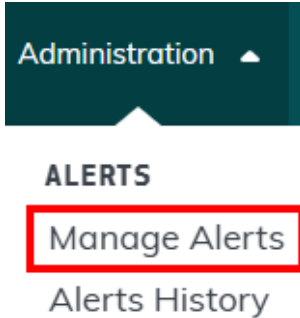


Quick Step Guide: Reverse Positive Pay Fraud Alerts

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

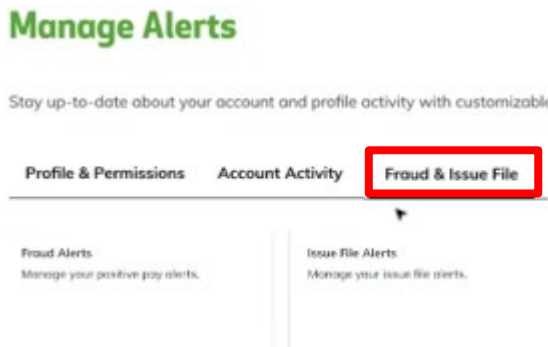
From Huntington Business Online

1. Select "Administration", "Manage Alerts".

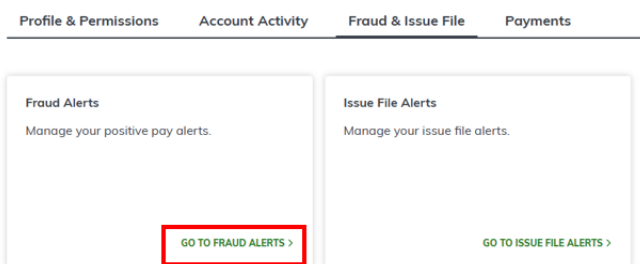


Fraud Alerts Setup

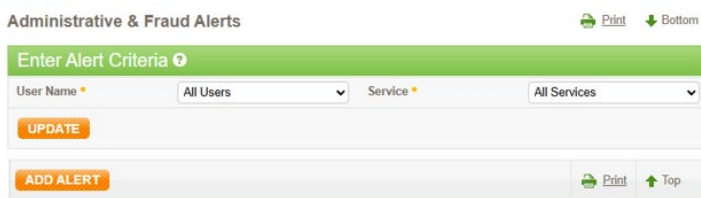
2. Select the "Fraud & Issue File" tab.



3. Click "Go to Fraud Alerts".

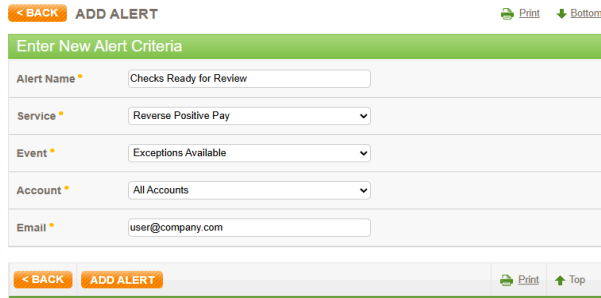


4. Click "Add Alert".



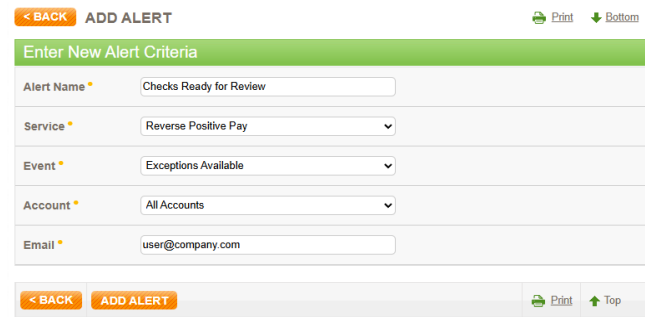
5. Enter the Alert Name with what you want the subject line to be for the email.
 - **Exceptions Available** Alert might be labeled Checks Ready to Review.
 - **No Exceptions** Alert might be labeled No Check Exceptions Today.

- **No Decisions Made** might be Urgent: Check Review Still Pending.



6. Select “Reverse 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 Eastern time specified in step 6 (11:00 a.m./ 12:00 p.m. ET) if there are still pending exceptions not yet decisioned. If exception decisions have been submitted, this email is not generated.



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 4 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.

Note: 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.