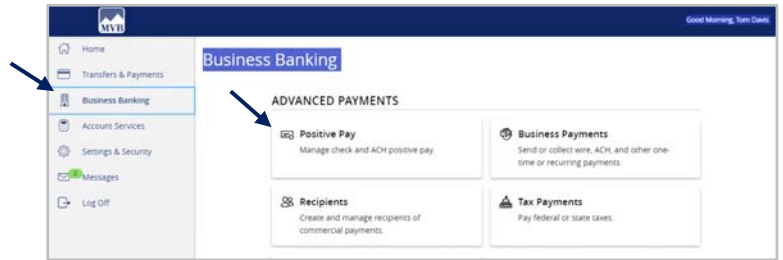Use the Submit Issued Check File page to upload issued check files to MVB Bank.
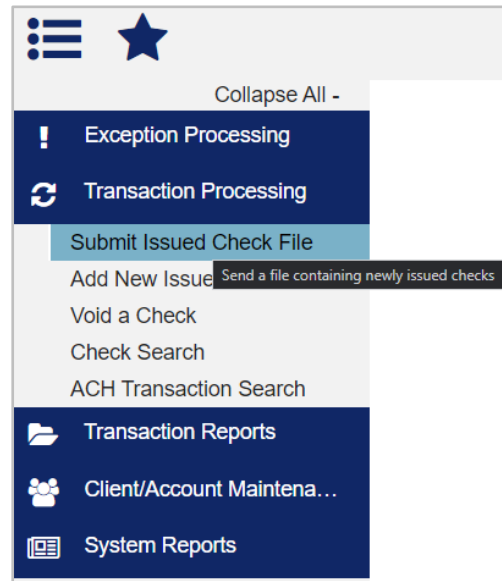
1. Select the **'Business Banking'** menu and then '**Positive Pay'**.

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

3. Select the **'Transaction Processing'** menu then **'Submit Issued Check File'**.

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

4. Select a file to process.

5. Select the Account Nickname from the drop-down menu. This is the client or Account ID associated with the issued checks contained within the file. If there is only one Account Nickname, this field will be pre-populated.

6. Select the corresponding file processing type. This is the format of the issued check file. If there is only one Account Nickname, this field will be pre-populated.

7. Click 'Process File'.

Submit Issued Check File

Step 1. Select a file to process.

Choose File | sample file.csv

Step 2. Input details about the file.

Account Nickname: BOGUS BANK
File Mapping Format: Demo Map
Items in File: 1
Dollar Amount in File: 20.00

Step 3. Click the "Process File" button.

Process File

The result of the process will display on the screen. If the file has not been processed within 30 seconds, a message will display, and a follow up email will be sent to the user indicating the file processing status.

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

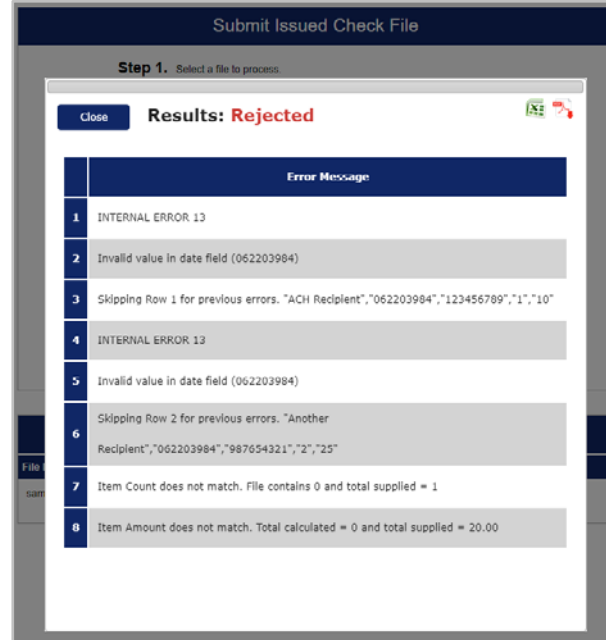EQUAL HOUSING LENDER   Member FDIC

NOTE: There are four possible results.

1. Unprocessed—the file has been uploaded but has not yet been processed.
2. Processed—the file was processed successfully.
3. Processed with Exceptions—the file was processed successfully, but duplicate checks were not loaded.
4. Rejected—the file was rejected due to one of the following reasons:
    a. A mismatch between the number of items/amounts entered on the page and the number of items/amounts contained in the file.

    b. The file format did not match the selected format.

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

	Submit Issued Check File

Step 1. Select a file to process.

Close **Results: Rejected**

	Error Message
1	INTERNAL ERROR 13
2	Invalid value in date field (062203984)
3	Skipping Row 1 for previous errors. "ACH Recipient","062203984","123456789","1","10"
4	INTERNAL ERROR 13
5	Invalid value in date field (062203984)
6	Skipping Row 2 for previous errors. "Another Recipient","062203984","987654321","2","25"
7	Item Count does not match. File contains 0 and total supplied = 1
8	Item Amount does not match. Total calculated = 0 and total supplied = 20.00

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