

Account Number	Date	Amount	Item Status	Payee	Check Number
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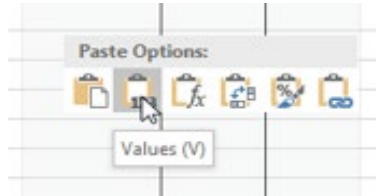
Check information must be listed in columns as shown above

Leave account number in cell A1

Leave Item Status "I" in cell D1

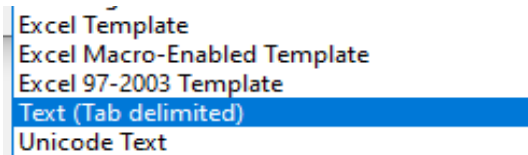
Copy and paste - **Use Paste Option: Values (V) 123**

- o B= Date
- o C=Amount
- o E=Payee
- o F=Check Number



- o A=Account Number - Drag down as needed
- o D=Check Status - Drag down as needed

Save as: **Text (Tab delimited)**



When closing this Excel file - do NOT save changes

Sign on to Lowell Five's Business Banking

Click **Positive Pay** on the left

Click **Import File** on the right

Choose File (file just created on your desktop)

Select Account

Click **Import**

Screen should show the file was Successfully Received

Under Actions on the right Click **Confirm - Go**

Screen should show the file was Successfully Transmitted

Positive Pay files are pulled in at 3:00 to be uploaded to Lowell Five's core system by end of that business day.