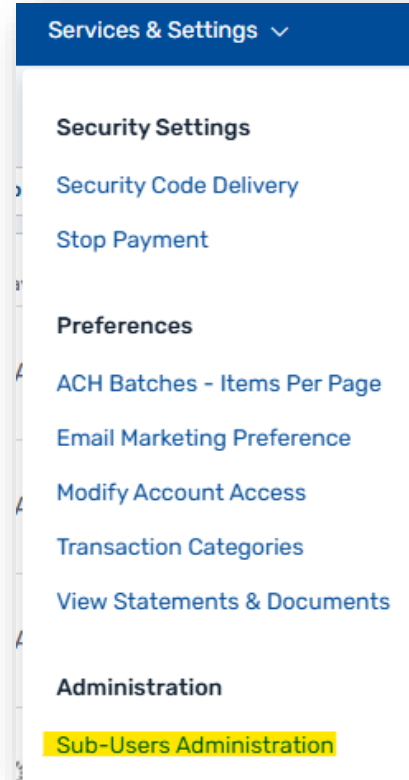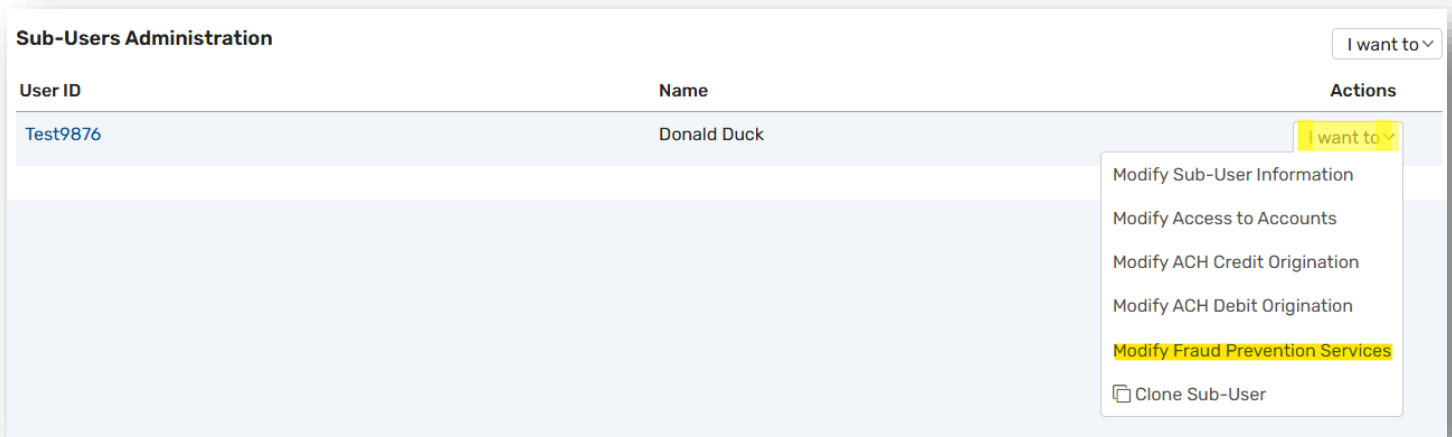# How to Entitle Users for Positive Pay

Login to your online banking.

Navigate to "Services & Settings > Sub-Users Administration".

Select the "I want to" under "Actions" on the far left of the user you want to entitle.

Then select "Modify Fraud Prevention Services".

Select the System Role(s) which you wish your sub-user to have:

System Roles

☐ **Audit Report**   ☐ **Notification Delivery Report**   ☐ **Consolidated Transaction History View**

Audit Report: Access to audit events for users.

Notification Delivery Report: Access to view the status of all notifications sent by the system for this user.

Consolidated Transaction History View: Ability to view ACH and check transactions together under "Transaction View" in the dashboard, if applicable.

Then press the "Select Access Levels" drop down under each applicable services and select the access levels to entitle them.

	Check Positive Pay	**ACH Positive Pay**	**ACH Positive Pay CR**
Access Level	Select Access Levels ⌄	Select Access Levels ⌄	Select Access Levels ⌄

Scroll down and select each account under each service you wish to give access to or press "Select All Accounts" to give access to all.

	☐ Select All Accounts	☐ Select All Accounts	☐ Select All Accounts
Checking ▬▬▬	☐	☐	☐

Then scroll down and press "Submit".

Cancel   **Submit**

You will then be taken to an overview of the sub-user information.

Sub-User Administration

View Sub-User Information

Scroll down to "Access to Fraud Prevention Services" to see their System Roles and Access Levels.

Access to Fraud Prevention Services

	System Roles	Check Positive Pay	ACH Positive Pay	ACH Positive Pay CR
Access Levels	Audit Report	Change Transaction	Act on Approved List	Act on Approved List
	Consolidated Transaction History	Status	Act on Blocked List	Act on Blocked List
	View	Edit Issue Item	Approved List	Approved List
	Notification Delivery Report	Issue Item Status Report	Blocked List	Blocked List
		Issue Load Alerts	Change Transaction	Change Transaction
		Issue Templates	Status	Status
		Issue Warehouse	Notification Rules	Notification Rules
		Item Lookup	Notification Rules Report	Notification Rules Report
		Load Issue File	Transaction History	Transaction History
		Manage Issue File Status		
		Manual Issue Entry		
		Pay & Adjust		
		Pay & Issue		
		Transaction History		
		View Issue File Status		

Please note that in order to see which accounts they are entitled to, you must navigate back to "Modify Fraud Prevention Services".