

How to upload checks via CSV for Positive Pay

Check files should always be uploaded through Digital Banking before checks are distributed. Checks can be uploaded manually or via a CSV file. If you would prefer to upload your checks manually, see our guide on **How to Manually Upload Checks for Positive Pay.**

01 Create Your CSV File

- From your check printing software or your computer, create a CSV file with all of the check details
- Follow our **Positive Pay upload CSV formatting guide** to ensure your check details are configured properly

02 Navigate to Positive Pay + Add checks

- From the left navigation menu, click the **Payments** dropdown and select **Positive Pay**
- Click + Add checks

03 Add Checks via CSV Upload

- Within the Add checks popup, click Select
- Choose the account you are issuing checks from by selecting it from your account list
- Drag and drop your CSV file in the upload box or click **browse** to search for the file on your computer
- Click Review checks
 - If any modifications are needed, click cancel and re-upload a corrected file
 - Once your upload has been reviewed, click Approve
 - Click **Done** to dismiss the confirmation popup
- All items that have been fully approved will show Successful

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<	Add checks	
٥	Add your checks manually	>
1	Create your CSV file	
	Enter your issued check information into your CSV file following or specifications to upload for positive pay. View CSV formatting guide	ur formatting
2	Choose associated account ①	Demo 2 x2896
3	Upload completed CSV template	
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	Cancel Approve If any modifications are needed, cancel this upload and edit your CSV file.	

