

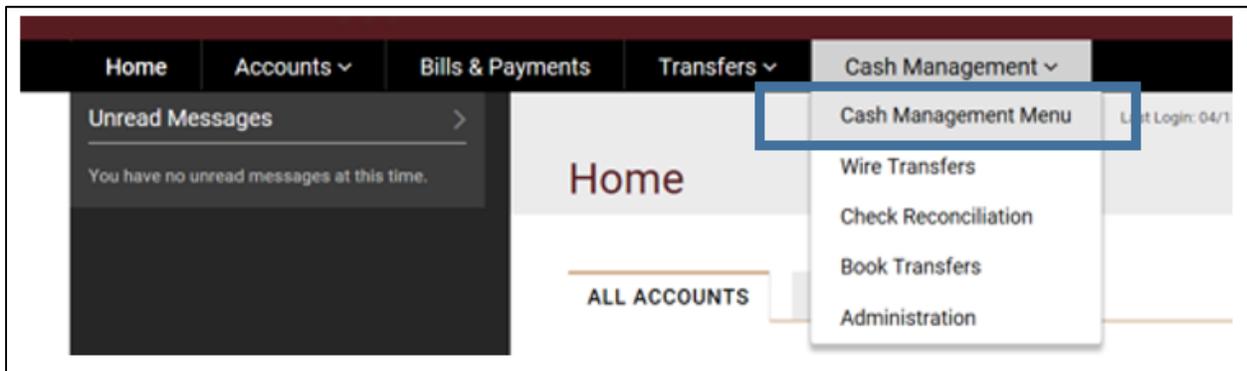
How can I export my Positive Pay data?

**EXPORTING ISSUED ITEMS**

Step 1: Log into online banking

Step 2: Click on 'Cash Management' from the toolbar.

Step 3: Select 'Cash Management Menu'.



Step 4: Scroll down to middle of page, under 'Check Reconciliation' and click on 'View/Modify Issued Items'.



Step 5: Select the account from the drop-down (if there are more than one).

Step 6: Select the date range.

Step 7: Mark box for 'Include cleared/exception items?'

### Cash Management

#### Check Reconciliation - Search for Issued Items

Select the account and enter either the date range or check number range of issued items you wish to view and/or modify. Complete only the "From" field to search for a specific date or check number. Only outstanding items will be returned unless the "Include cleared/exception items" box is checked.

Account:

Date Range:  to

Check Range:  to

Include cleared/exception items?

Step 8: Click on the 'I want to' drop-down and select "Export Items".

To modify the items listed below, enter your changes and click "Save Changes". You may also choose "Export Items" from the Actions menu to export data into a tab separated file.

From: 03/16/2019

To: 04/16/2019

#### Issued Items for Account# [REDACTED]

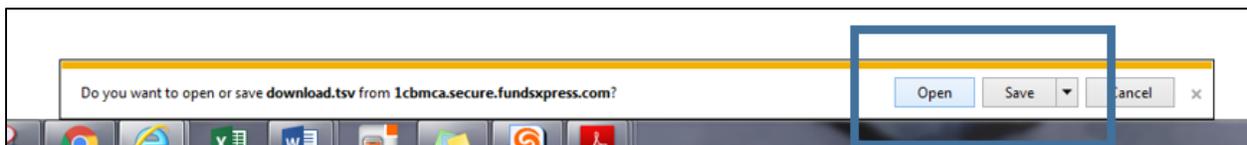
Delete?	Check #	Date*	Payee	Amount*	I want to
<input type="checkbox"/>	19603	03/19/2019	[REDACTED]	\$ 76.98	Issued
	19604	03/22/2019	[REDACTED]	\$9.96	Cleared 03/27/2019
<input type="checkbox"/>	19605	03/22/2019	[REDACTED]	\$ 20.00	Issued
	19606	03/22/2019	[REDACTED]	\$78.75	Cleared 04/04/2019
	19607	03/22/2019	[REDACTED]	\$175.00	Cleared 03/28/2019

Step 9: Click on 'Download Items'.

#### Check Reconciliation - Issued Items Export

Click on the button below to download your issued items in tab separated format.

Step 10: A small bar will pop-up, select 'Open' or 'Save As'.



This will open in an Excel workbook. Content will include: date check issued, check number, payee, check amount, check status, and date cleared (if applicable).