

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

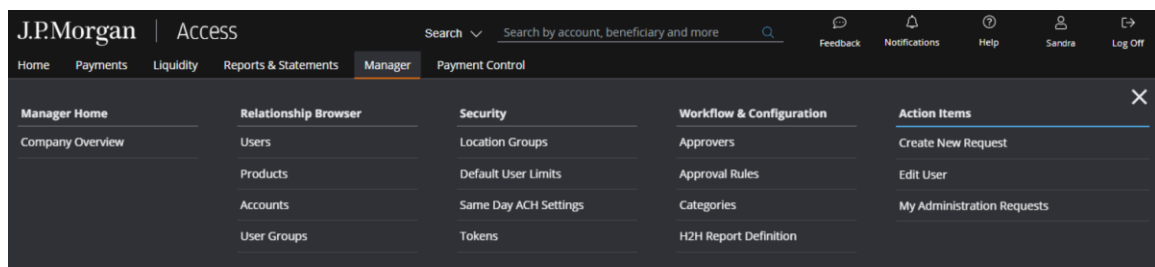
It's critical that SAs complete these steps by May 16; if they are not completed in time, your company may experience a service disruption. We will enroll your First Republic accounts for you at the company profile level, and we will transfer your existing ACH authorization rules during the integration 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

Product Selection
Expand one product category at a time to select functions to entitle.

▼ **Payment Control**

Product/Functions

▼ **ACH Transaction Blocking**

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

> **Liquidity**

> **Loans**

ADD/EDIT PRODUCT REMOVE PRODUCT EDIT COMMON FUNCTIONS

PREVIOUS - USER PROFILE NEXT - REVIEW CANCEL REQUEST

Welcome to entitlements selection

Quick tips
Review each of the available product categories
Select the product you want to setup or remove

ADD/EDIT PRODUCT will assign the selected product and direct you to the next step.
REMOVE PRODUCT will remove the selected product and/or functions.
EDIT COMMON FUNCTIONS is available after assigning Reporting, Payments or ACH.

Glossary
⚠ Functions selected may not have eligible accounts, you may need to add eligible accounts or remove functions.
✓ Product functions and accounts assigned.

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

Product Selection
Expand one product category at a time to select functions to entitle.

▼ **Payment Control**

Product/Functions

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ADD/EDIT PRODUCT REMOVE PRODUCT EDIT COMMON FUNCTIONS

PREVIOUS - USER PROFILE NEXT - REVIEW CANCEL REQUEST

Selected
ACH Transaction Blocking

Available Business Accounts Selected Business Accounts

Selected Accounts will be dispersed to the products they are assigned. The Accounts name could also refer to Account Groups, Acronyms, ACH IDs and other assets.

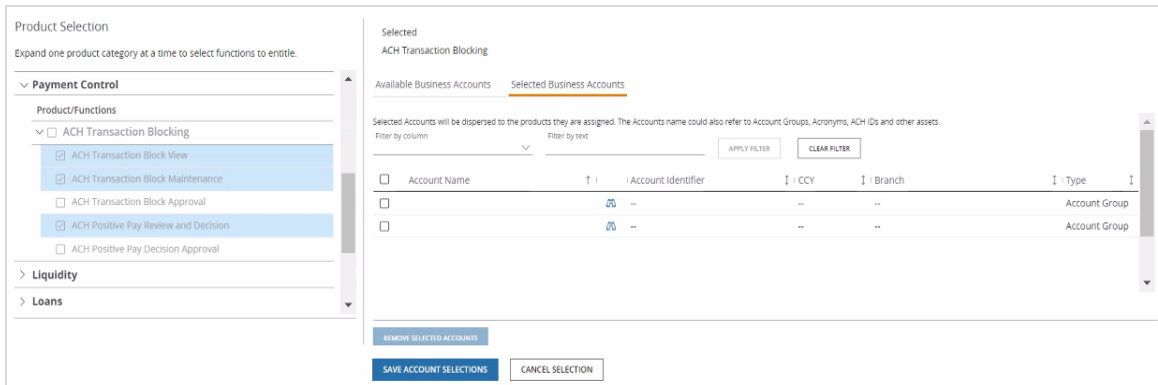
Filter by column Filter by text APPLY FILTER CLEAR FILTER

Account Name	Account Identifier	CCY	Branch	Type
<input checked="" type="checkbox"/> Cash Management MetLife Only	00 --	--	--	Account Group
<input type="checkbox"/> Cash Recon- GSS	00 --	--	--	Account Group
<input type="checkbox"/> CBRE Admin	00 --	--	--	Account Group
<input type="checkbox"/> CBRE IC FOR OBS ITF OBS REIT LLC	475204352	USD	JPMC NEW YORK (US)	JPM US

ADD ACCOUNTS TO FUNCTIONS

CANCEL SELECTION

10. Click **Save Account Selections**.



11. Click **Next – Review**.

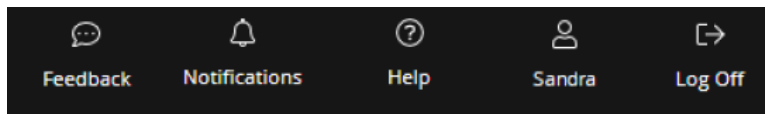
12. Review the user's entitlements, and if correct, click **Submit for Approval**.

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.