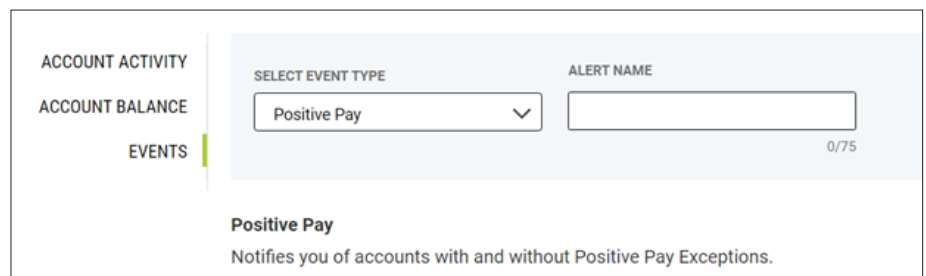
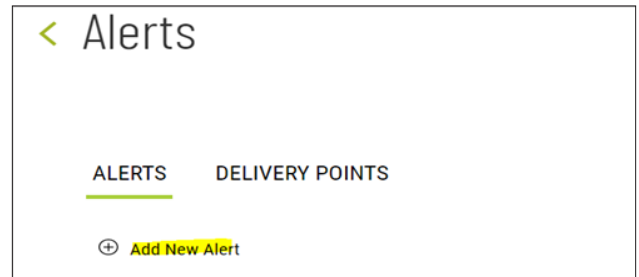


# Positive Pay Alerts

**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
3. 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.
6. Select the delivery method. Click Add Delivery Point to the right if you want to add or replace the delivery point.
7. Click Save.



## Questions? Contact Us.

Get in touch. Stop into your local branch, pick up the phone or visit our website at [cbna.com](https://www.cbna.com).

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

1-866-764-8638, Option 3, Option 3 or [commercialservices@cbna.com](mailto:commercialservices@cbna.com).