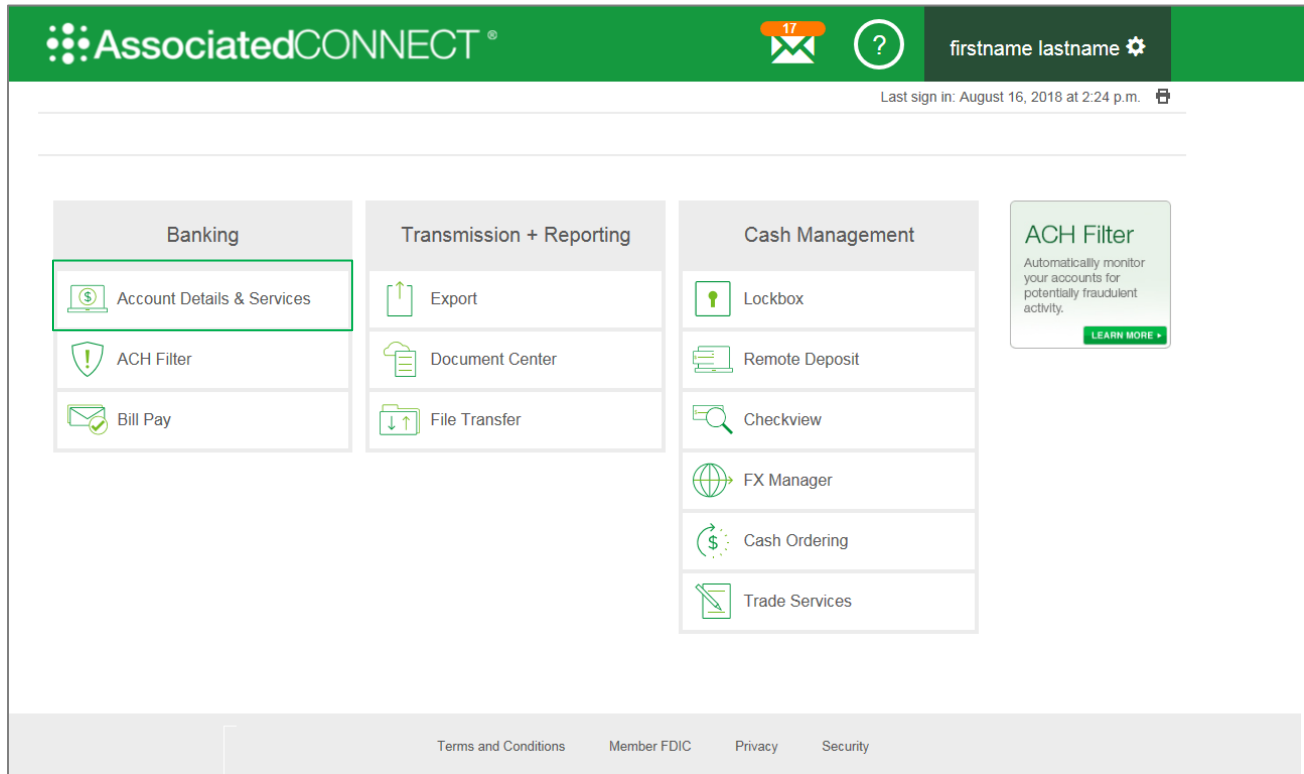# Associated Connect®
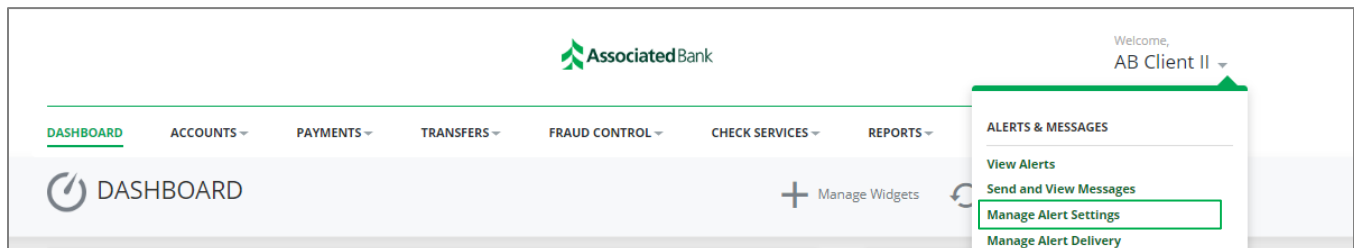
Setting up a Positive Pay Alerts

AssociatedBank

Positive Pay Alerts

Positive Pay alerts allow you to be notified when a file containing suspect items is available for decisioning. To set up an alert for Positive Pay, login to the Associated Connect Portal and select Account Details & Services .

Select **Manage Alert Settings** from the user menu containing your name, located in the upper right-hand corner of Account Details & Services.

Select **Create Alert** and then select **Positive Pay Check Suspects**.

Frist select when you would like to receive an alert. To receive an alert for Positive Pay Suspect Items, select to be notified when a file has suspects by checking the box.

Accounts that are entitled to Positive Pay will be shown. Select the account(s) you would like to set the suspect file alert for by checking the box next to each account. To select all accounts, select the check box in the header and all accounts entitled to Positive Pay will be included in the alert.

Select who needs to receive the alert via email by checking the box next to each user. To select all available users to receive the alert, select the check box in the header.

Deliver To	This alert will always be delivered to your inbox. You may select multiple delivery options.
	✅ **Delivery Name** | **Deliver To**
	✅ **Primary Email** | NPPI@bancorp.com

Once complete, select **Submit**.

CREATE ALERT ⭐ Required Fields ❓ ❌

Alert Type	Positive Pay Check Suspects
Notify When *	✅ File has suspects
	☐ File does not have suspects

Accounts *	✅	Account Number ▲	Account Nickname ▲	Bank ID ▲
	✅	2018121404 - test account 3	test account 3	075900575

Deliver To	This alert will always be delivered to your inbox. You may select multiple delivery options.
	✅ **Delivery Name** | **Deliver To**
	✅ **Primary Email** | NPPI@bancorp.com

Cancel   **Submit**

You will receive a confirmation that your alert was added successfully.

Associated Bank

Successful Submit
Your subscription was added successfully.

Alert Settings

Your alert will be shown under **My Alerts.**

MY ALERTS

	Alert Type ▲	Alert Detail	Account	Deliver To	Action
☐	Periodic Balance		Account1 2018121401	Inbox	✏️
☐	Positive Pay Check Suspects	File has suspects: True,File does not have exceptions: False	test account 3 2018121404	Primary Email,Inbox	✏️

Show 10 ▼

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