MainStreetBank

DIGITAL BANKING

How to upload checks via CSV for Positive Pay

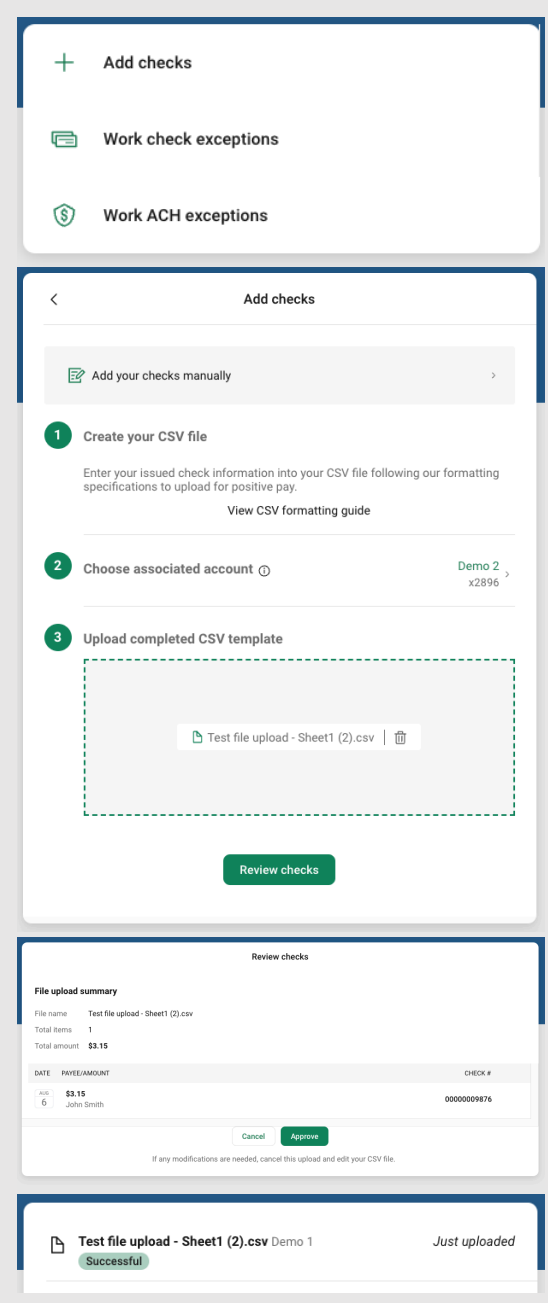
Check files should always be uploaded through Digital Banking before checks are distributed. Checks can be uploaded manually or via a CSV file. If you would prefer to upload your checks manually, see our guide on **How to Manually Upload Checks for Positive Pay.**

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**