🗱 Community Bank

USER GUIDE Positive Pay Alerts

Alerts are not auto generated – each user should follow these steps to enable alerts for Positive Pay exceptions:

- 1. From the Slide-out menu, select your name and select Alerts.
- 2. On the Alerts page, click Add New Alert
- Select Events on the left and at the Select Event Type drop down menu, select Positive Pay
- 4. Complete the Alert Name box with a name that helps you identify the Alert (i.e. Positive Pay Exceptions)
- 5. Select the accounts that have Positive Pay.
- Select the delivery method. Click Add Delivery Point to the right if you want to add or replace the delivery point.
- 7. Click Save.

ACCOUNT ACTIVITY ACCOUNT BALANCE EVENTS	SELECT EVENT TYPE ALERT NAME	0/75
	Positive Pay Notifies you of accounts with and without Positive Pay Exceptions.	

DELIVERY POINTS

< Alerts

ALERTS

Add New Alert

DELIVER TO		
E-mail 📀	~	+ Add Additional Delivery Point

Questions? Contact Us.

Get in touch. Stop into your local branch, pick up the phone or visit our website at **cbna.com**.

Commercial Services Support (M-F: 8am-6pm ET):

1-866-764-8638, Option 3, Option 3 or commercialservices@cbna.com.