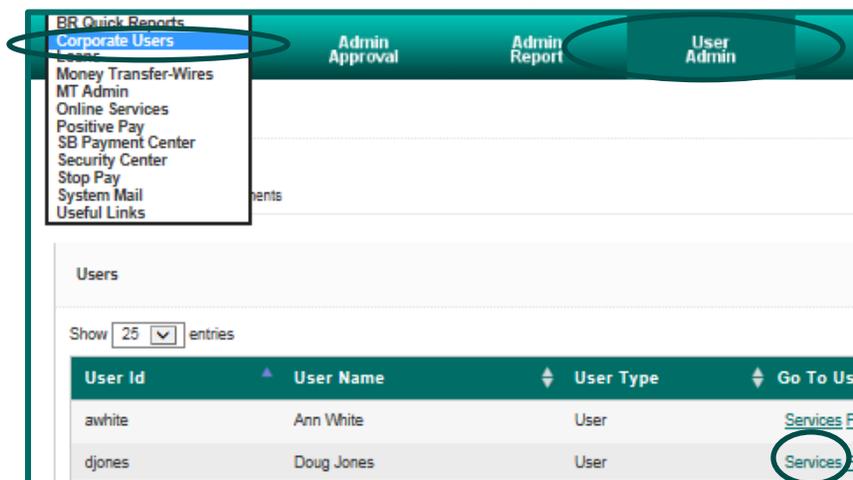
Message	Email
CLIENT - No exceptions	<input checked="" type="checkbox"/>
CLIENT - Exception: Duplicate paid item	<input checked="" type="checkbox"/>
CLIENT - Exception: Duplicate paid item with amount mismatch	<input checked="" type="checkbox"/>
CLIENT - Exception: Filtered / blocked transaction	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item not issued	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with amount mismatch	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with zero or blank check number	<input checked="" type="checkbox"/>
CLIENT - Exception: Payee name mismatch	<input checked="" type="checkbox"/>
CLIENT - Exception: Stale dated item paid	<input checked="" type="checkbox"/>
CLIENT - Exception: Unauthorized ACH transaction	<input checked="" type="checkbox"/>
CLIENT - Exception: Void item paid	<input checked="" type="checkbox"/>
CLIENT - Reminder to process exceptions	<input checked="" type="checkbox"/>
CLIENT - Filtered / blocked transaction notification	<input checked="" type="checkbox"/>

Column Name	Description
Notifications Types This User Will Receive	Check the various email and text notification types that this user is to receive.

D. Click the Submit button at the bottom of the page to create the user.

The user will now have access to the Positive Pay system. You will also need to update the users Online Business Banking access.

II. Online Business Banking Entitlement



- From the dropdown menu within Online Business Banking, select User Admin.
- Select Services next to the user you are adding the feature to.



- Check the Positive Pay option under Outbound SSO Services.
- Click Submit at the bottom of the page.

III. Delete a Positive Pay User

- Select User Setup (Client) from the side Navigation menu under Client Add/Edit.

User Setup (Client)

Choose Company:

Name	User Name	Email Address	Last Logged On	Status	
Jones, Doug	djones		--	Active	Edit Copy
Smith, Joe	jsmith		11/22/2016 10:41 AM	Active	Edit Copy
White, Ann	awhite		--	Active	Edit Copy
					Add New

1

B. On the setup screen click Edit next to the user that you are deleting.

User Setup (Client)

Contact Information | Security Settings | Menu Settings | System Messages

* **First Name:**

Middle Initial:

* **Last Name:**

* **Email Address:** Exclude From Email

Primary Phone Number:

Secondary Phone Number:

Mobile Number:

* Indicates required fields

Archive User

C. Check the Archive User box at the bottom of the screen and click Submit.

*You will also need to update the users Online Business Banking access by selecting Services and then unchecking the Positive Pay option under Outbound SSO Services. Refere to the *Online Business Banking Admin Guide, Page 2, number 5, Select User Service Permissions.*