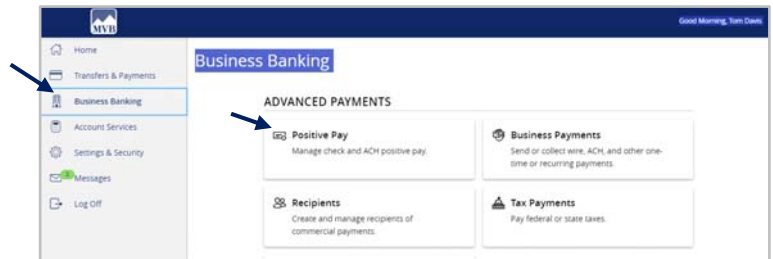




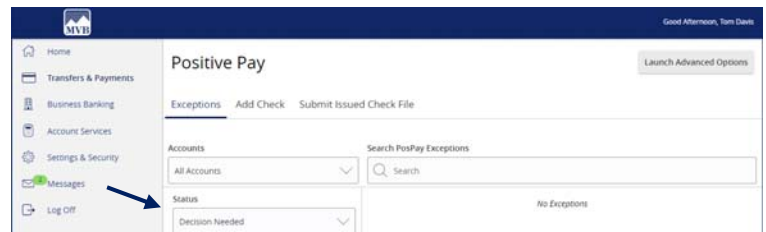
Quick Exception Processing

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

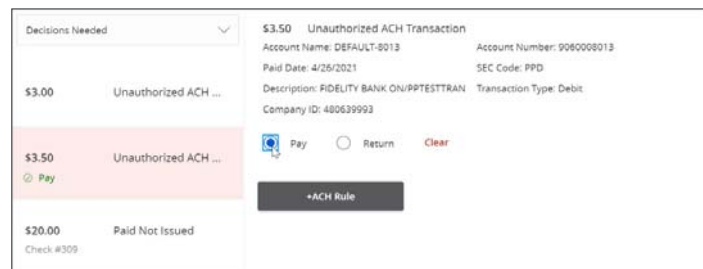


NOTE: There are two ways to process exceptions within Digital Banking.

2. On the 'Exceptions' tab, select the desired account from the drop-down menu. By default, exceptions related to all accounts will be listed.
3. Click the desired check or ACH item under Decisions Needed.



4. If a transaction should be paid, select the 'Pay' option and review the details on the screen.



Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.





5. If a transaction should be returned, select the 'Return' option, and select the corresponding reason from the drop-down menu.
6. Once done, click the 'Submit All Decisions' button.

7. Alternatively, click the 'Launch Advanced Options' button to visit the full Positive Pay site.

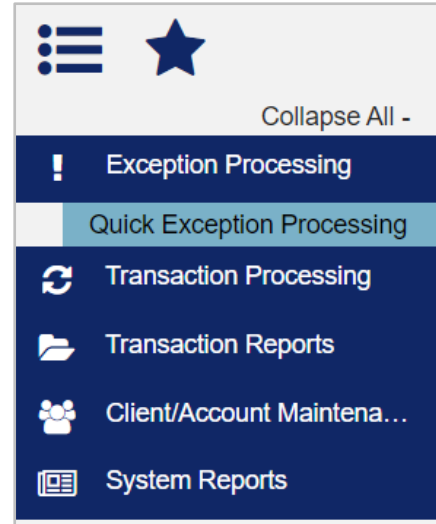
8. Select the 'Exception Processing' menu then 'Quick Exception Processing'.

Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.

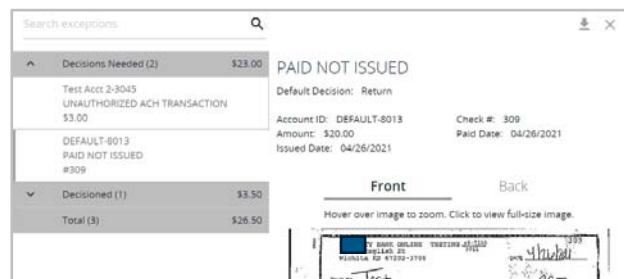


Quick Exception Processing

9. Select the Account Nickname to process exceptions for within the 'All Account Nicknames' drop-down menu. Only Account IDs with available exceptions to process are available.



10. Select a transaction listed in the Decisions Needed category.

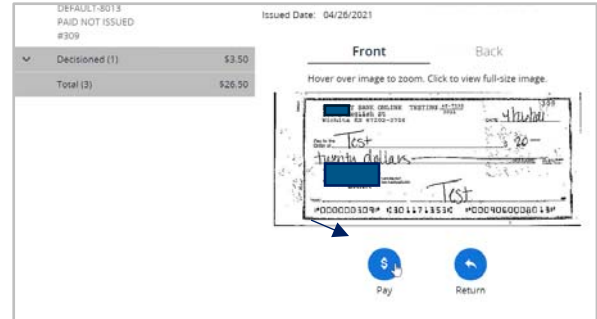


Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.



Quick Exception Processing

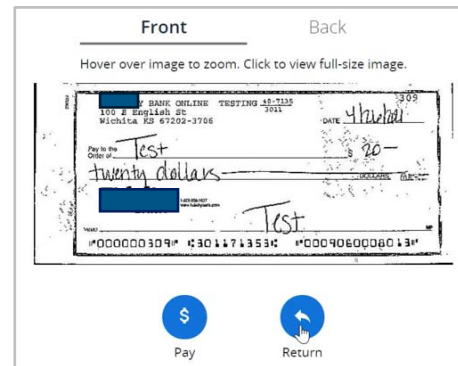
11. If a transaction should be paid, select the 'Pay' option and review the details on the screen.



12. Once done, select 'Save'.



13. If a transaction should be returned, select the 'Return' option, and select the corresponding reason from the drop-down menu.



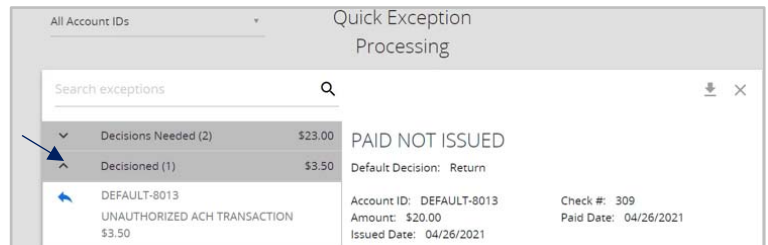
Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.



Quick Exception Processing

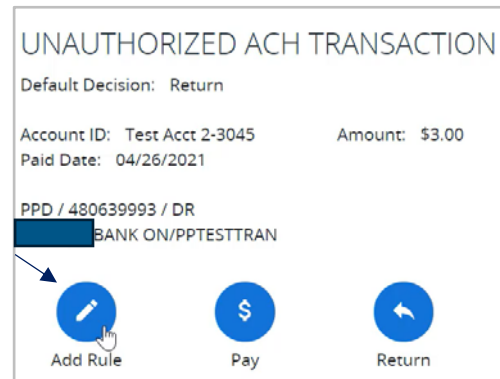


14. To view a listing of transactions already decided, click the caret icon next to the Decided section. Click on any transaction listed to view additional details.



15. To add an ACH authorization rule, select an ACH transaction.

16. Click the 'Add Rule' option. This option will only appear if the user is entitled based on security rights.



Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.



17. When the 'ACH Add Rule' is selected, the SEC code, Company ID, Debits or Credits and Max Allowable Amount fields will be prepopulated based on the presenting ACH item.
18. If desired, enter a Description and change any listed values according to need.
19. Click 'Save rule' when done.
20. A total dollar amount of transactions waiting for a decision and those already decided is listed on the screen.

The screenshot shows a form titled "Add ACH authorization rule". It contains several fields: "Description" (empty), "SEC Code" (prepopulated with "FFD"), "Company ID" (prepopulated with "480639993"), and "Debits or Credits" (prepopulated with "Debits or Credits").

The screenshot shows a field labeled "Max Allowable Amount" with the value "3". Below the field are two buttons: "Cancel" and "Save rule". An arrow points to the "Save rule" button.

Decisions Needed (2)		\$23.00
Test Acct 2-3045 UNAUTHORIZED ACH TRANSACTION \$3.00		
DEFAULT-8013 PAID NOT ISSUED #309		
Decided (1)		\$3.50
Total (3)		\$26.50

Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.