

# ACH Positive Pay **System Guide**





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## ACH Positive Pay

### *Accessing Positive Pay*

1. Login to Business Access and select **SSO Services** from the drop-down menu.
2. On the grey bar, select **Positive Pay**. Click the “Login to Positive Pay” button.
  - a. **Note:** If this is your first time logging in to positive pay, you will need to enter your login information provided to you from Busey. After you log in for the first time, this information will be saved and you will automatically be signed in to positive pay.
3. You have now logged in to the Busey Positive Pay system. Your navigation menu is on the left side of your screen.

### *Process Daily ACH Exceptions*

1. You will receive a daily email if there are positive pay exception items for you to review. You will have until 10AM CST/11AM EST to make a decision of **Pay** or **Return** for these exceptions.
  - a. After the cutoff time, your default decision will be selected for you.
2. To review your exception items, start by logging into the Busey Positive Pay system.
3. Select “Quick Exception Processing” under the “Exception Processing” category.
4. Your exception items will be displayed along with an exception type.
5. If you would like the item to remain paid, select the **Pay** option. To return an item, select **Return** and choose a reason for the return.
6. Click the “Update” button to save your decisions for the day’s exception items.

### *Adding Items to your Black or White List*

If you receive an ACH item that is not current on your black (disallowed) or white (allowed) list, you will need to contact Busey Cash Management support to update your list of ACH companies. These updates require forms authorized these ACH transactions.

**\*If you'd like to grant a user permissions to use the Positive Pay system you will need to contact Cash Management support at the information below.**

**\*\*If you have any concerns or questions about your Check Positive Pay system, please contact Busey Cash Management Support at the information below.**

**Busey Cash Management Support  
Contact Information**

[BusinessAccess@Busey.com](mailto:BusinessAccess@Busey.com)

217-365-4607

or

1-800-67-BUSEY, followed by option 4, then option 2