



## Adding Companies to the Approved and Block List

### Adding companies to your Approved list

After landing on the Dashboard in ACH Positive Pay, Click "ACH Positive Pay" or "ACH Positive Pay CR" on the left in the title bar to land on the applicable ACH Positive Pay menu

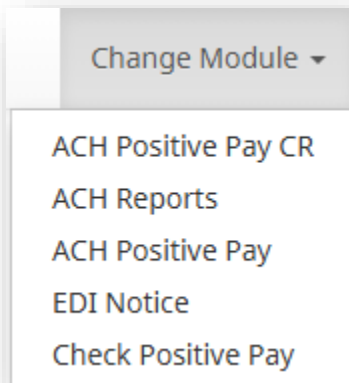
ACH Positive Pay			
End of Day Cut-Off Time: Monday 3:00 PM EDT			
Total ACH Debits	\$3,211.18	2	
Set to Pay	\$3,201.77	1	Set to Return \$9.41 1
Approved List Exceptions	\$9.41	1	Block List Returns \$0.00 0

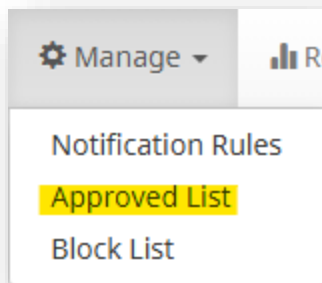
ACH Positive Pay CR			
End of Day Cut-Off Time: Monday 3:00 PM EDT			
Total ACH Credits	\$1,492.30	5	
Set to Pay	\$650.49	2	Set to Return \$841.81 3
Approved List Exceptions	\$1,492.30	5	Block List Returns \$0.00 0

Or

Select "Change Module" in the top right on the Dashboard, then select "ACH Positive Pay" or "ACH Positive Pay CR" to land on the applicable ACH Positive Pay menu



After landing on the ACH Positive Pay or ACH Positive Pay CR page, go to "Manage > Approved List"



Here you can Add, Edit or Delete Approved companies.

To add a company, select "Create" on the top left.

A screenshot of the 'Approved List' interface. At the top left is a yellow '+ Create' button. Below it is a table with the title 'Approved List'. The table has columns: 'Delete', 'Company ID', 'Company Name', 'Max Amount', 'Frequency', 'Start Date', 'End Date', and 'Edit'. There are two rows of data. The first row has a checkbox, a blacked-out Company ID, a blacked-out Company Name, and a Start Date of 08/12/2025. The second row has a checkbox, Company ID 123456789, Company Name Donald Duck, Max Amount \$50.00, and Start Date 07/28/2025. At the bottom left is a 'Delete Selected' button, and at the bottom right is a 'Cancel' button.

Here you will need to enter the company ID and name of the approved company. You also have the choice to add a max amount per transaction, the frequency of transactions, and an end date.

\*Please note the start date will populate as the date you are adding the company.

A screenshot of the 'Approved Company' form. The form has a title 'Approved Company' and a section 'Company Detail'. Inside this section, there are six fields: 'Company ID' (987654321), 'Company Name' (Minnie Mouse), 'Max Amount' (\$1,000.00), 'Frequency' (MONTHLY), 'Start Date' (08/13/2025), and 'End Date' (08/13/2026). The 'Frequency' field is a dropdown menu.

After adding the company details, you must select the applicable account that these transactions will process through.

- **and <** move individual accounts between Available and Selected Accounts.
- **>> and <<** move all accounts between Available and Selected Accounts.

Once you have added the company details, and selected the applicable account, press the “Save” button.

Or

Click the arrow next to the date of the transaction you wish to add to your Approved list and select “Add to Approved List”.

After selecting “Add to Approved List” you will be presented with this screen.

All information but the end date and frequency will populate on this screen.

Add Company to Approved List

Company Id

Company Name

Start Date

08/13/2025

End Date

mm/dd/yyyy

Max Amount

Frequency

-- none --

clear

Save

Cancel

\*Please note that the "Max Amount" will populate with the amount of the transaction.

Add an end date if applicable and hit save.

### Adding companies to your Block List

After landing on the Dashboard in ACH Positive Pay, Click "ACH Positive Pay" or "ACH Positive Pay CR" on the left in the title bar to land on the applicable ACH Positive Pay menu

ACH Positive Pay

End of Day Cut-Off Time: Monday 3:00 PM EDT

Total ACH Debits \$3,211.18

Set to Pay \$3,201.77

Set to Return \$9.41

Approved List Exceptions \$9.41

Block List Returns \$0.00

ACH Positive Pay CR

End of Day Cut-Off Time: Monday 3:00 PM EDT

Total ACH Credits \$1,492.30

Set to Pay \$650.49

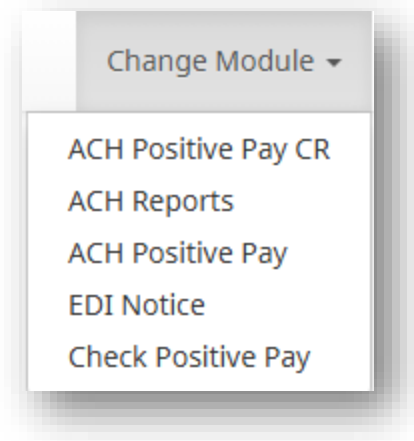
Set to Return \$841.81

Approved List Exceptions \$1,492.30

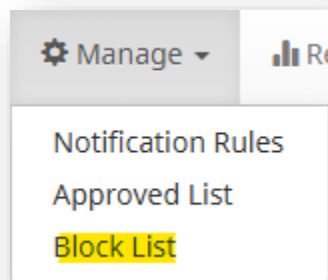
Block List Returns \$0.00

Or

Select "Change Module" in the top right on the Dashboard, the select "ACH Positive Pay" or "ACH Positive Pay CR" to land on the applicable ACH Positive Pay menu



After landing on the ACH Positive Pay or ACH Positive Pay CR page, go to “Manage > Block List”



Here you can Add, Edit or Delete Blocked companies.

To add a company, select “Create” on the top left.

A screenshot of the 'Block List' form. The form has a header bar with a '+ Create' button on the left and the title 'Block List' on the right. Below the header is a table with columns: 'Delete', 'Company ID', 'Company Name', 'Start Date', 'End Date', and 'Edit'. The first row of the table contains the following data: a checkbox, 'PAYPALSD34', 'PAYMENTUS', '08/12/2025', an empty field, and an 'Edit' button. Below the table is a 'Delete Selected' button on the left and a 'Cancel' button on the right.

Here you will need to enter the company ID and name of the approved company.

You also have the choice to add an end date.

Blocked Company

Company Detail

Company ID	987654321	Company Name	Donald Duck
Start Date	08/13/2025	End Date	08/13/2026

\*Please note that the start date will populate as the date you are adding the company.

After adding the company details, you must select the applicable account that these transactions will process through.

Add Accounts to Block List

Checking: ☐

Checking: ☐

Checking: ☐

Checking: ☐

Checking: ☐

Checking: ☐

→

⇌

←

⇐

^ Save

⊗ Cancel

> and < move individual accounts between Available and Selected Accounts. >> and << move all accounts between Available and Selected Accounts.

Once you have added the company details, and selected the applicable account, select the "Save" button.

^ Save

⊗ Cancel

Or

Click the arrow next to the date of the transaction you wish to add to your block list and select "Add to Block List".

08/12/2025

Return - System

Accept

Account: Checking:	SEC Code: CCD	Add to Approved List	Add to Block List
Transaction ID:	Description:	Deadline To Pay: Tuesday 3:00 PM EDT	
Settlement Date: 08/13/2025	Trace #		
Individual Name:	Company ID:		

After selecting "Add to Block List" you will be presented with this screen.

All information but the end date will populate on this screen.

Add Company to Block List

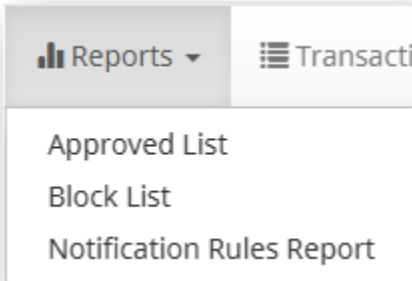
Company Id	Company Name	Start Date	End Date
		08/12/2025	mm/dd/yyyy

SaveCancel

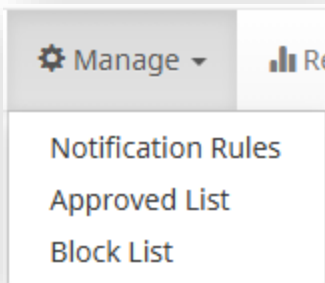
Add an end date if applicable and hit save.

## Viewing Approved/Blocked Companies

You will be able to view Companies on your Block/Approved list in Reports> Block List or Reports > Approved List



If you wish to add, edit, or delete a company go to Manage > Approved List or Manage > Block List



**\*\*Please note that you will need to add companies to both the ACH Positive Pay and ACH Positive Pay CR blocked list to stop ACH debits and credits from the same company, and add companies to both of the approved lists to accept ACH debits and credits from the same company.**