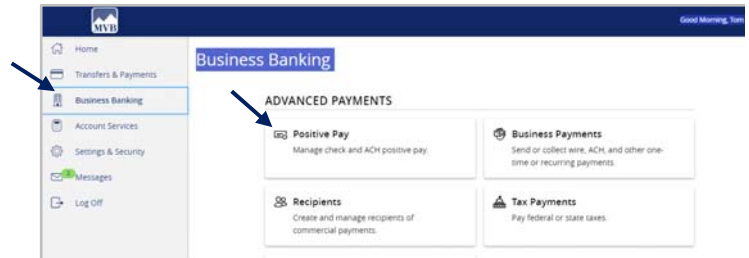




# Add New Issued Check

Use the Submit Issued Check File page to upload issued check files to MVB Bank.

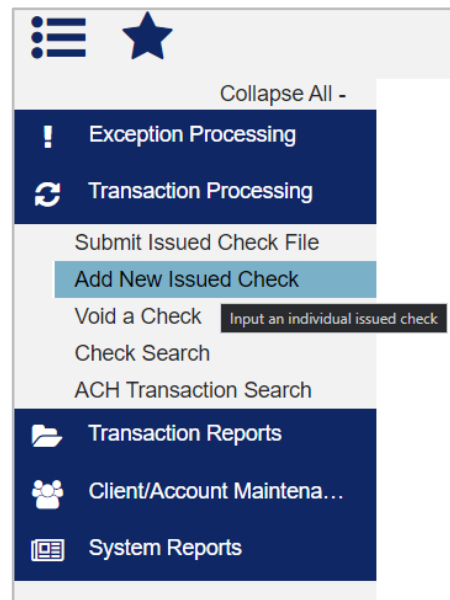
1. Select the **'Business Banking'** menu and then **'Positive Pay'**.



2. Click **'Launch Advanced Options'** button to visit the full Positive Pay site.



3. Select the **'Transaction Processing'** menu then **'Add New Issued Check'**.



Questions? Please contact Client Support at 1-844-682-2265 or [ClientSupport@MVBBanking.com](mailto:ClientSupport@MVBBanking.com).





## Add New Issued Check

4. Select the corresponding Account ID from the drop-down menu.
  - a. Enter the check number.
  - b. Enter the dollar amount.
  - c. Enter the Issued Date of the check.
  - d. Enter the Issued Payee.

The screenshot shows the 'Add New Issued Check' form. The fields are: Account Nickname (BOGUS BANK), Check Number (1234), Amount (1.00), Issued Date (10/30/2023), Issued Payee (SamplePayee), and Notes (512 characters left). The 'Auto-Increment Check Number' checkbox is unchecked.

5. Check the box next to Auto Increment Check Number option to increment the check number by one after each check submission.
6. Click Add Check.

The screenshot shows the 'Add New Issued Check' form, identical to the previous one, but with the 'Auto-Increment Check Number' checkbox checked. A blue arrow points to the checked checkbox.

**NOTE:** Submission of an issued check is a real time process. The checks are considered current outstanding issued items as of this point.

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