J.P.Morgan

Setting up Check Positive Pay Fraud Protection Services

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 and a user through completing activation and enrollment activities for Check Positive Pay Fraud Protection 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 Access Checks
- How to create and issue a test check
- How to activate and complete Check Positive Pay enrollment
- How to create email groups and activate email notifications

Before you begin

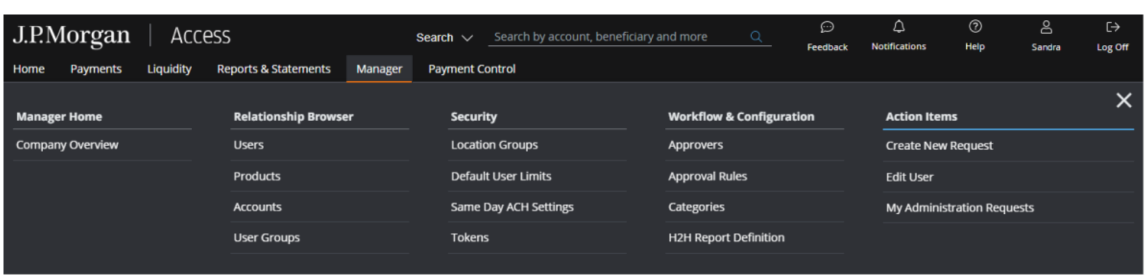
Before beginning these steps, SAs will need to create their users. For some of the steps, two SAs are needed as a control to complete and approve entitlements. Users will need to make sure they've been entitled to Recon Input Manual Entry, Positive Pay Exception Review and Positive Pay Email Administration.

The process is completed over multiple days because it requires processing of a test check issuance before the final activation steps may be done.

Entitle users with Access Checks

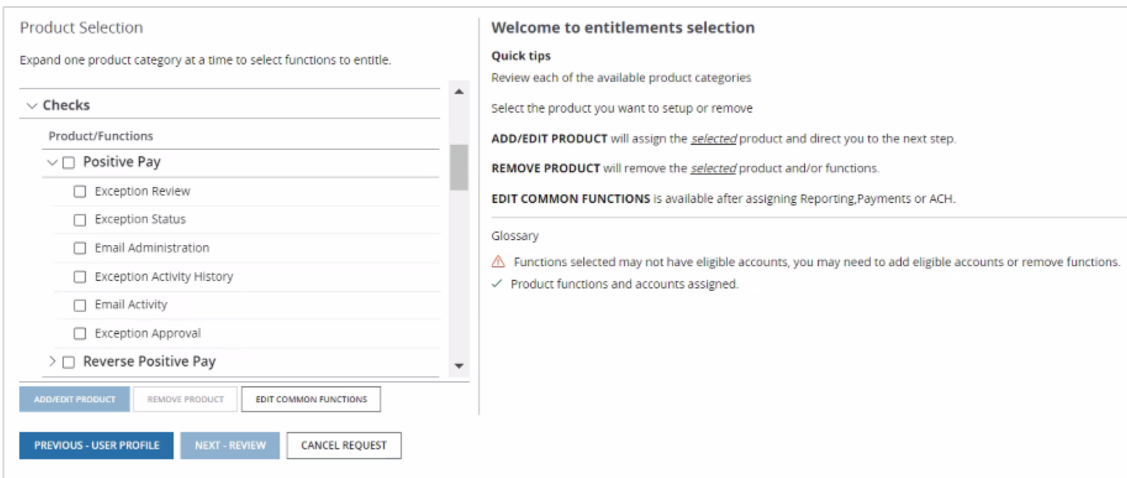
An SA will complete the steps in this section.

1. Open the **Manager** tab.
2. Under **Action Items**, select **Edit User**.

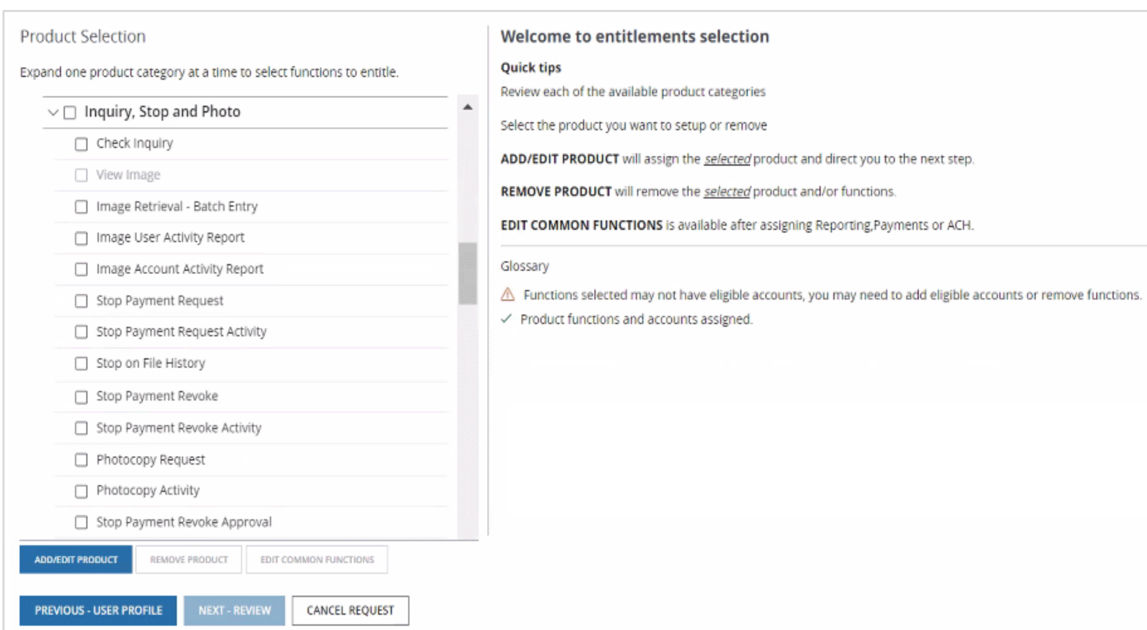


3. Select a user from the dropdown menu.
4. Under **Edit Options**, click **Edit Custom User**.
5. On user profile detail screen, click **Next – Entitlement**. (If you have multiple products, you'll need to select Treasury Services.)
6. Under Product Selection, expand **Checks** and select the specific Product and Functions to entitle for the user, then select the products to add.

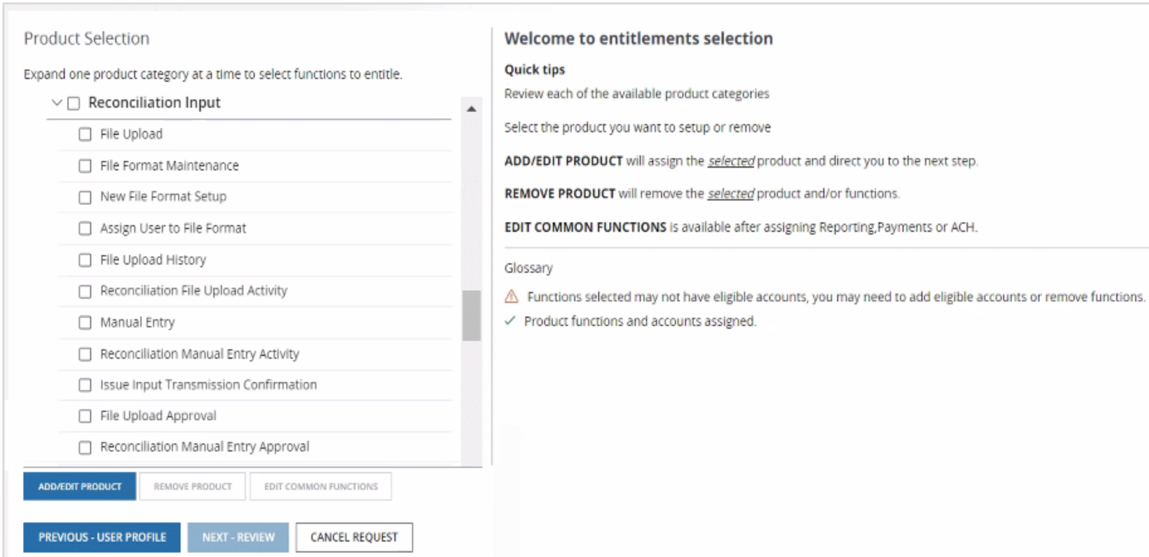
- Positive Pay



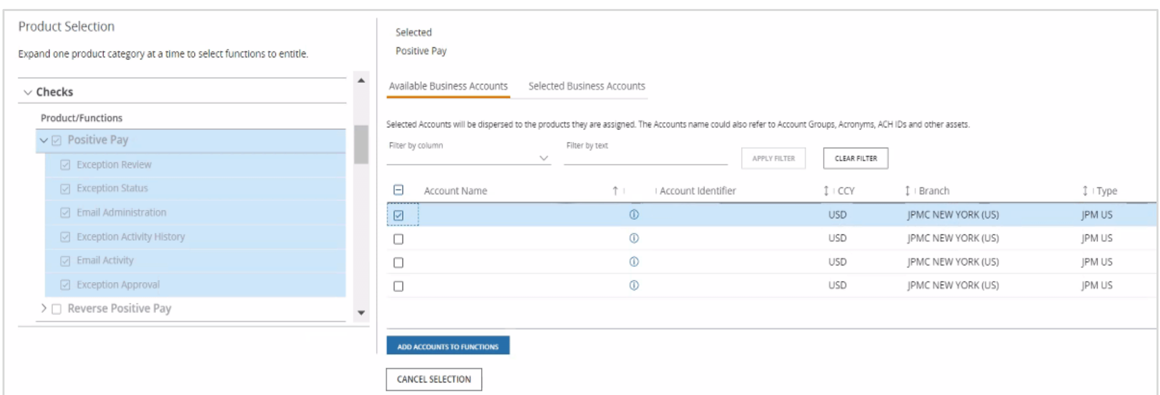
- Inquiry, Stop and Photo



- Reconciliation Input

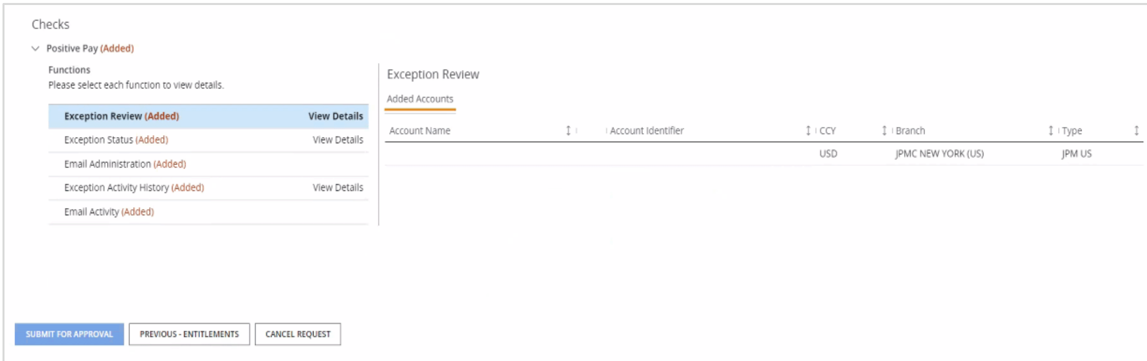


7. Click **Add/Edit Product**.
8. From the **Available Business Accounts** tab, select all applicable accounts and click **Add Accounts to Functions**.



9. Click **Save Account Selections**.
10. Click **Next – Review**.

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

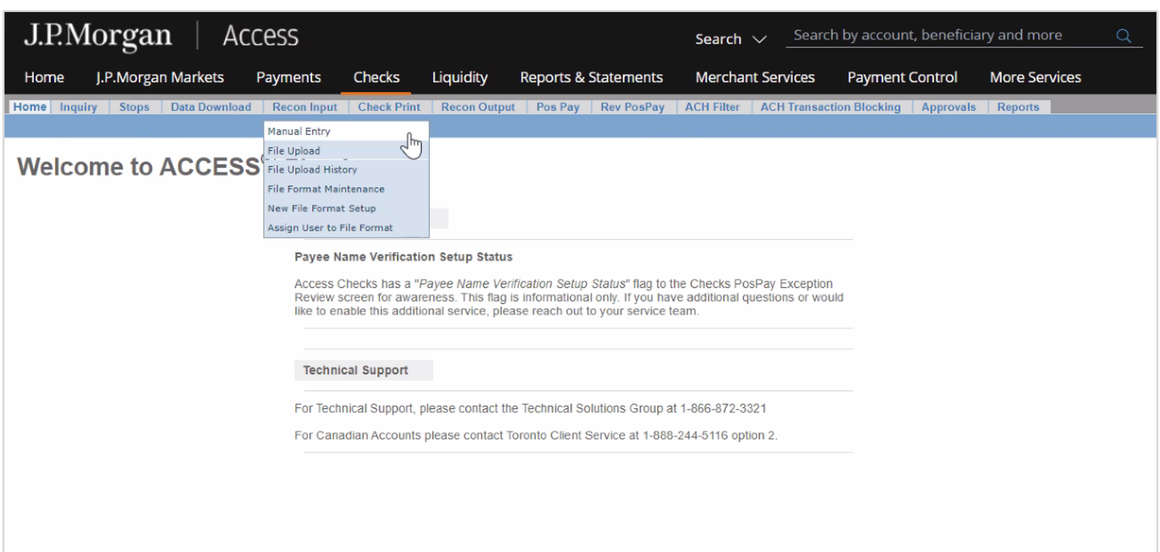


Create and issue an initial check

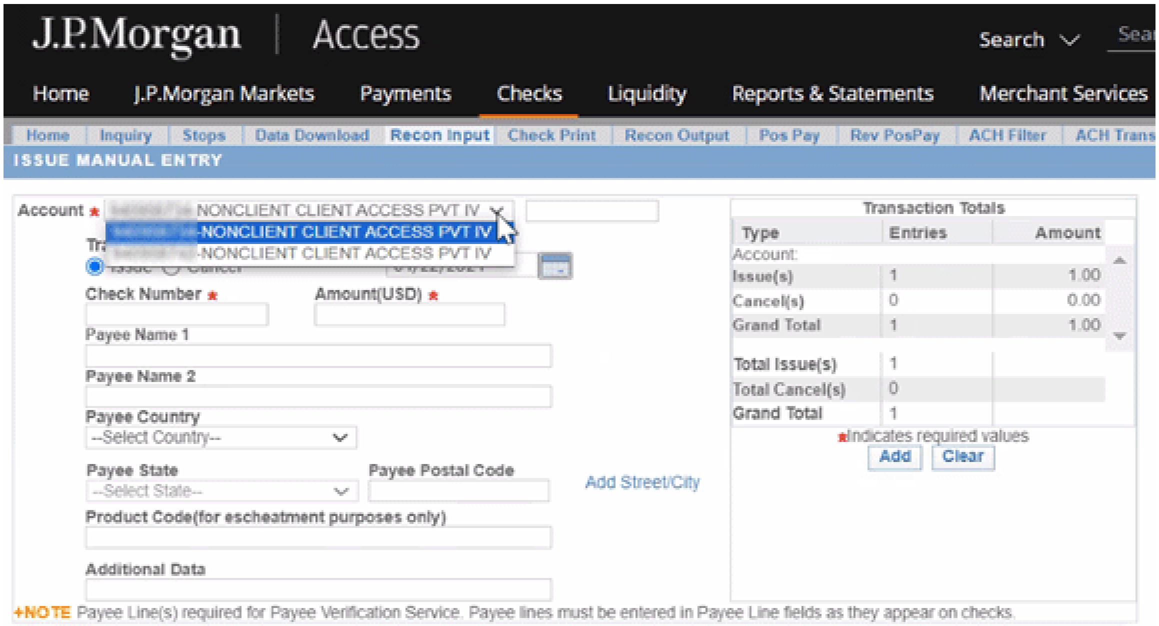
A user will complete the steps in this section. Before you can complete the steps in this section, make sure you are entitled for Recon Input Manual Entry (as described earlier in the Entitle users with Access Checks section).

You'll need to complete these steps for **all accounts** that need Positive Pay activated. The initial check submission created in this section will not clear your account.

12. From Checks tab, hover over **Recon Input tab** and select **Manual Entry**.



13. From the drop-down **Account** menu, select an account that needs Positive Pay activated.



14. For **Tran Type** select **Issue**.
15. Enter a **check number** (i.e., 1) and **amount** (i.e., $0.01).
16. If you have Payee Name Verification services, you can include a payee name **in Payee Name 1** or **Payee Name 2**.
17. Click **Add**, or press Enter on your keyboard.
18. If you have multiple accounts, repeat these steps for each account prior to submitting.
19. Click **Submit**.

Your check issuance has been submitted, and you are ready to move on to activation to complete your Positive Pay enrollment once it has been processed.

How to Activate and complete Positive Pay enrollment

A user will complete the steps in this section. The day after issuing the test check, you must complete these steps to finish the activation of Positive Pay. Before you can complete the steps in this section, make sure that you are entitled for Positive Pay Exception Review (as described earlier in the Entitle users with Access Checks section).

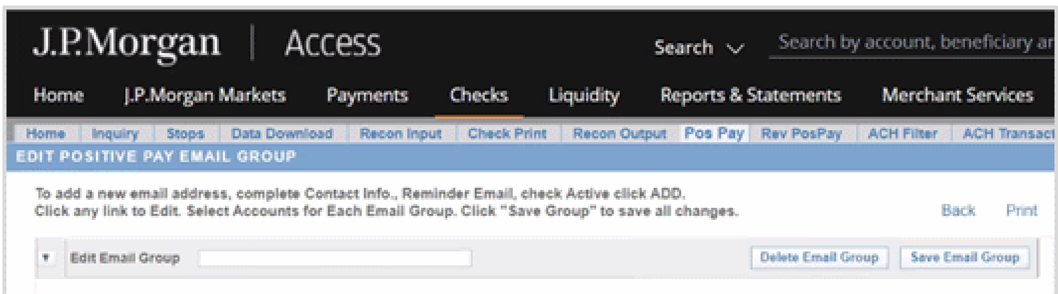
20. From the Checks tab, hover over **Pos Pay** and click **Exception Review**.
21. Select all accounts that say Activate and click **Begin Activation**.
22. On the Positive Pay Activation screen that appears, select **Yes** and click **Submit**.
23. On the confirmation page, click **OK**.

Positive Pay will be fully activated following overnight processing. You will be able to begin decisioning Positive Pay exceptions on **Wednesday, May 29**.

Create email groups and activate email notifications

A user will complete the steps in this section. Before you can complete the steps in this section, make sure you are entitled for Positive Pay Email Administration (as described earlier in the Entitle users with Access Checks section).

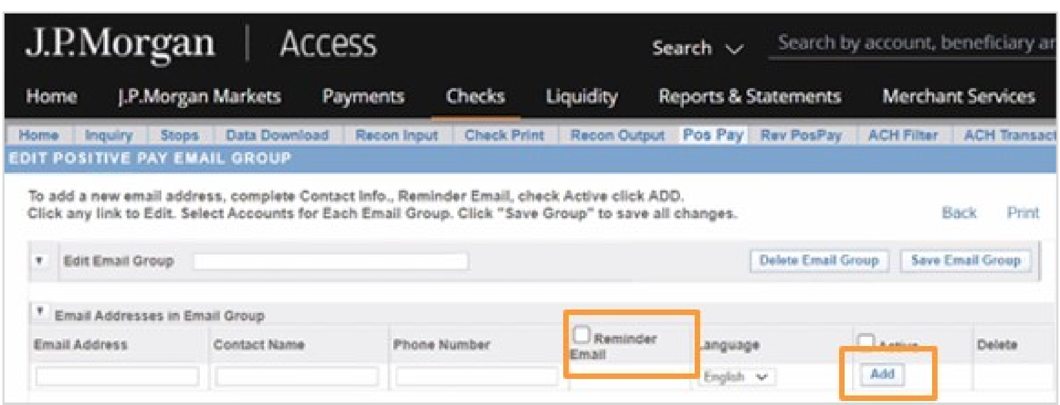
24. From the Checks tab, hover over **Pos Pay** and click **Positive Pay Email Administration**.
25. Click **Create New Email Group**
26. In the **Edit Email Group Field**, type the name the name of your email group.



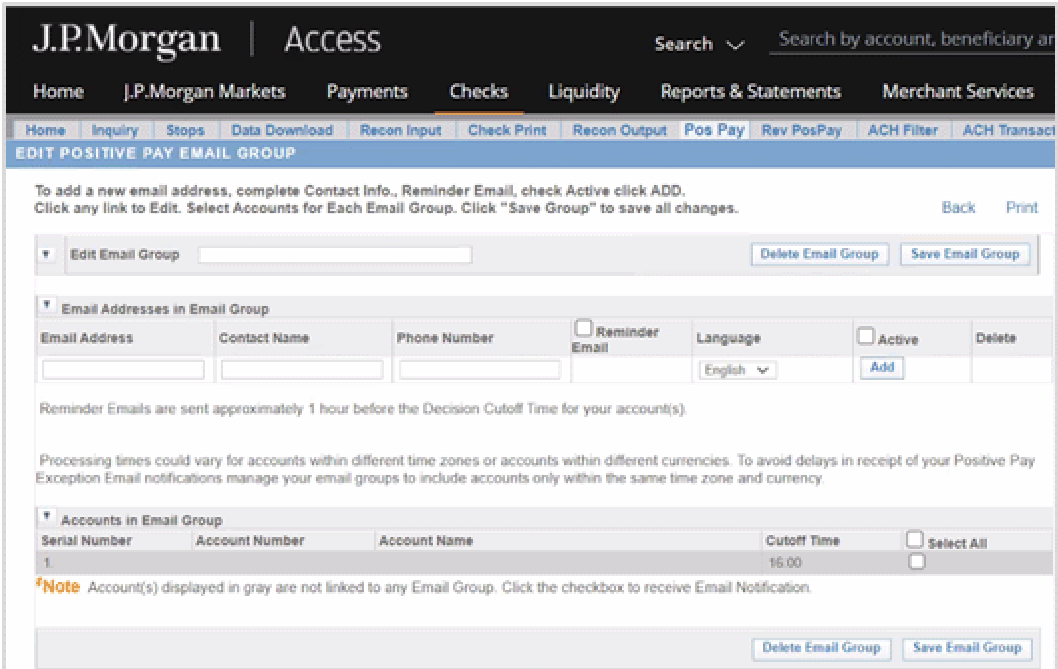
27. In the **Email Addresses in Email Group** section, complete the following fields:

- Email Address
- Contact Name
- Phone Number

28. Select **Reminder Email**, then click **Add**. Repeat this for each user that needs to receive a notification.



29. In the **Accounts in Email Group** section, select all applicable accounts to add them to the user's list of email notifications.



30. Select **Save Email Group**.
31. To set up multiple email groups, repeat these steps.