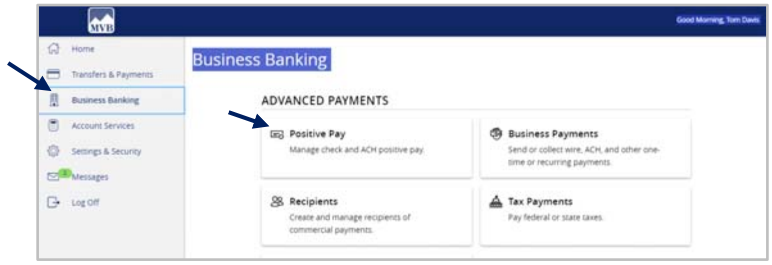
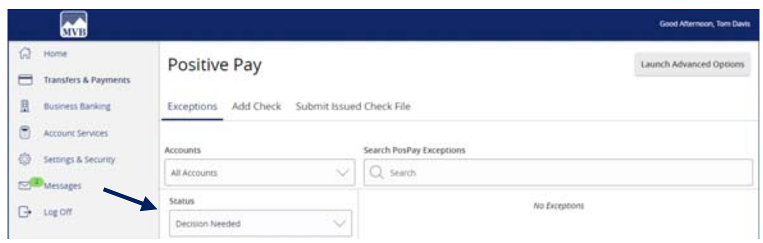
Quick Exception Processing

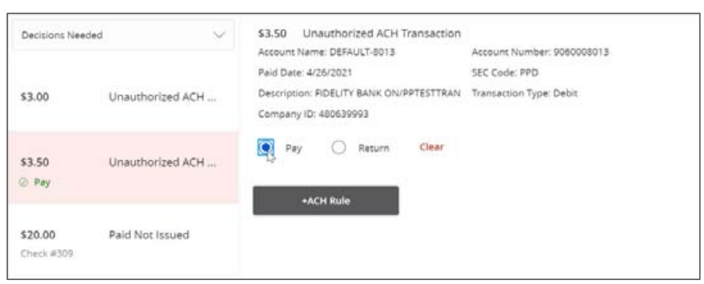
1. Select the **'Business Banking'** menu and then '**Positive Pay'**.



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



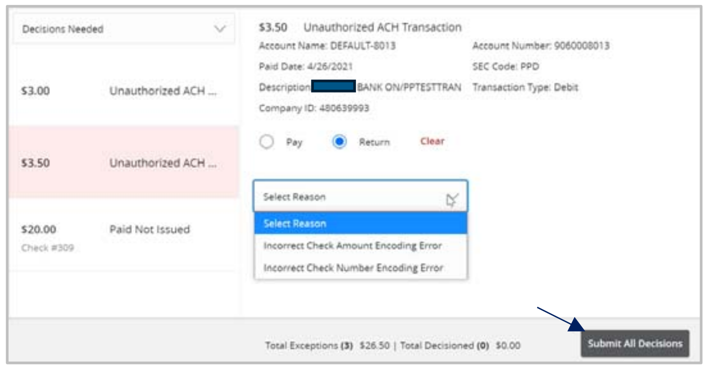
2. On the 'Exceptions' tab, select the desired account from the drop-down menu. By default, exceptions related to all accounts will be listed.
3. Click the desired check or ACH item under Decisions Needed.



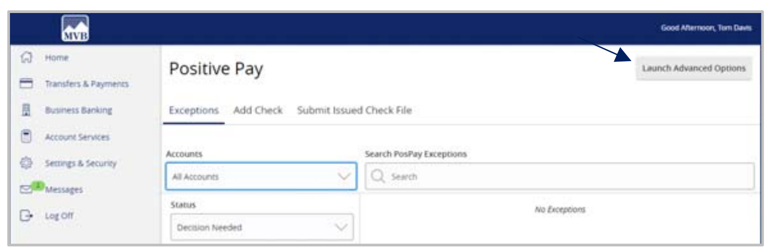
4. If a transaction should be paid, select the 'Pay' option and review the details on the screen.

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.



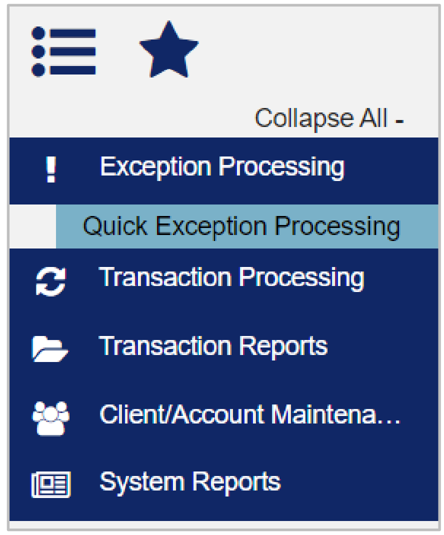
8. Select the **‘Exception Processing’** menu then **‘Quick Exception Processing’**.

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

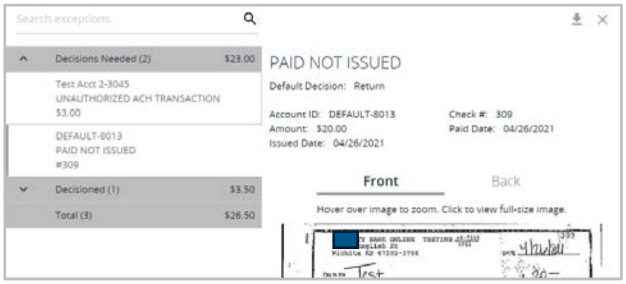
EQUAL HOUSING LENDER Member FDIC

Quick Exception Processing

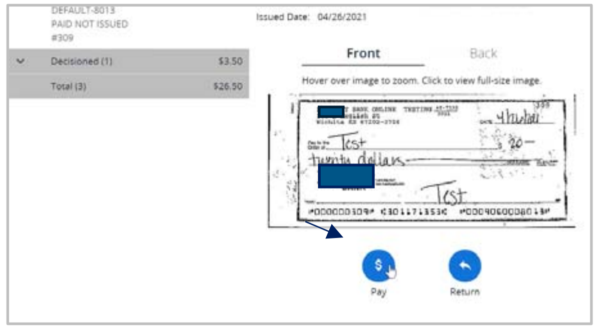
9. Select the Account Nickname to process exceptions for within the ‘All Account Nicknames’ drop-down menu. Only Account IDs with available exceptions to process are available.



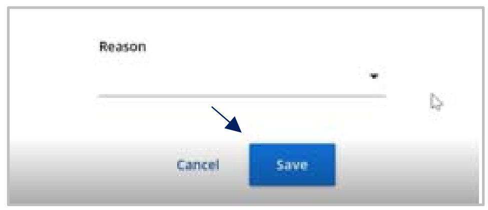
10. Select a transaction listed in the Decisions Needed category.



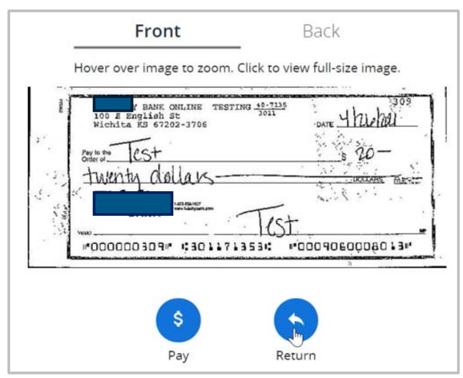
11. If a transaction should be paid, select the ‘Pay’ option and review the details on the screen.



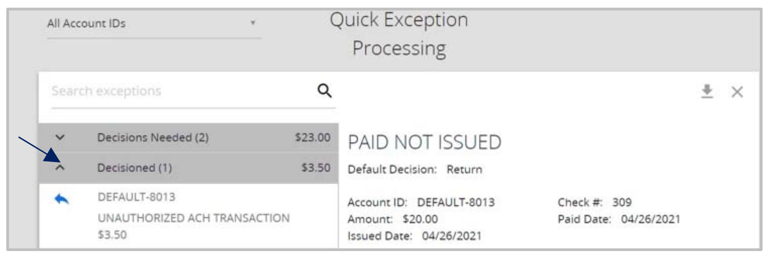
12. Once done, select ‘Save’.



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

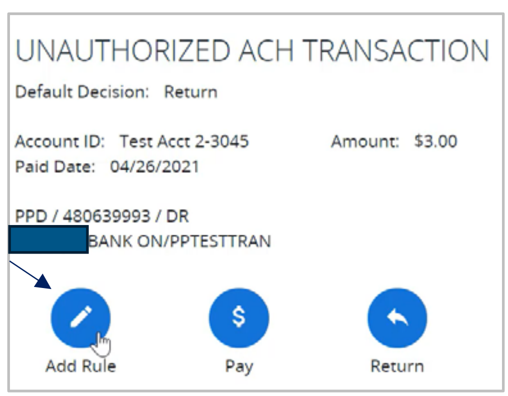


14. To view a listing of transactions already decisioned, click the caret icon next to the Decisioned section. Click on any transaction listed to view additional details.



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.



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 decisioned is listed on the screen.