



Getting started with Check Fraud Protection Services and ACH Debit Block on Chase Connect

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 you, as a new System Administrator (SA) of Chase Connect® for your company, through enrolling in and creating entitlements for Check Fraud Protection Services (FPS) and ACH Debit Block.

Covered in this guide are:

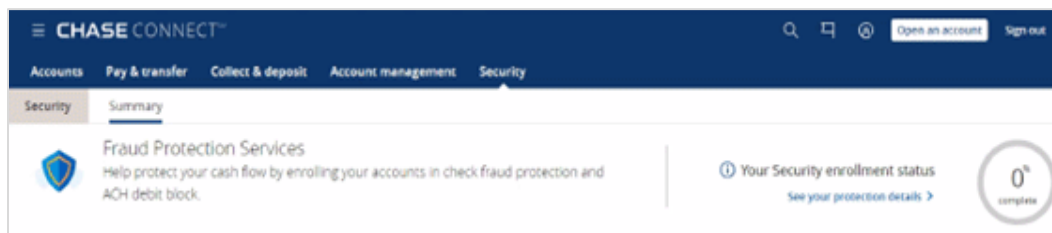
- How to enroll in Check Fraud Protection Services and ACH Debit Block
- How to entitle users to Check Fraud Protection Services and ACH Debit Block
- How to create and issue a test check
- How to create email groups and activate email notifications

Notes

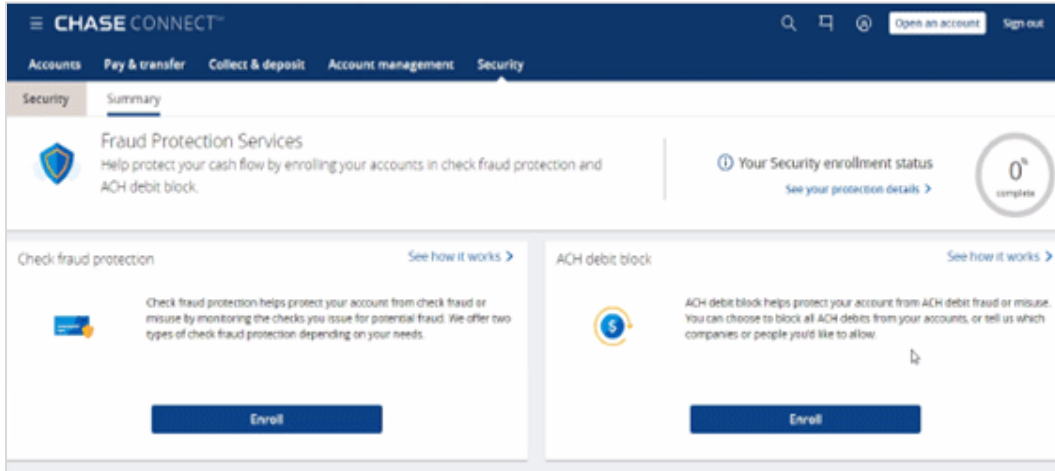
It's critical that SAs complete these steps by May 16; if they are not completed in time, your company may experience a service disruption. We will transfer your existing ACH authorization rules during the integration weekend. Do not add accounts, rules or ACH company IDs for new payees **until after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

Enroll in ACH Debit Block Services

1. Select the **Security** tab from the top navigation bar.

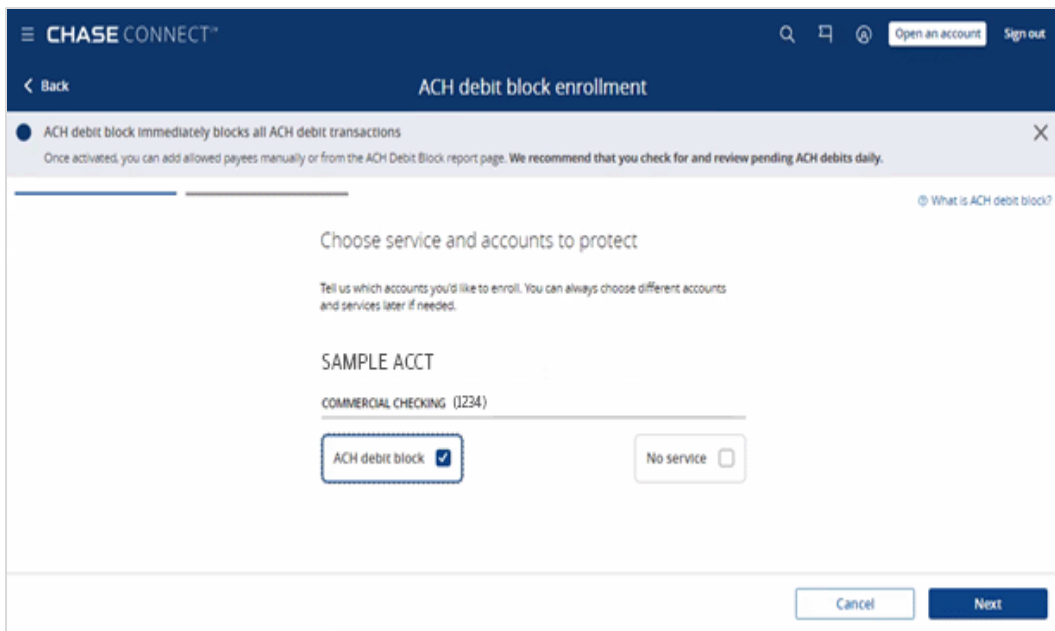


2. In the Summary tab, the **ACH Debit Block** tile, click **Enroll**.



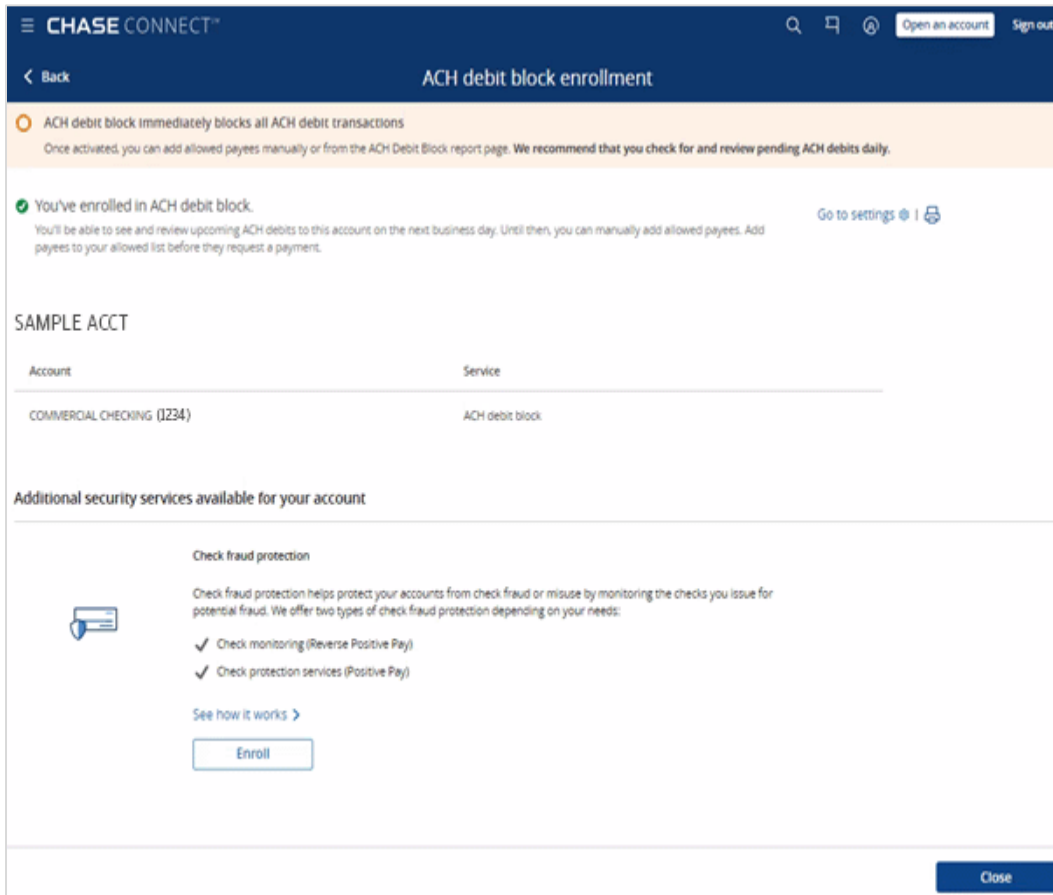
3. Select the **ACH Debit Block** service for each applicable account and click **Next**.

Your selections should mirror the account list that had this service at First Republic.



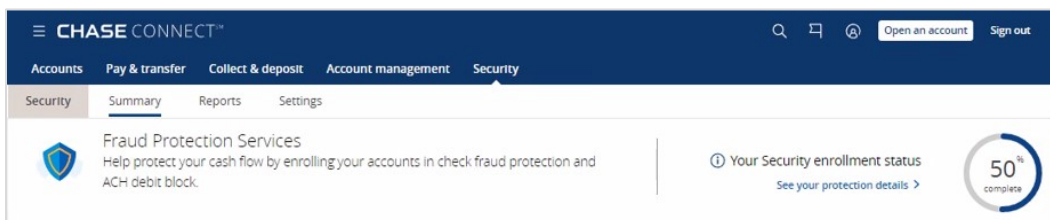
4. Review the confirmation message and click **Close**.

When you enroll in ACH Debit Block, your Allowable IDs from First Republic will be migrated for you and will be available May 28

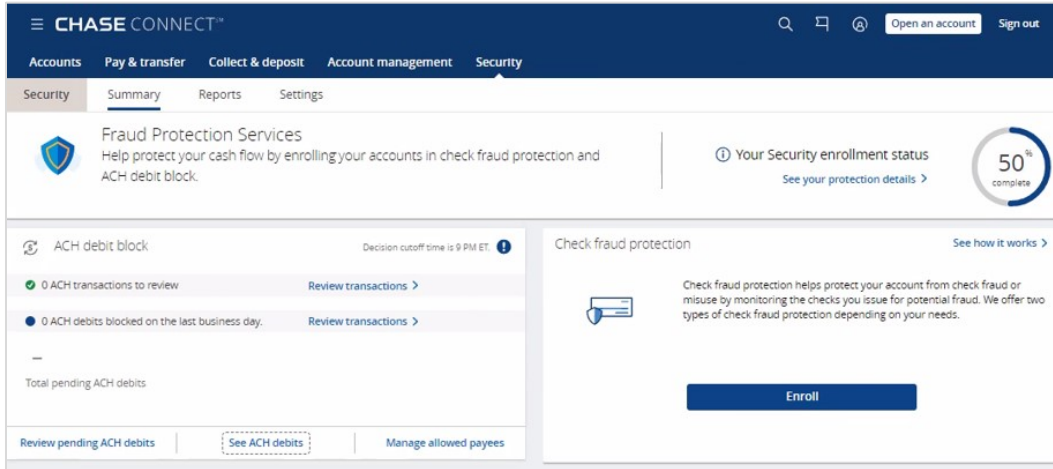


Enroll in Check Fraud Protection

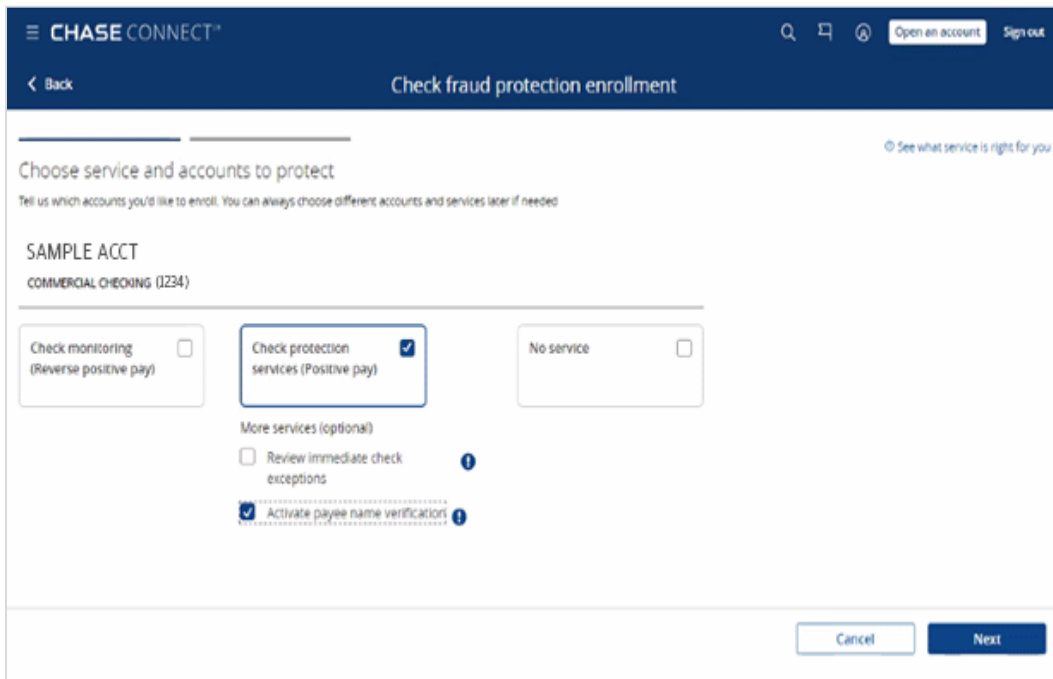
1. Select the **Security** tab from the top navigation bar.



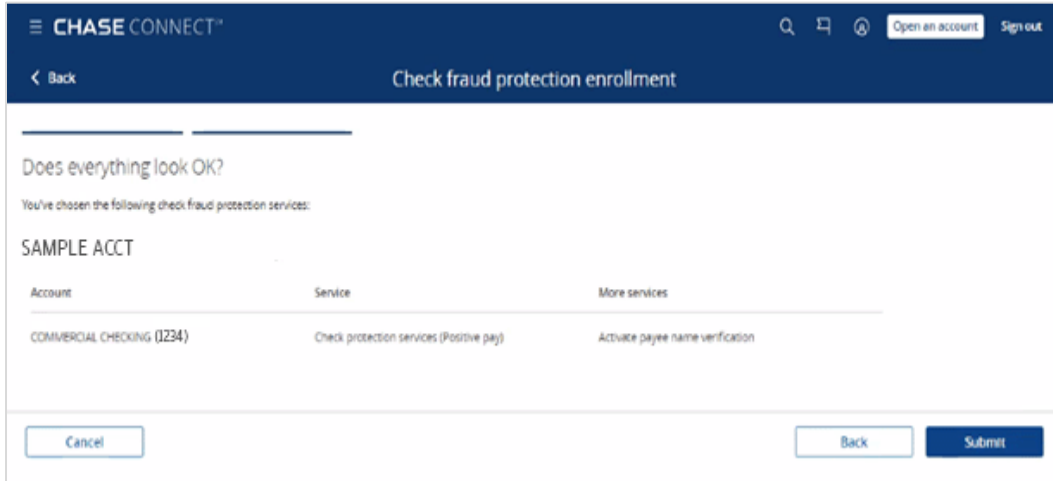
2. In the **Check Fraud Protection** tile, click **Enroll**.



3. Select **Check Protection Services (Positive Pay)** and **Activate Payee Name Verification**, for each applicable account, then click **Next**.

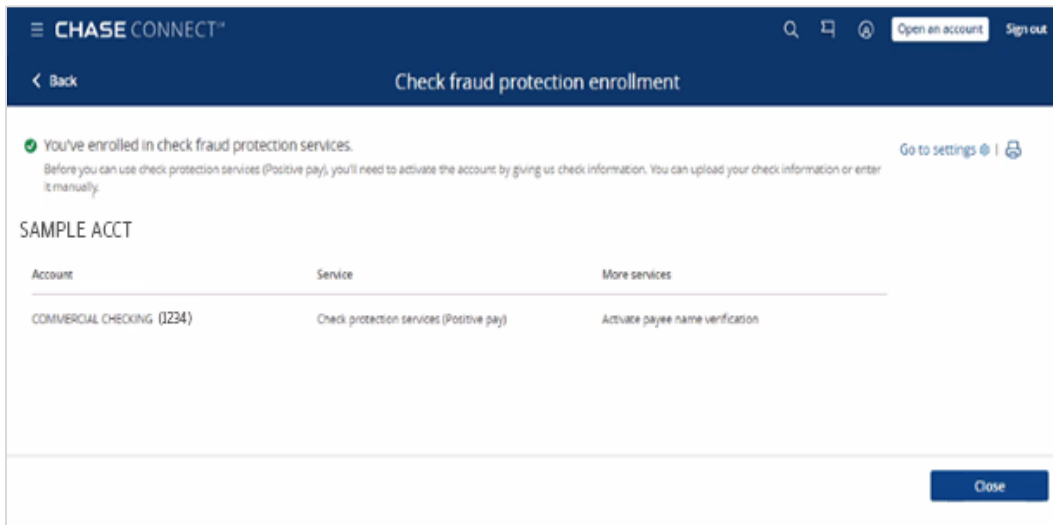


- Review your selections and, if correct, click **Submit**.



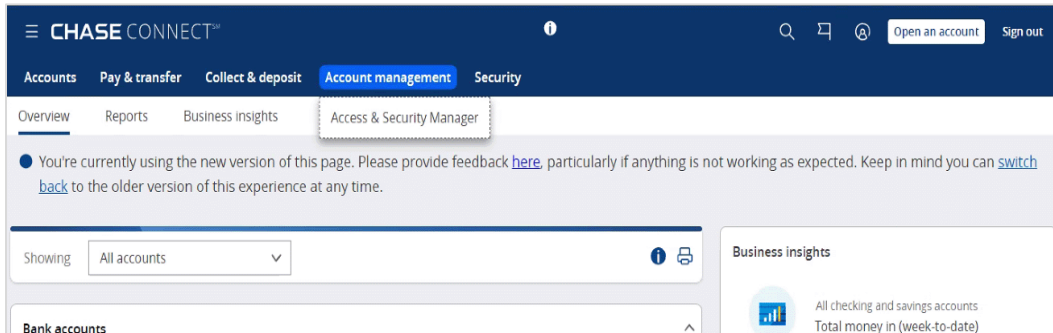
- Review the confirmation message and click **Close**.

If enrolling in check protection services, you will need to submit a test check to initiate your protection. (See instructions below.)

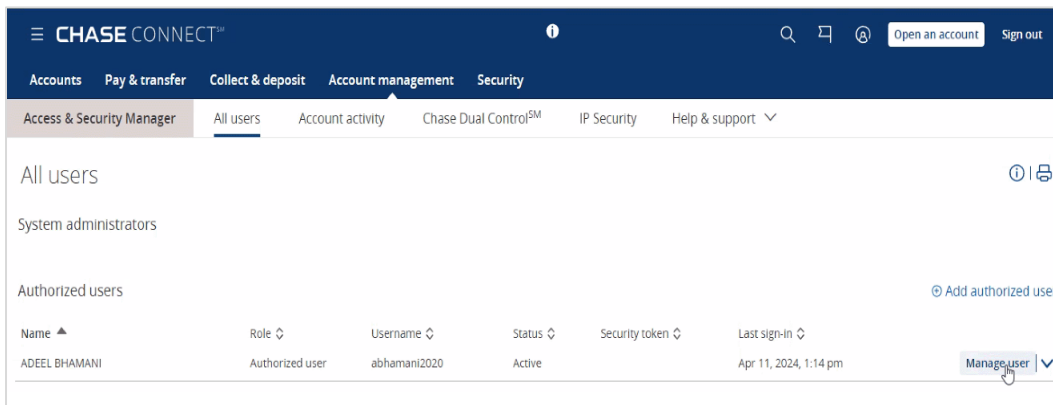


Entitle users with Check Fraud Protection Services and ACH Debit Block

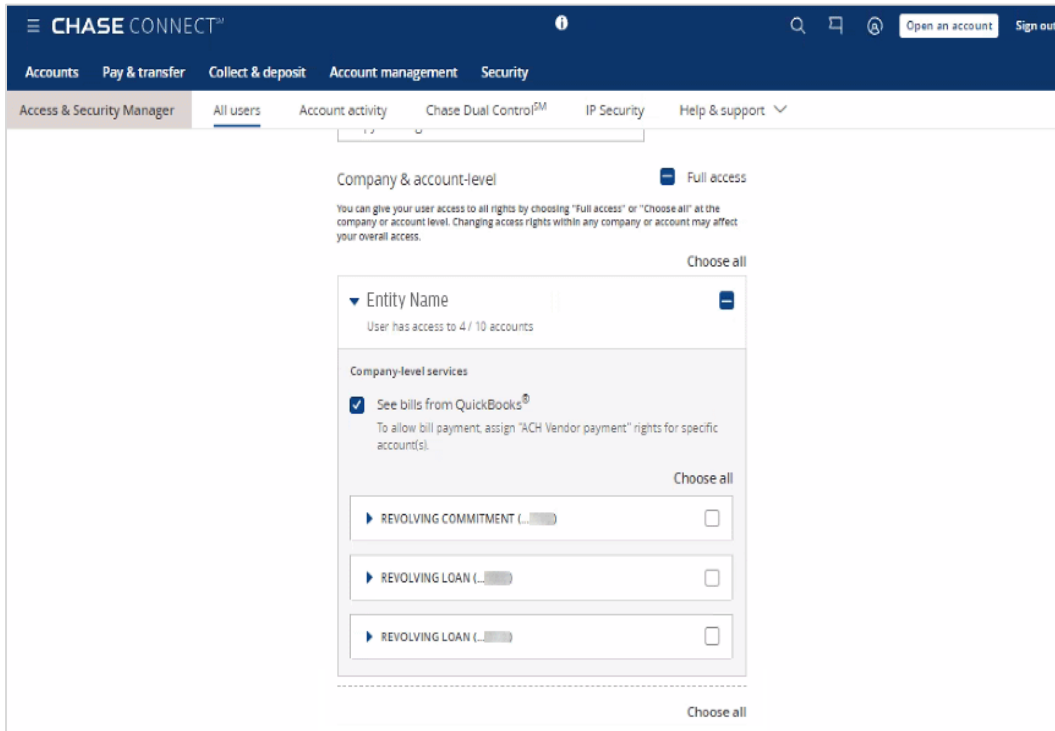
6. Select the **Account Management** tab and click **Access & Security Manager**.



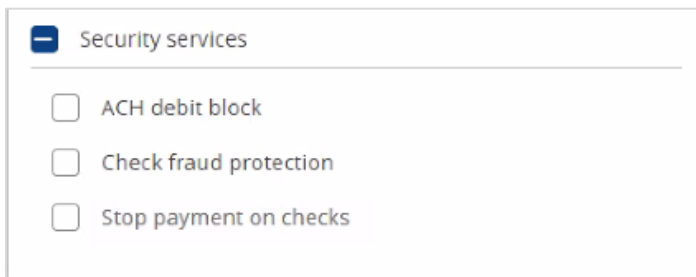
7. Navigate to the applicable user and select **Manage User**.



8. Scroll down and expand the applicable company; select and expand an account to entitle for this user.



9. Scroll down to **Security Services**.



10. Select from the following (each account can be enrolled in one check fraud protection service) and enable/disable entitlements:

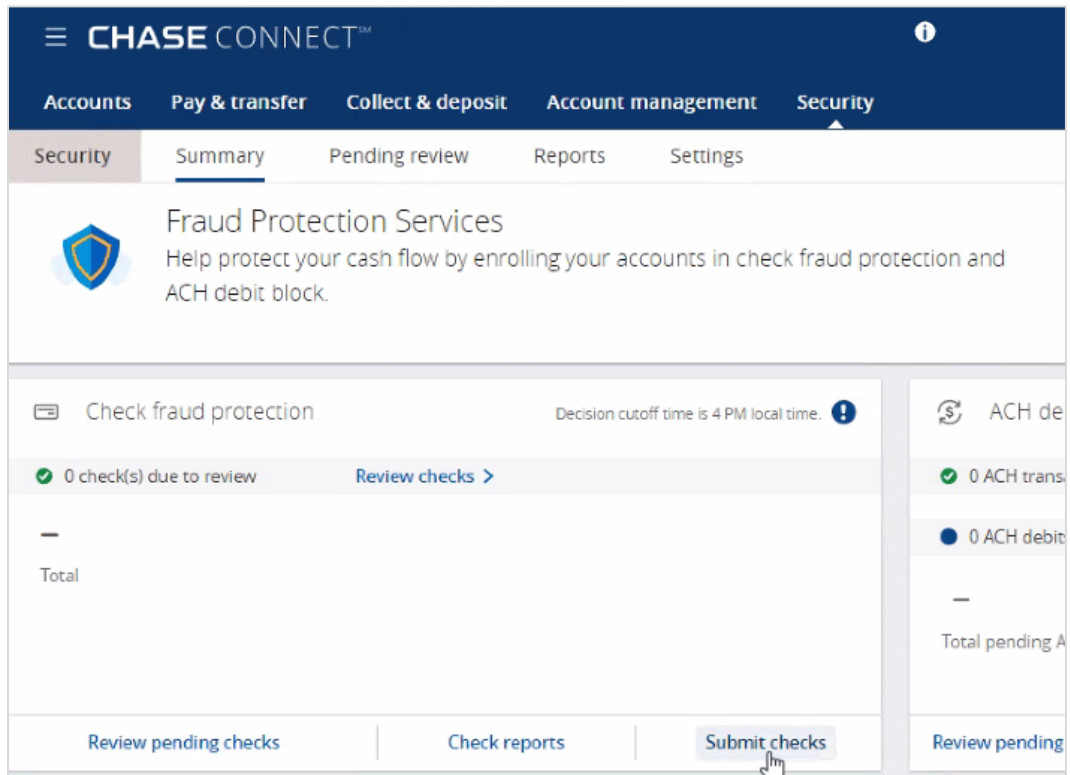
- **ACH debit block:** enables the user to modify debit block settings for the selected account
- **Check fraud protection:** enables the user to modify check fraud protection settings for the selected account
- **Stop payment on checks:** enables the user to enable post-no checks

11. Click **Next**.

12. Review your changes and click **Next** to submit for processing and approval as applicable.

Create and issue a test check

13. From the Security tab, navigate to **Summary > Submit checks**.



14. Under Submit Checks, click **Add one by one**.

15. Complete the required fields and click **Add Check**.

The screenshot shows the 'Submit checks' page in the Chase Connect mobile app. The top navigation bar is dark blue with the Chase Connect logo, a search icon, a home icon, a profile icon, and links for 'Open an account' and 'Sign out'. Below the navigation bar, there are menu items: 'Accounts', 'Pay & transfer', 'Collect & deposit', 'Account management', and 'Security'. The main content area has a 'Submit checks' title and two tabs: 'Upload file' and 'Add one-by-one'. A note states: 'Add up to 25 checks. To make checks available the next business day, submit them before 8 PM ET.' The form contains the following fields: 'Check type' (dropdown menu), 'Account #' (dropdown menu), 'Check #' (text input), 'Payee name 1' (text input), 'Payee name 2' (text input with '(optional)' label), 'Amount (USD)' (text input with '\$' symbol), and 'Check issued' (date picker). At the bottom, there are 'Clear' and 'Add check' buttons, and a status indicator '0 Check added (25 max)'.

16. Click **Next**; a confirmation page will display indicating a successful check submission.

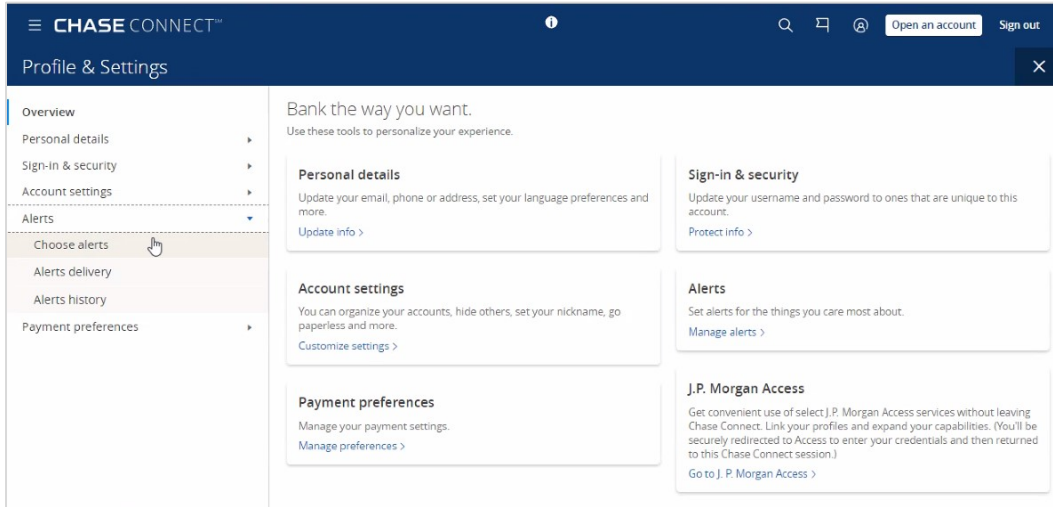
Create email groups and activate email notifications for Check Fraud Protection Services and ACH Debit Block

You can set up five email addresses, a primary email, and add one phone number for text alerts.

17. Click on the profile icon in the top-right corner of the screen.



18. Select **Alerts** and **Choose alerts**.



19. Select your account from the drop-down menu.

20. Expand **Protection and Security**.

21. Select all applicable email categories and set the dollar amount for the alert.

22. Click **Save**.