J.P.Morgan

Getting started with ACH Transaction Block with ACH Positive Pay services on Access

This document is created to assist clients whose accounts are transitioning from First Republic to JPMorgan Chase. It provides a customized set of steps to guide a new Security Administrator (SA) of J.P. Morgan Access®, through creating entitlements for ACH Transaction Block with ACH Positive Pay services.

If you are an SA who also functions as a user, you'll need these entitlements created and approved.

Covered in this guide are:

- How to entitle users to ACH Transaction block with ACH Positive Pay services
- How to manage ACH Transaction Block Notifications in Access

Notes

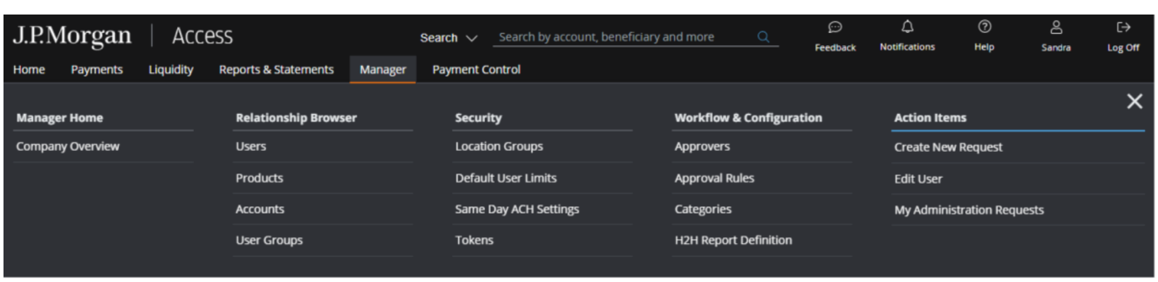
It's critical that SAs complete these steps by May 16; if they are not completed in time, your company may experience a service disruption. We will enroll your First Republic accounts for you at the company profile level, and we will transfer your existing ACH authorization rules during the integration weekend. Do not add accounts, rules or ACH company IDs for new payees **until after the integration**. If you do, they will not be recognized by the system.

Before you begin

Before beginning these steps, SAs will need to create their users. For some of the steps, two SAs may be needed as a control to complete and approve entitlements.

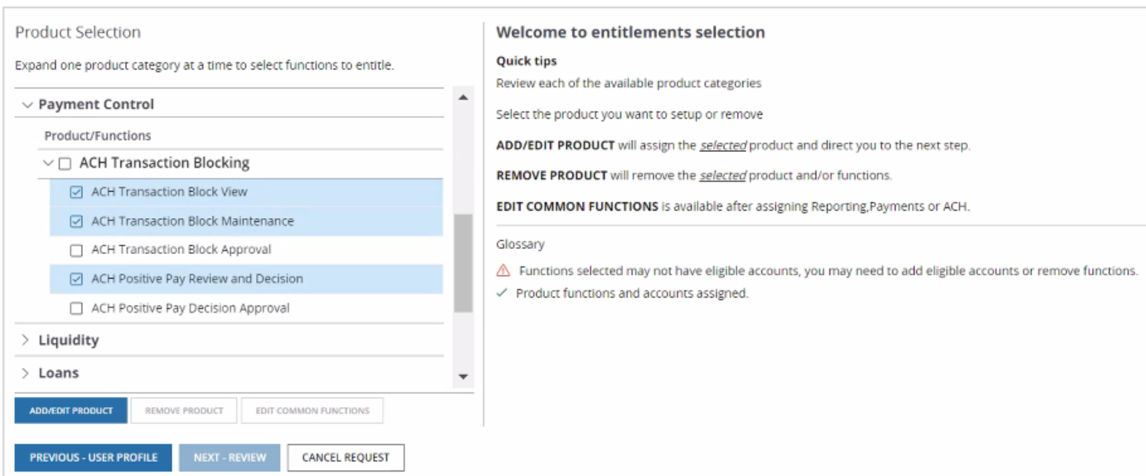
Entitle users to ACH Transaction Block

1. Open the **Manager** tab.

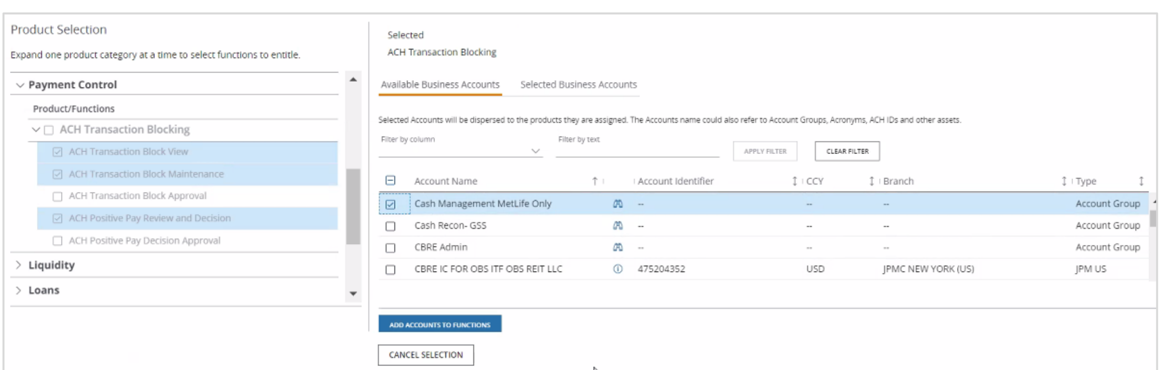


2. Under **Action Items**, select **Edit User**.
3. Select a user from the dropdown menu.
4. Under **Edit Options**, select **Edit Custom User**.
5. On user profile detail screen, click **Next – Entitlement**. (If you have multiple products, you'll need to select Treasury Services.)
6. Under Product Selection, expand **Payment Control**.
7. Expand **ACH Transaction Block** and select:

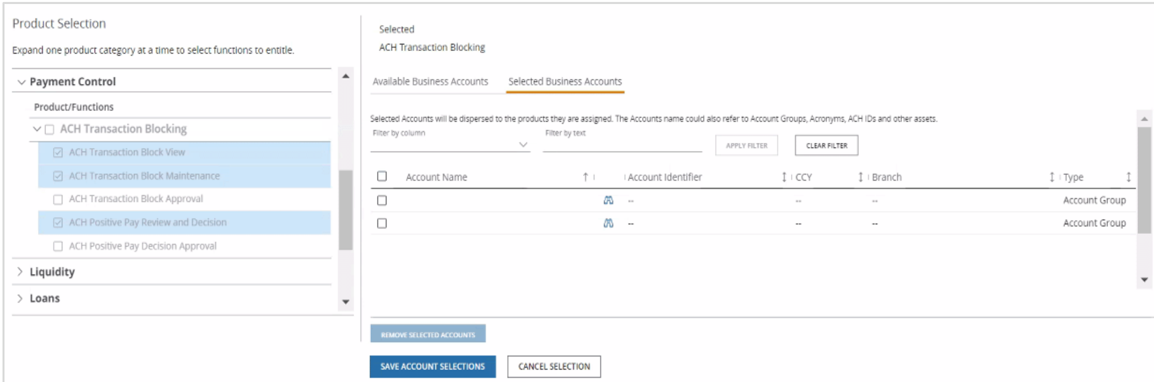
- ACH Transaction Block View
- ACH Transaction Block Maintenance
- ACH Positive Pay Review and Decision



8. Click **Add/Edit Product**.
9. From the **Available Business Accounts** tab, select applicable accounts and click **Add Accounts to Functions**.



10. Click **Save Account Selections**.

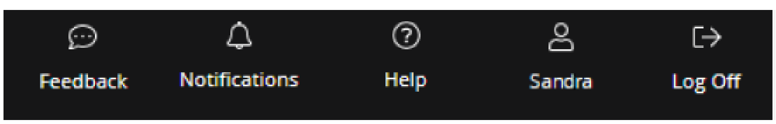


11. Click **Next – Review**.
12. Review the user’s entitlements, and if correct, click **Submit for Approval**.
13. Repeat these steps for each user of this product.

ACH Transaction Block Notifications in Access

Access will activate your notifications for ACH Transaction Block automatically.

14. To view or manage your notifications, click the **Notifications** icon in the top-right corner of the screen.



15. Click **Manage**.
16. Select the notification by moving the toggle to the blue-checked position.