

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

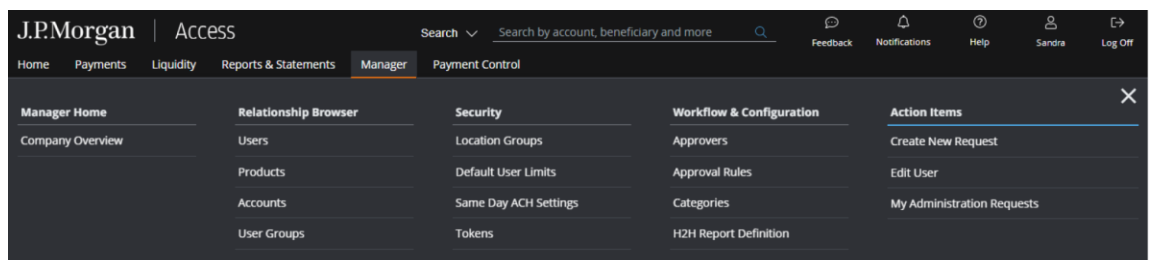
Before beginning these steps, SAs will need to create their users. For some of the steps, two SAs are needed as a control to complete and approve entitlements. Users will need to make sure they've been entitled to Recon Input Manual Entry, Positive Pay Exception Review and Positive Pay Email Administration.

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

Product Selection

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

▼ **Checks**

Product/Functions

▼ **Positive Pay**

- Exception Review
- Exception Status
- Email Administration
- Exception Activity History
- Email Activity
- Exception Approval

> **Reverse Positive Pay**

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.

- Inquiry, Stop and Photo

Product Selection

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

▼ **Inquiry, Stop and Photo**

- Check Inquiry
- View Image
- Image Retrieval - Batch Entry
- Image User Activity Report
- Image Account Activity Report
- Stop Payment Request
- Stop Payment Request Activity
- Stop on File History
- Stop Payment Revoke
- Stop Payment Revoke Activity
- Photocopy Request
- Photocopy Activity
- Stop Payment Revoke Approval

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.

- Reconciliation Input

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

Reconciliation Input

- File Upload
- File Format Maintenance
- New File Format Setup
- Assign User to File Format
- File Upload History
- Reconciliation File Upload Activity
- Manual Entry
- Reconciliation Manual Entry Activity
- Issue Input Transmission Confirmation
- File Upload Approval
- Reconciliation Manual Entry Approval

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.

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

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

Checks

Product/Functions

- Positive Pay**
 - Exception Review
 - Exception Status
 - Email Administration
 - Exception Activity History
 - Email Activity
 - Exception Approval
- Reverse Positive Pay

Selected
Positive Pay

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**

<input type="checkbox"/>	Account Name	Account Identifier	CCY	Branch	Type
<input checked="" type="checkbox"/>		⓪	USD	JPMC NEW YORK (US)	JPM US
<input type="checkbox"/>		⓪	USD	JPMC NEW YORK (US)	JPM US
<input type="checkbox"/>		⓪	USD	JPMC NEW YORK (US)	JPM US
<input type="checkbox"/>		⓪	USD	JPMC NEW YORK (US)	JPM US

ADD ACCOUNTS TO FUNCTIONS

CANCEL SELECTION

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

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

Account Name	Account Identifier	CCY	Branch	Type
		USD	JPMC NEW YORK (US)	JPM US

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**.

Payee Name Verification Setup Status

Access Checks has a "Payee Name Verification Setup Status" flag to the Checks PosPay Exception Review screen for awareness. This flag is informational only. If you have additional questions or would like to enable this additional service, please reach out to your service team.

Technical Support

For Technical Support, please contact the Technical Solutions Group at 1-866-872-3321
For Canadian Accounts please contact Toronto Client Service at 1-888-244-5116 option 2.

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

J.P.Morgan | Access

Home J.P.Morgan Markets Payments **Checks** Liquidity Reports & Statements Merchant Services

Home Inquiry Stops Data Download Recon Input Check Print Recon Output Pos Pay Rev PosPay ACH Filter ACH Trans

ISSUE MANUAL ENTRY

Account * NONCLIENT CLIENT ACCESS PVT IV

Tr NONCLIENT CLIENT ACCESS PVT IV

Check Number * Amount(USD) *

Payee Name 1

Payee Name 2

Payee Country --Select Country--

Payee State --Select State-- Payee Postal Code Add Street/City

Product Code(for escheatment purposes only)

Additional Data

+NOTE Payee Line(s) required for Payee Verification Service. Payee lines must be entered in Payee Line fields as they appear on checks.

Type	Entries	Amount
Account:		
Issue(s)	1	1.00
Cancel(s)	0	0.00
Grand Total	1	1.00
Total Issue(s)	1	
Total Cancel(s)	0	
Grand Total	1	

Indicates required values

Add Clear

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).

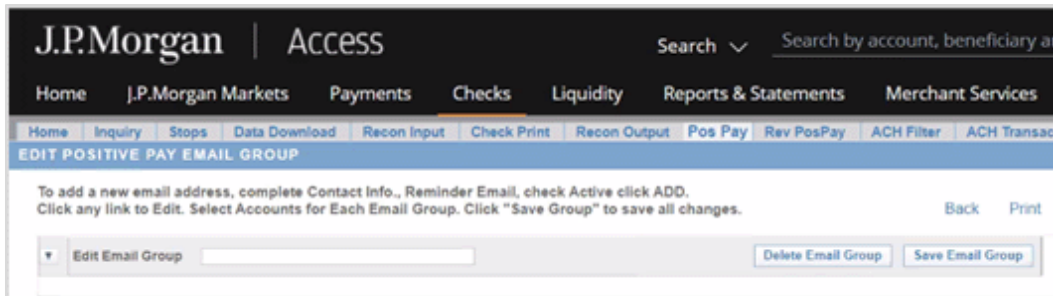
20. From the Checks tab, hover over **Pos Pay** and click **Exception Review**.
21. Select all accounts that say Activate and click **Begin Activation**.
22. On the Positive Pay Activation screen that appears, select **Yes** and click **Submit**.
23. On the confirmation page, click **OK**.

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.

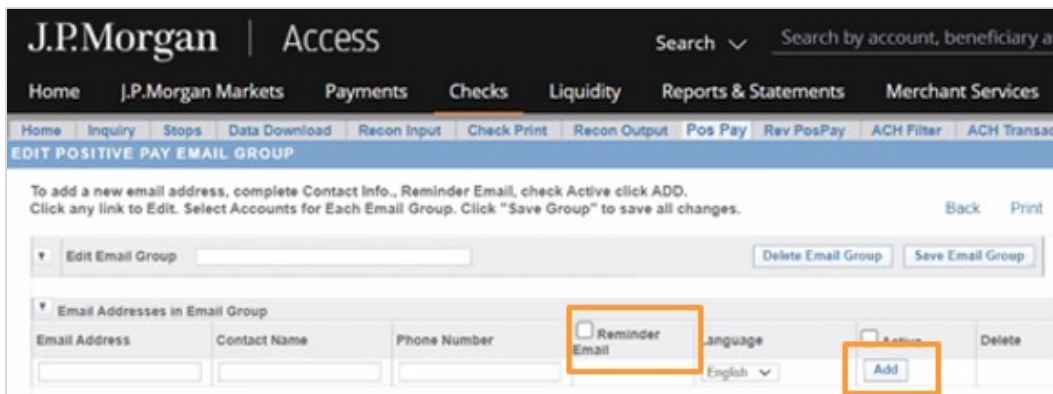


The screenshot shows the 'EDIT POSITIVE PAY EMAIL GROUP' page in the J.P. Morgan Access system. The page has a dark header with the J.P. Morgan logo and 'Access' text. Below the header is a navigation menu with tabs for Home, J.P. Morgan Markets, Payments, Checks, Liquidity, Reports & Statements, and Merchant Services. Under the 'Checks' tab, there are sub-tabs for Home, Inquiry, Stops, Data Download, Recon Input, Check Print, Recon Output, Pos Pay, Rev PosPay, ACH Filter, and ACH Transact. The main content area has a blue header with the title 'EDIT POSITIVE PAY EMAIL GROUP'. Below this is a message: 'To add a new email address, complete Contact Info., Reminder Email, check Active click ADD. Click any link to Edit. Select Accounts for Each Email Group. Click "Save Group" to save all changes.' There are 'Back' and 'Print' links. Below the message is a form with a dropdown menu for 'Edit Email Group', a text input field, and two buttons: 'Delete Email Group' and 'Save 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.



This screenshot is similar to the one above, but it shows the 'Email Addresses in Email Group' section. This section contains a table with columns for 'Email Address', 'Contact Name', 'Phone Number', 'Reminder Email', 'Language', 'Active', and 'Delete'. The 'Reminder Email' column has a checkbox, and the 'Active' column has a checkbox. The 'Add' button is highlighted with an orange box. The 'Reminder Email' checkbox is also highlighted with an orange box.

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

J.P.Morgan | Access Search Search by account, beneficiary ar

Home J.P.Morgan Markets Payments **Checks** Liquidity Reports & Statements Merchant Services

Home Inquiry Stops Data Download Recon Input Check Print Recon Output Pos Pay Rev PosPay ACH Filter ACH Transact

EDIT POSITIVE PAY EMAIL GROUP

To add a new email address, complete Contact Info., Reminder Email, check Active click ADD.
Click any link to Edit. Select Accounts for Each Email Group. Click "Save Group" to save all changes. [Back](#) [Print](#)

▼ Edit Email Group [Delete Email Group](#) [Save Email Group](#)

▼ Email Addresses in Email Group

Email Address	Contact Name	Phone Number	<input type="checkbox"/> Reminder Email	Language	<input type="checkbox"/> Active	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>		English ▼	Add	

Reminder Emails are sent approximately 1 hour before the Decision Cutoff Time for your account(s).

Processing times could vary for accounts within different time zones or accounts within different currencies. To avoid delays in receipt of your Positive Pay Exception Email notifications manage your email groups to include accounts only within the same time zone and currency.

▼ Accounts in Email Group

Serial Number	Account Number	Account Name	Cutoff Time	<input type="checkbox"/> Select All
1			16:00	<input type="checkbox"/>

Note Account(s) displayed in gray are not linked to any Email Group. Click the checkbox to receive Email Notification.

[Delete Email Group](#) [Save Email Group](#)

30. Select **Save Email Group**.

31. To set up multiple email groups, repeat these steps.