

# 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**

