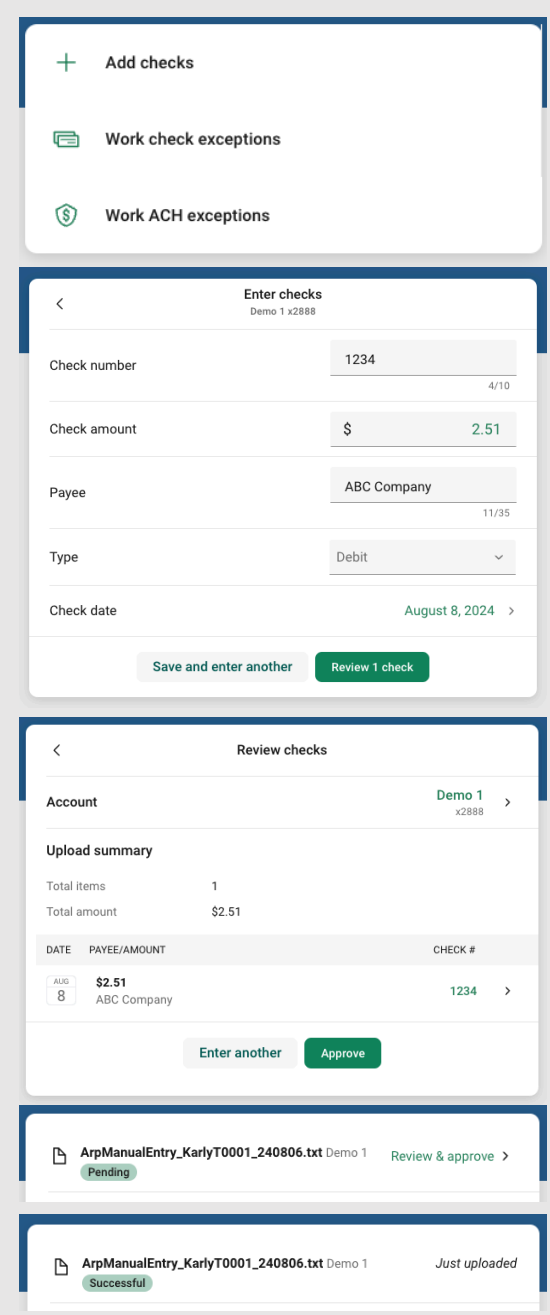
MainStreetBank

DIGITAL BANKING

How to manually upload checks 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 via CSV file, see our guide on **How to Upload Checks via CSV for Positive Pay.**



01 Navigate to Positive Pay + Add checks

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

02 Add Checks Manually

- Within the Add checks popup, click **Add your checks manually**
- Choose the account you are issuing checks from by selecting it from your account list
- Enter the check details
  - **Check number** - the number printed on your check stock
  - **Check amount** - the exact amount you wrote the check for
  - **Payee name** - 35 character max
  - **Type** - Debit
  - **Check date** - the date you are issuing the check
- Once you are done entering checks, click **Review # check(s)**
- If you need to make any changes, you can click on individual checks to edit, or **Enter another** to add additional checks
- Once you have entered all checks to be issued, click **Approve**
- Click **Approve** and then **Done** to dismiss the confirmation popups

03 Review & Approve

- From the Positive Pay Dashboard you will see pending batches requiring approval
- Click **Review & approve**
  - If any modifications are needed, click cancel and re-enter your items
  - Once the upload has been reviewed, click **Approve** and then **Done** to dismiss the confirmation popups
- All items that have been fully approved will show **Successful**