Associated Connect®

Quick Start Guide: Positive Pay Account Entitlement

Associated Bank

User Entitlements

Please read this document in full. **Failure to act after migration could result in a Positive Pay service disruption for your organization's users.**

1. Sign into Associated Connect and select **Account Details and Services.**
2. Select the **Fraud Services** drop-down and select **Fraud Services.**
3. Within **Company Maintenance** select **User Setup > Client Users**.
    a. Your full list of Positive Pay users will display. Review users for accuracy.
    b. If a user does not have "Full" or "View Only" access previously, please continue to Step 4 to entitle appropriately.
    c. If your user does have "Full" or "View Only" and should remain entitled to that view, you can move to entitling alerts.
4. Select **Edit** next to the user status.
5. Go to the **Security Settings** tab.
6. Scroll to the bottom and select the down arrow next to **Transaction Data User Rights**. A list of entitlement options will display; entitle user accordingly.

Transaction Data User Rights	Explanation of Entitlement
Allow user to add/edit transactions	Can submit issued checks/issued check files and voids.
Allow user to delete transactions	Can delete outstanding issued or voided checks.
Allow user to download issued check files	Can download and view an issued check file after it is uploaded.
Check Exception Type	• **No Access:** Cannot view or decision check exceptions. • **View Only Access:** Can only view but cannot decision check exceptions. • **Full Access:** Can view and decision check exceptions.
ACH Exception Type	• **No Access:** Cannot view or decision ACH exceptions. • **View Only Access:** Can only view but cannot decision ACH exceptions. • **Full Access:** Can view and decision ACH exceptions.

7. Select the down arrow next to **Setup User Rights**. A list of entitlement options will display; entitle the user accordingly.

Setup User Rights	Explanation of Entitlement
Allow user to add ACH Authorization Rules in Quick Exception Processing	**From Exception:** Add to the ACH Authorization Rules (approved list) when an exception occurs to prevent future exceptions.
Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules	**Manual Entry:** Proactively add to the ACH Authorization Rules (approved list) before an exception occurs.

8. Go to the **System Messages tab**. Choose the **types of alerts the user will be eligible to receive**, as well as the **delivery option(s)** – text and/or email.

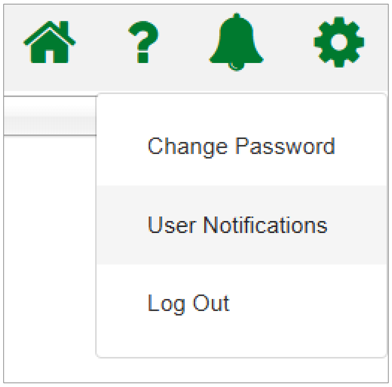
> ***Note:*** *Additional user action is needed to start receiving alerts. (See bottom of document for instructions.)*

Alert:	Explanation of Alert:
No exceptions	No exceptions for Check and/or ACH Positive Pay that day.
Exception notification	Check Positive Pay exceptions need to be reviewed/decisioned.
Reminder to process exceptions	One hour before cutoff, outstanding exception items have not yet been decisioned.
Unauthorized ACH transaction notification	ACH Positive Pay exceptions need to be reviewed/decisioned.
Issued file processing status	Submit Issued Check File is processed successfully or has errors.
New ACH Authorization Rule added	ACH Authorization Rule (Approved List) was added.

9. **Submit** to save entitlements.
10. User can now access **Fraud Services,** and if applicable, enroll to receive alerts.

Enrolling in Alerts

1. Sign into Associated Connect and select **Account Details and Services**
2. Choose the **Fraud Services** drop-down and select **Fraud Services**
3. Select the **Gear icon** > **User Notifications**



4. Select the **checkbox under Email and/or Text** for each alert you want to receive.
5. If you need to confirm the email or phone number for alerts, or want to make a change, contact your Company Administrator