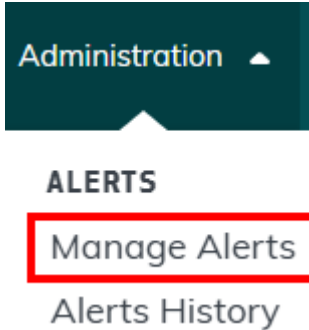


## Quick Step Guide: Check Positive Pay Alerts

Each user with access to Check Positive Pay Exception Decisions should add email alerts.

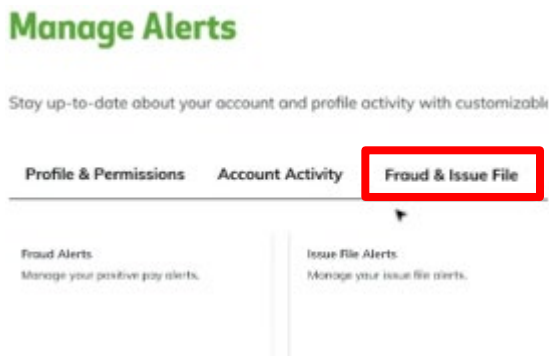
### From Huntington Business Online

1. Select “Administration”, “Manage Alerts”.

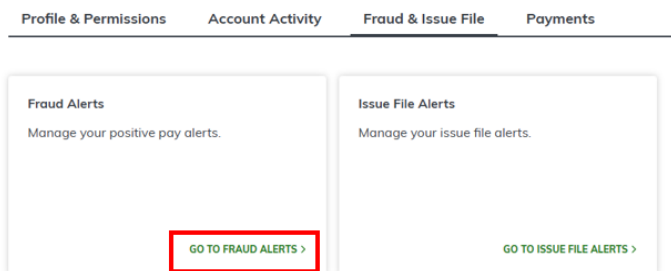


### Fraud Alerts Setup

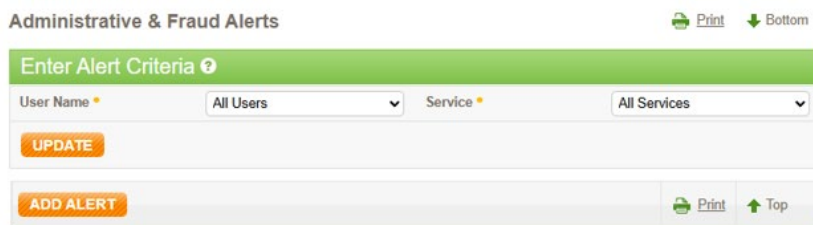
2. Select the “Fraud & Issue File” tab.



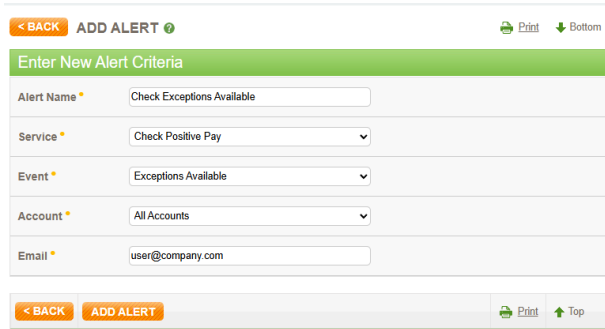
3. Click “Go to Fraud Alerts”.



4. Click “Add Alert”.



5. Enter the Alert Name with what you want the subject line to be for the email.
  - **Exceptions Available** Alert might be labeled Check Exceptions Available.
  - **No Exceptions** Alert might be labeled No Check Exceptions Today.
  - **No Decisions Made** might be Urgent: Check Exceptions Still Pending.



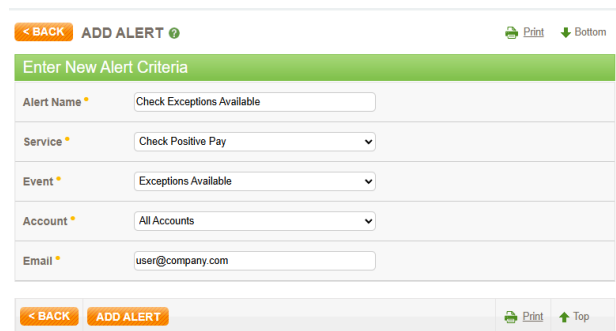
6. Select “Check Positive Pay” for the Service.

7. Select the Event that corresponds to the type of alert from step 5 that you are adding.

- **Exceptions Available.** This email is sent by 8:30 a.m. ET / 7:30 a.m. CT when there are exceptions.
- **No Exceptions.** This email is sent by 8:30 a.m. ET / 7:30 a.m. CT when there are no exceptions.
- **No Decisions Made.** This email is sent at the ET time specified in step 6 (11:00 a.m./12:00 p.m. ET) if there are still pending exceptions not yet decided.

If exception decisions have been submitted, this email is not generated.

- **Decision Approvals Required** (Available only if your company had Dual Approval of Decisions) This email is sent at 12:00 p.m. ET if there are still pending Decision Approvals required. If the decisions have been approved, this email is not generated.
- **Issue Approvals Required** (Available only if your company had Dual Approval of Issues) This email is sent at 6:05 a.m. ET if there are pending Issue Approvals required.



8. Select “All Accounts” from the Account dropdown list.

9. If the “No Decisions Made” event is chosen, a time dropdown appears. Select either 11:00 a.m. ET / 10:00 a.m. CT or 12:00 p.m. ET / 11:00 a.m. CT for the reminder to be sent.

10. Verify that the email address is correct. **Note:** only one email per alert.

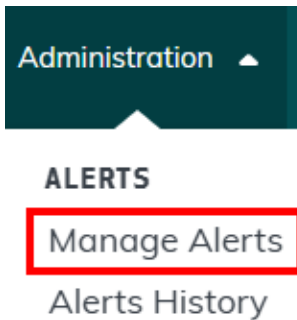
11. Click “Add Alert”.

12. Repeat steps 5 through 11 for additional alerts.

**Best Practice:** Add both an “Exceptions Available” and a “No Exceptions” alert to alert you daily about the exceptions status.

### Issue File Alerts Setup

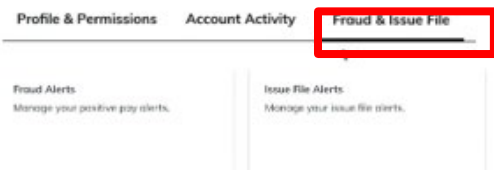
13. Select “Administration”, “Manage Alerts”.



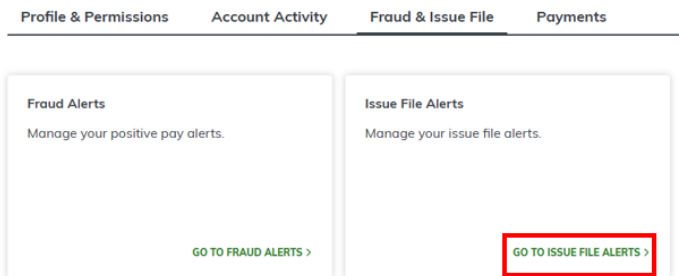
14. Select the “Fraud & Issue File” tab

### Manage Alerts

Stay up-to-date about your account and profile activity with customizable



15. Click “Go to Issue File Alerts”.

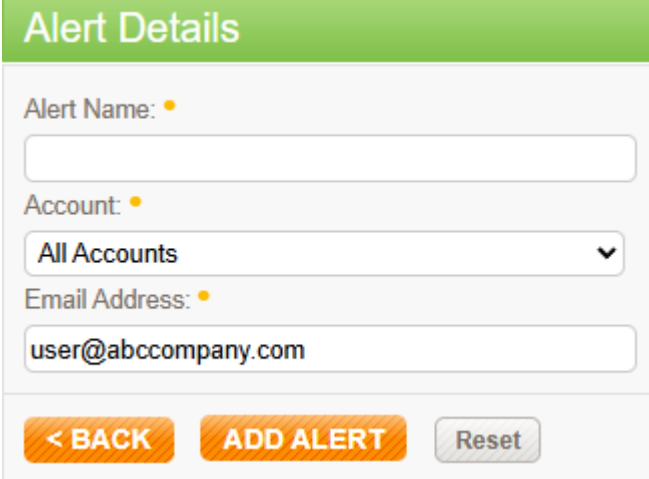


16. Click “Add Alert”.



17. Enter the Alert Name with what you want the subject line to be for the email such as “Issue Confirmation”.

18. Select “All Accounts” for Account.



The image shows a screenshot of the 'Alert Details' form. It has a green header with the text 'Alert Details'. Below the header, there are three input fields: 'Alert Name' with a red asterisk, an empty text box; 'Account' with a red asterisk, a dropdown menu showing 'All Accounts' and a downward arrow; and 'Email Address' with a red asterisk, a text box containing 'user@abccompany.com'. At the bottom of the form, there are three buttons: a blue button with a left arrow and the text '< BACK', an orange button with the text 'ADD ALERT', and a grey button with the text 'Reset'.

19. Verify that the email address is correct. **Note:** only one email per alert.

20. Click “Add Alert”.

21. Repeat steps 16 through 19 for additional alerts, if necessary.

**Note:**

- The issue file alert generates up to 90 minutes after the check information is imported.
- Add BusinessOnlineAlerts@huntington.com as an acceptable address to prevent the emails from being flagged as spam.

**How to Reach Us**

Phone: 800-480-4862, weekdays, 7:30 a.m. to 6:00 p.m. ET

Website: Click on the “Contact Us” link found in the Support option at the top of each Huntington Business Online page.

Thank you for using Huntington business and treasury management services.