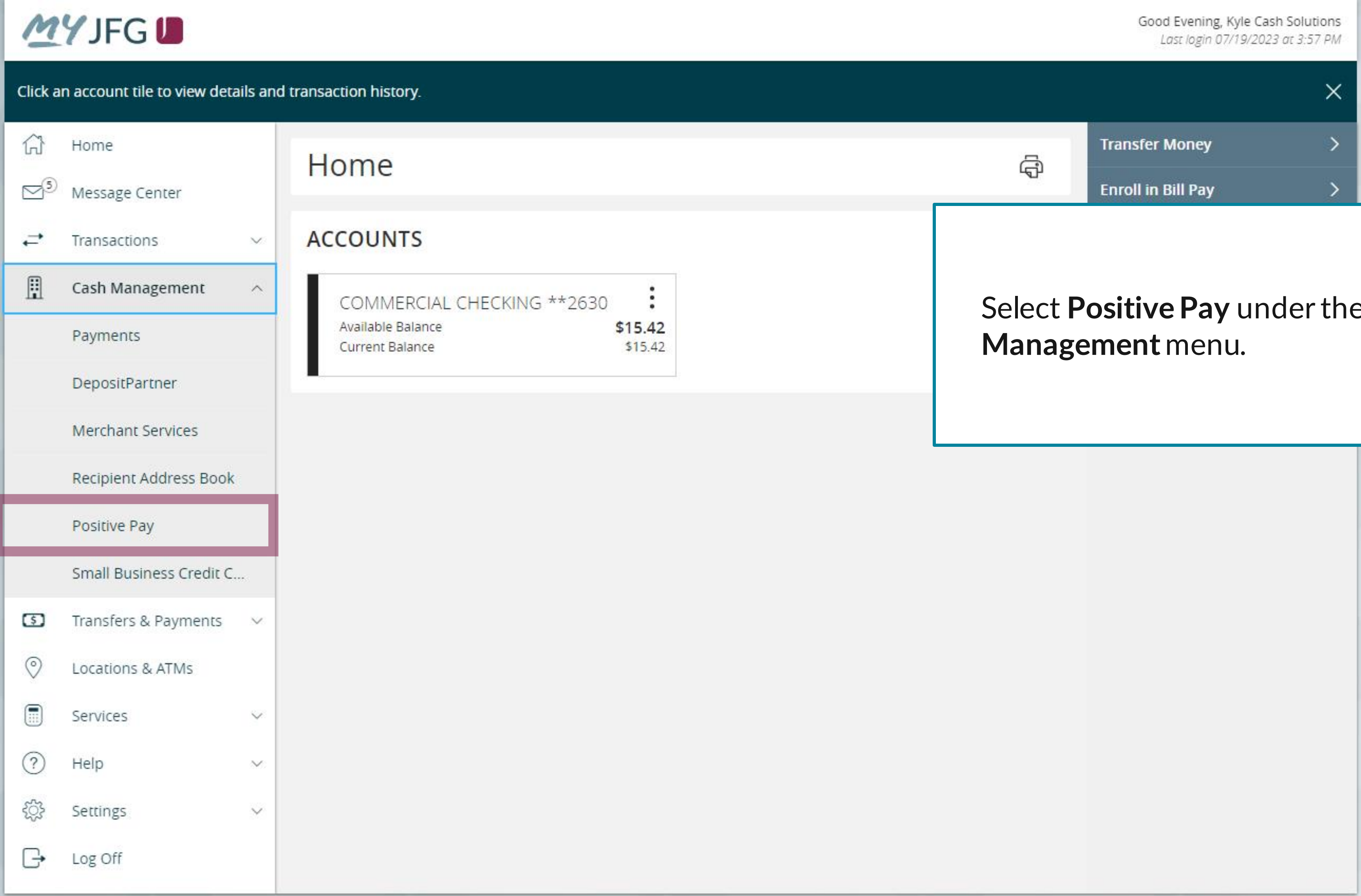
Positive Pay Administration

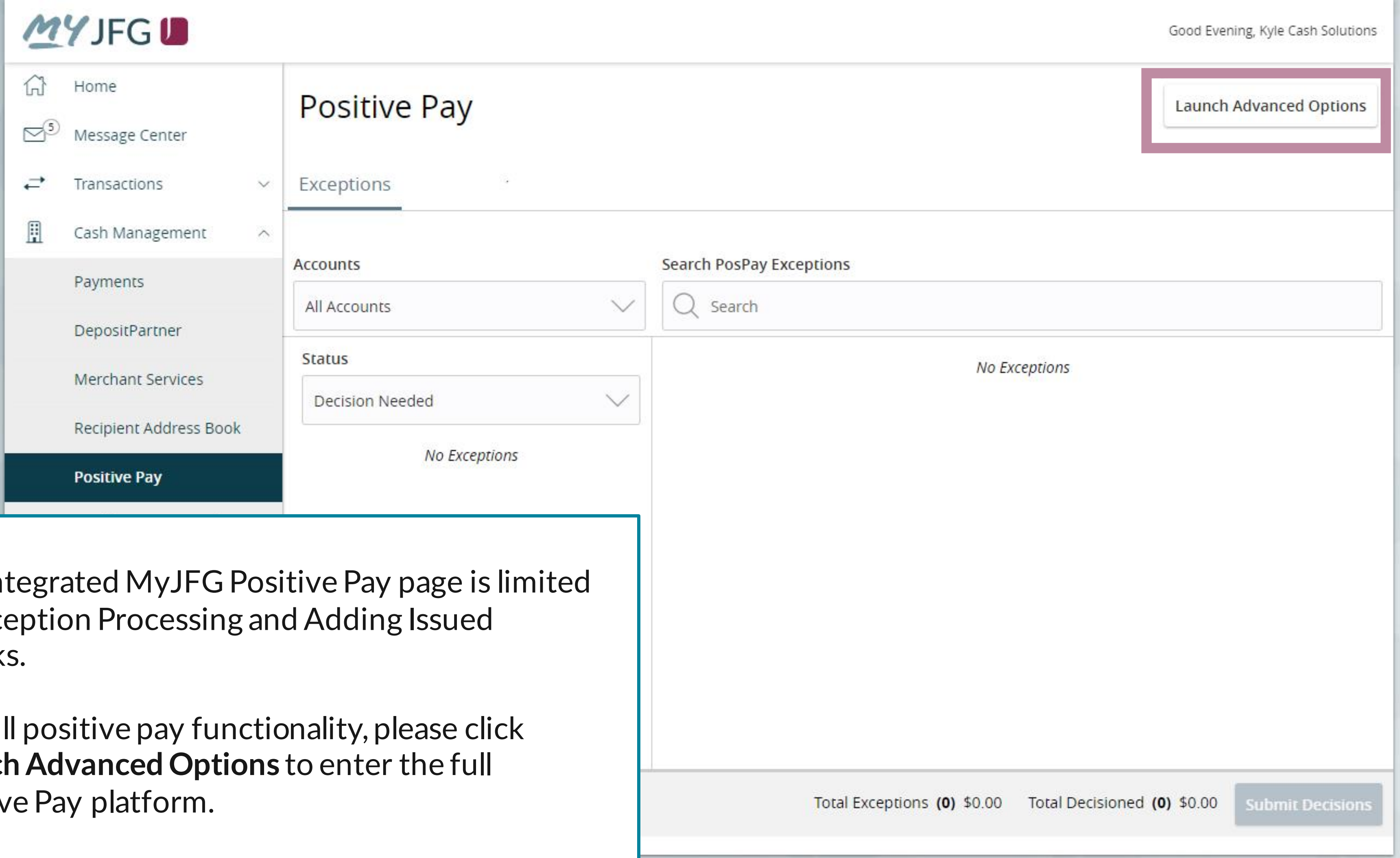
JOHNSON FINANCIAL GROUP®

Important

- If you are creating a **new user** in Positive Pay, that user should also be created in MyJFG. Please see the user guide, “Creating Single Sign On Only Users in MyJFG” for assistance. If at all possible, use the same username for new users in both MyJFG and Positive Pay. When your user is created, please email myjfgbusiness@johnsonfinancialgroup.com with your company name and the username for both Positive Pay and MyJFG so they can link the profiles for the Single Sign On.

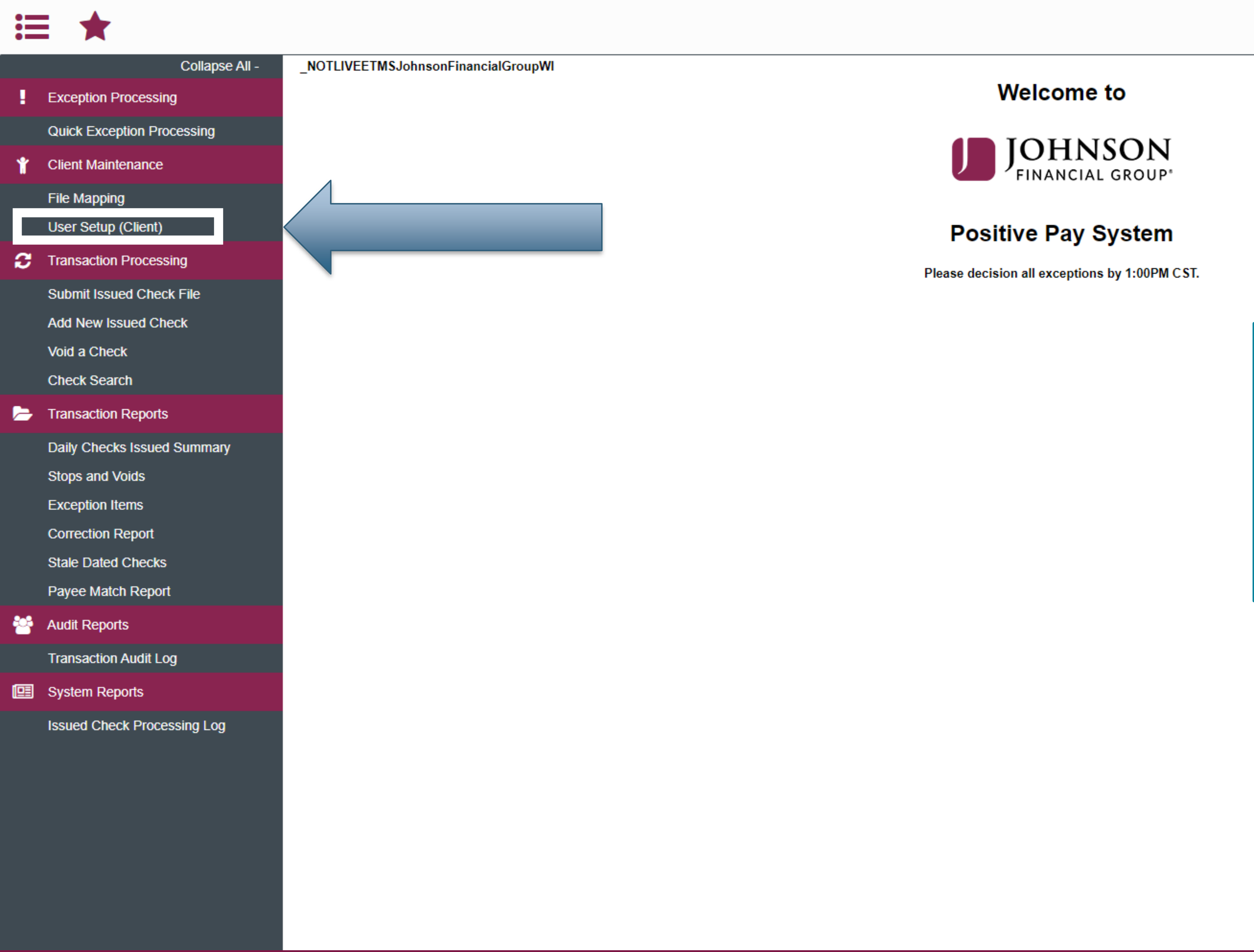


Select **Positive Pay** under the **Cash Management** menu.

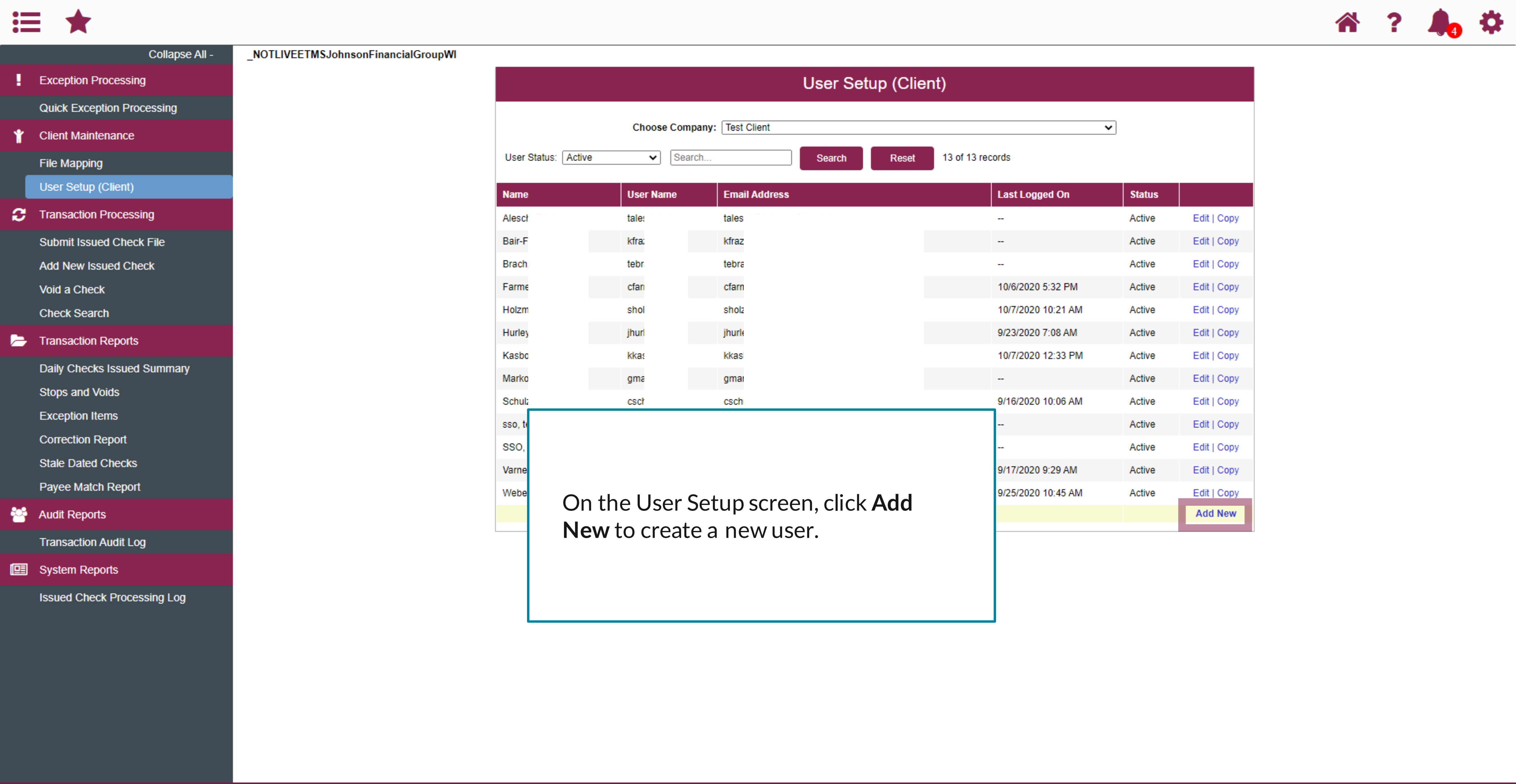


The integrated MyJFG Positive Pay page is limited to Exception Processing and Adding Issued Checks.

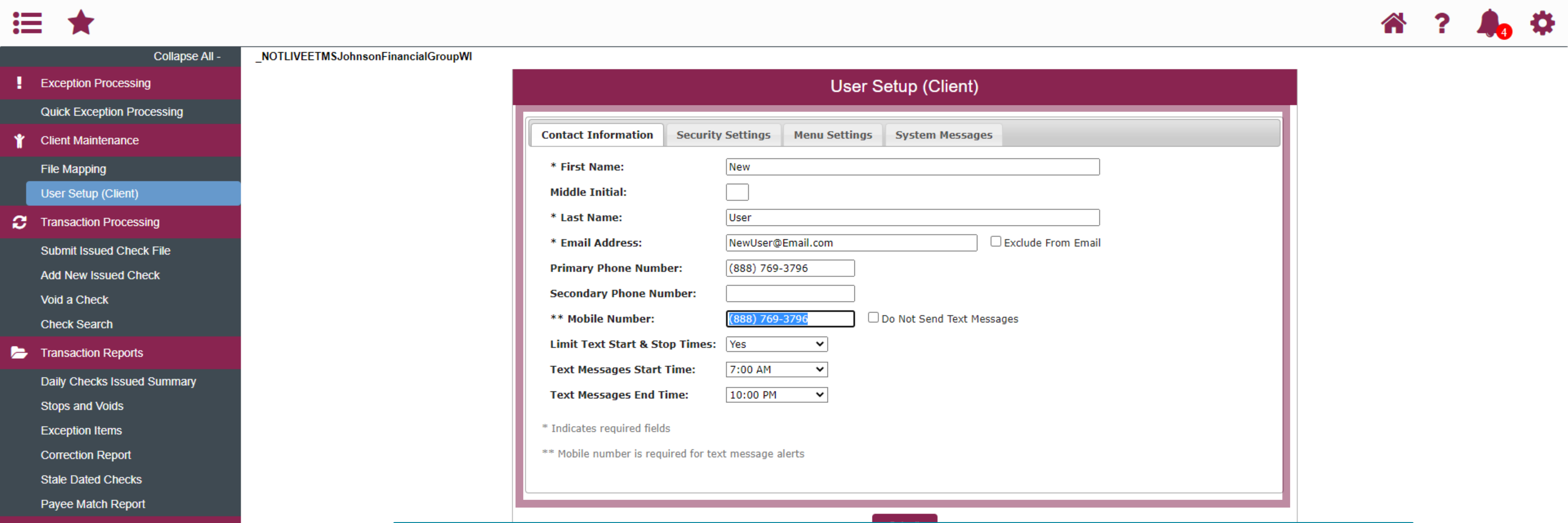
For full positive pay functionality, please click **Launch Advanced Options** to enter the full Positive Pay platform.



Select **User Setup (Client)** under the **Client Maintenance** menu.



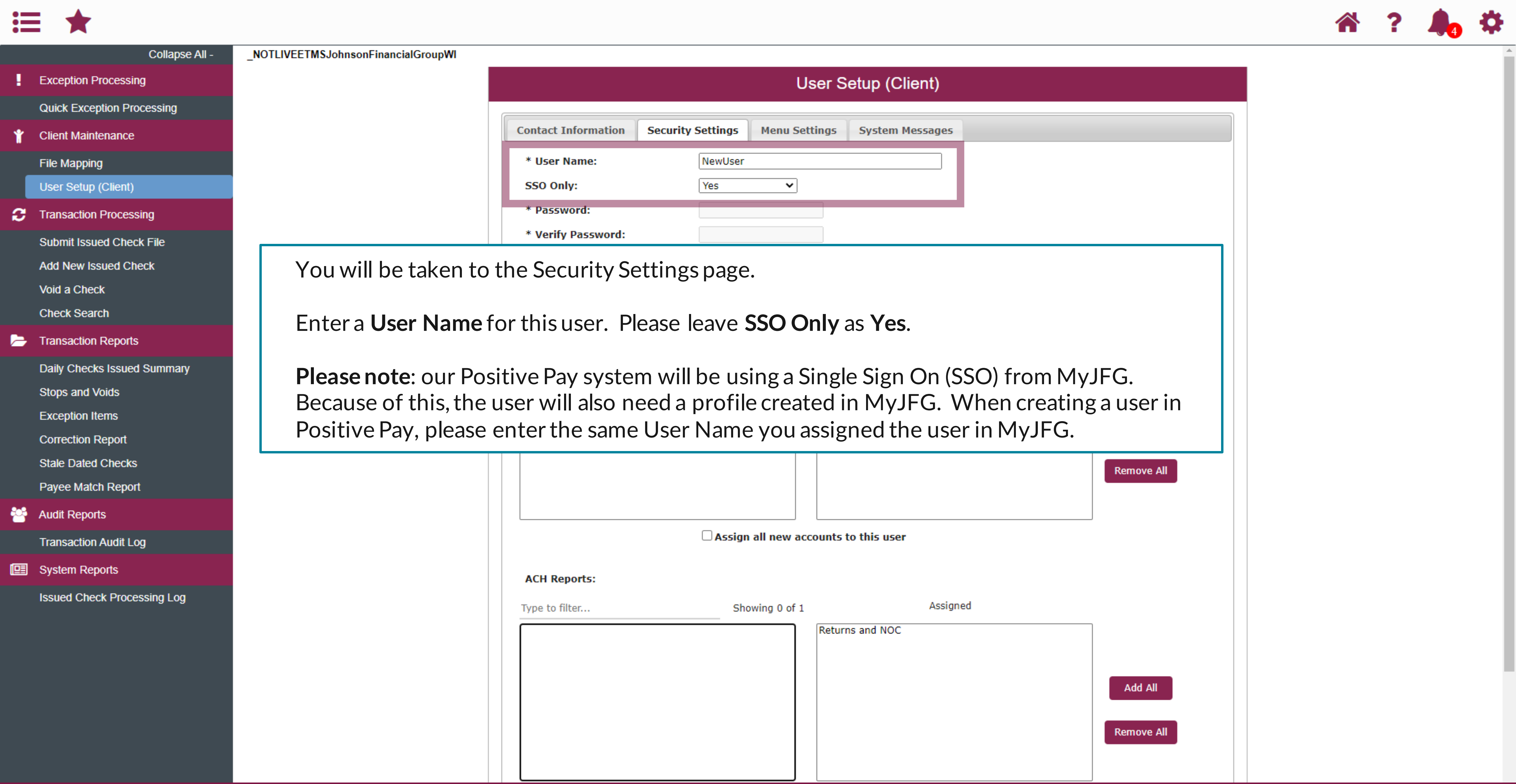
On the User Setup screen, click **Add New** to create a new user.



Fill in the User's Contact Information on this screen. Click **Security Settings** tab at the top of the page when finished.

Please Note: If you don't want the user to receive any emails from the system, click **Exclude from Email**. This is not suggested for any regular users of the system and this will preclude them from receiving alerts about exceptions.

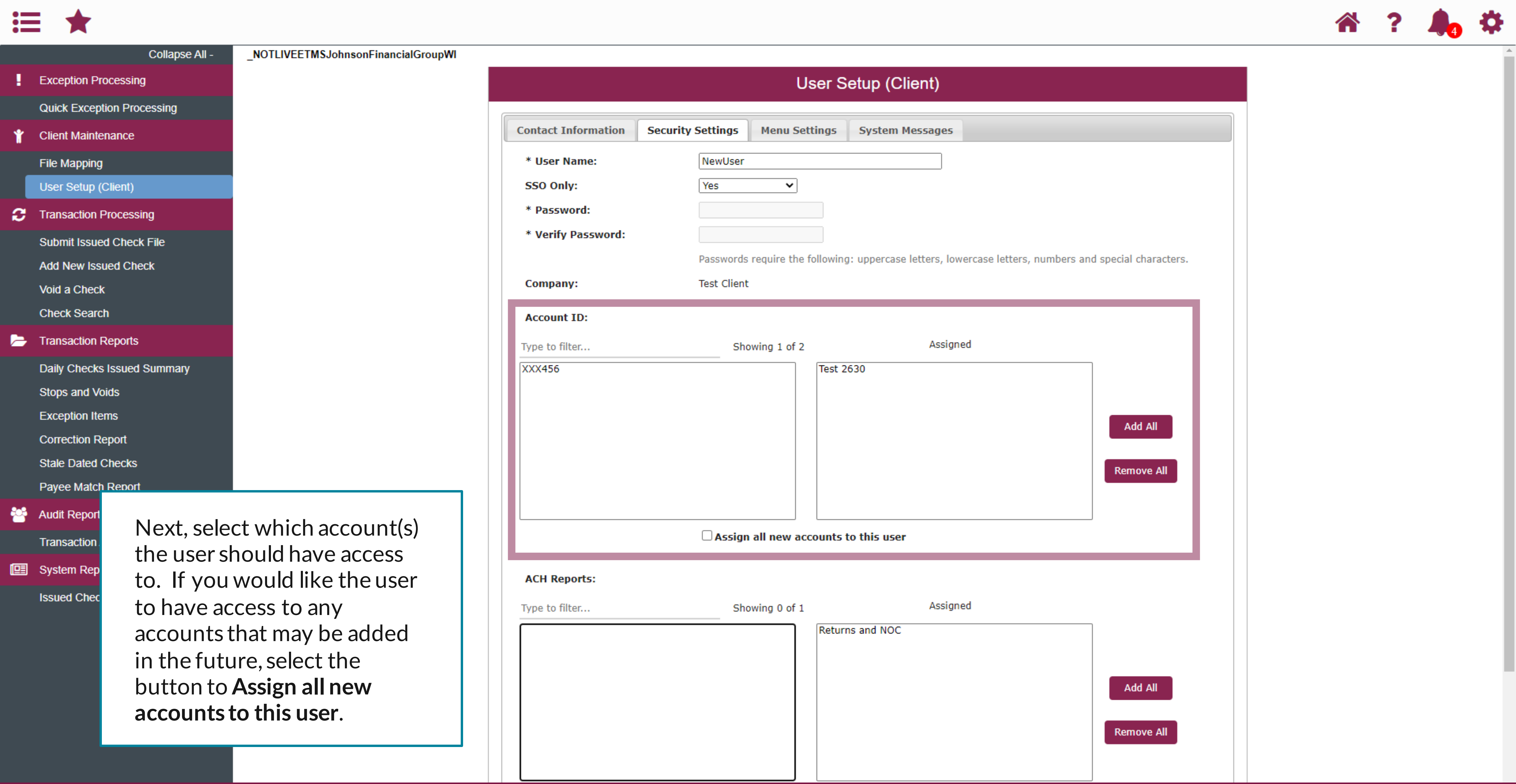
If you would like the user to receive text message alerts, make sure you enter a valid number in the **Mobile Number** field.



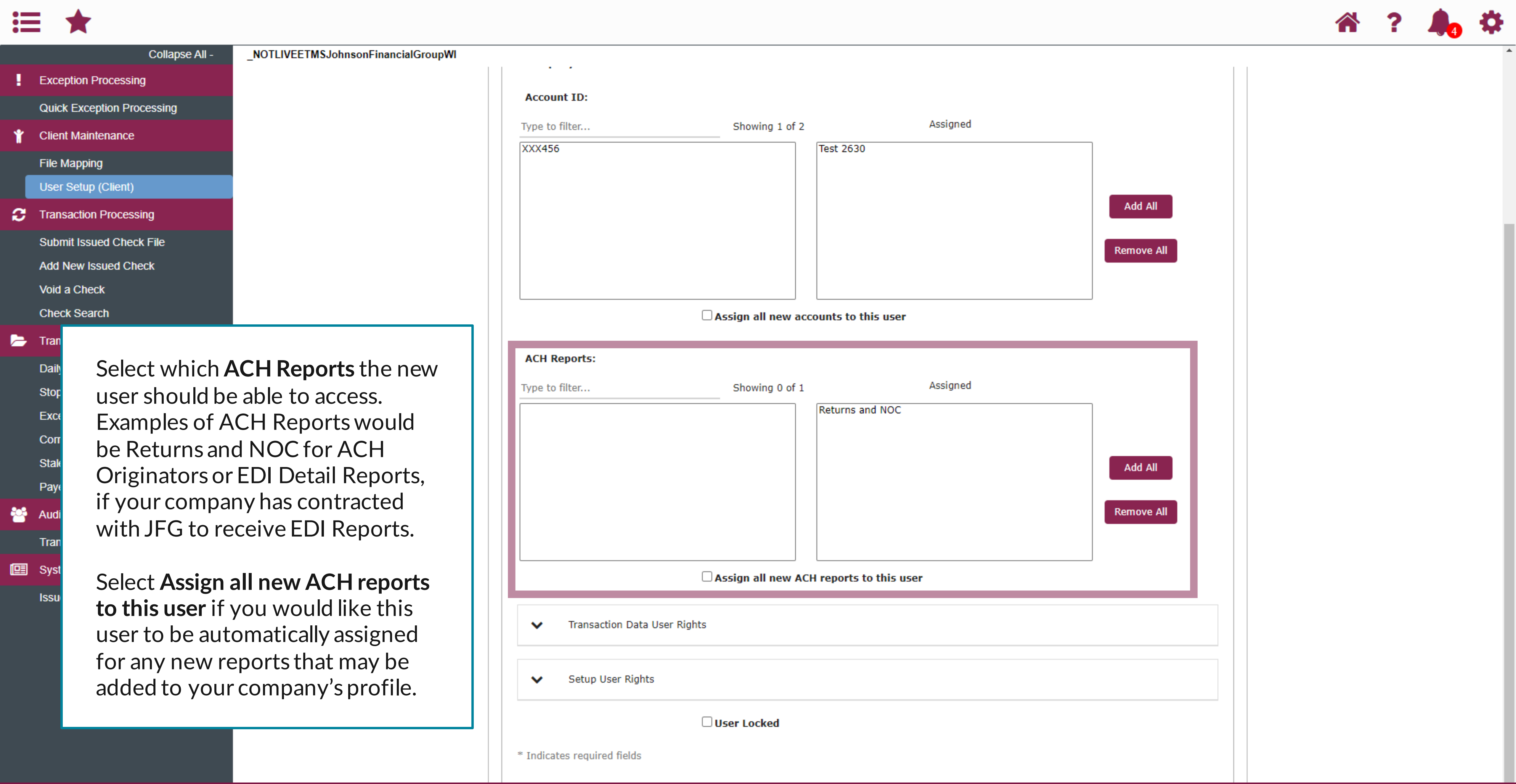
You will be taken to the Security Settings page.

Enter a **User Name** for this user. Please leave **SSO Only** as **Yes**.

Please note: our Positive Pay system will be using a Single Sign On (SSO) from MyJFG. Because of this, the user will also need a profile created in MyJFG. When creating a user in Positive Pay, please enter the same User Name you assigned the user in MyJFG.

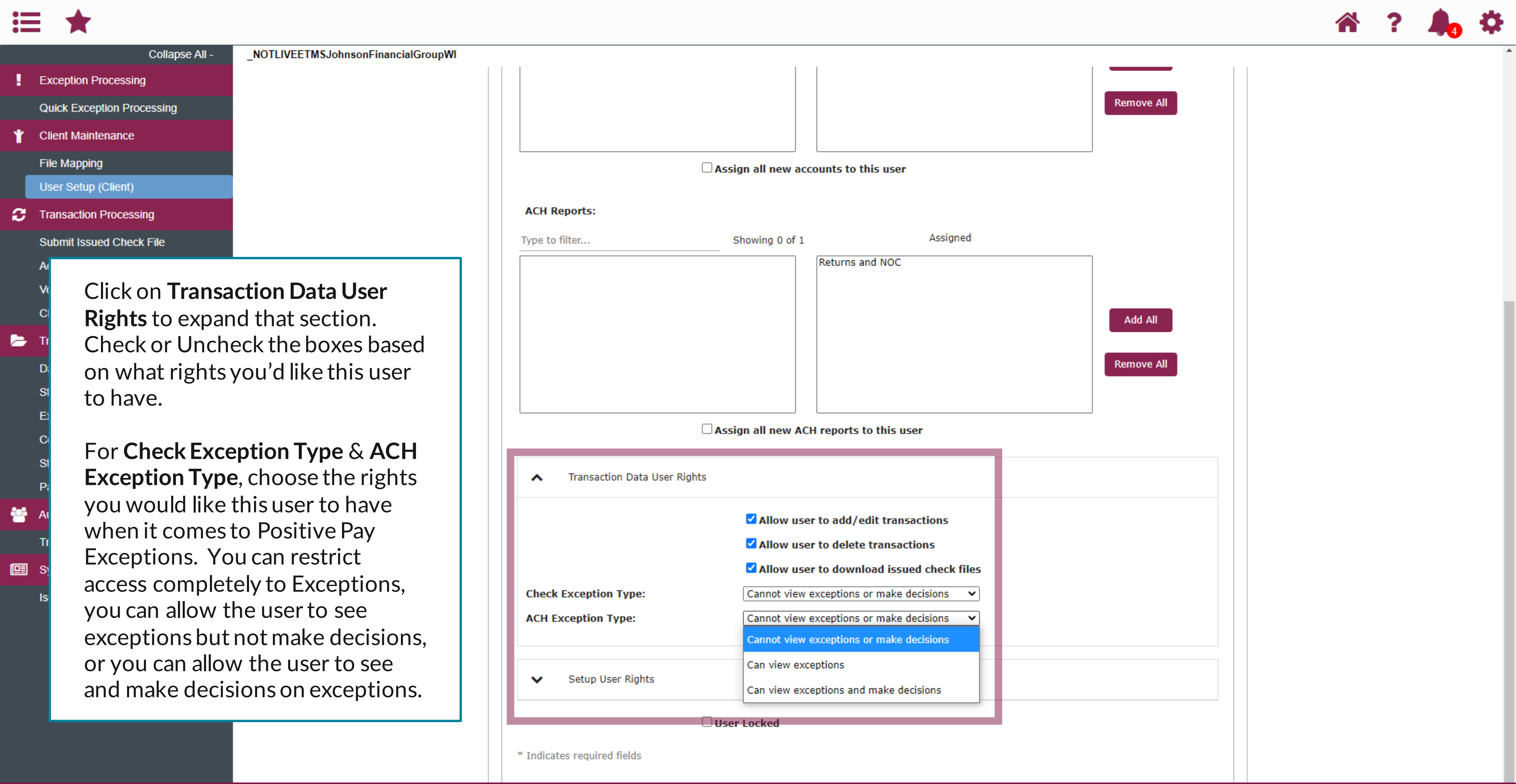


Next, select which account(s) the user should have access to. If you would like the user to have access to any accounts that may be added in the future, select the button to **Assign all new accounts to this user**.



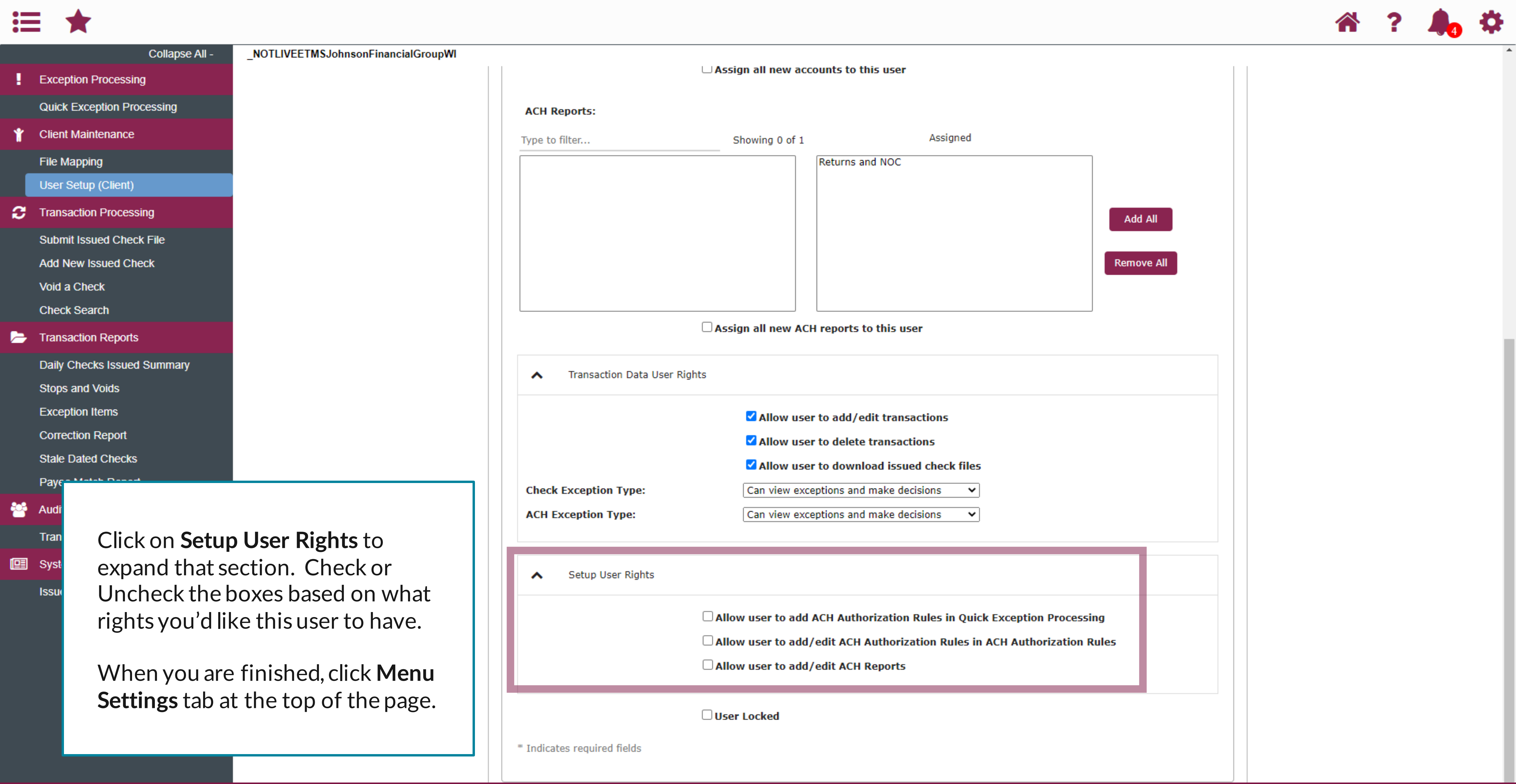
Select which **ACH Reports** the new user should be able to access. Examples of ACH Reports would be Returns and NOC for ACH Originators or EDI Detail Reports, if your company has contracted with JFG to receive EDI Reports.

Select **Assign all new ACH reports to this user** if you would like this user to be automatically assigned for any new reports that may be added to your company's profile.



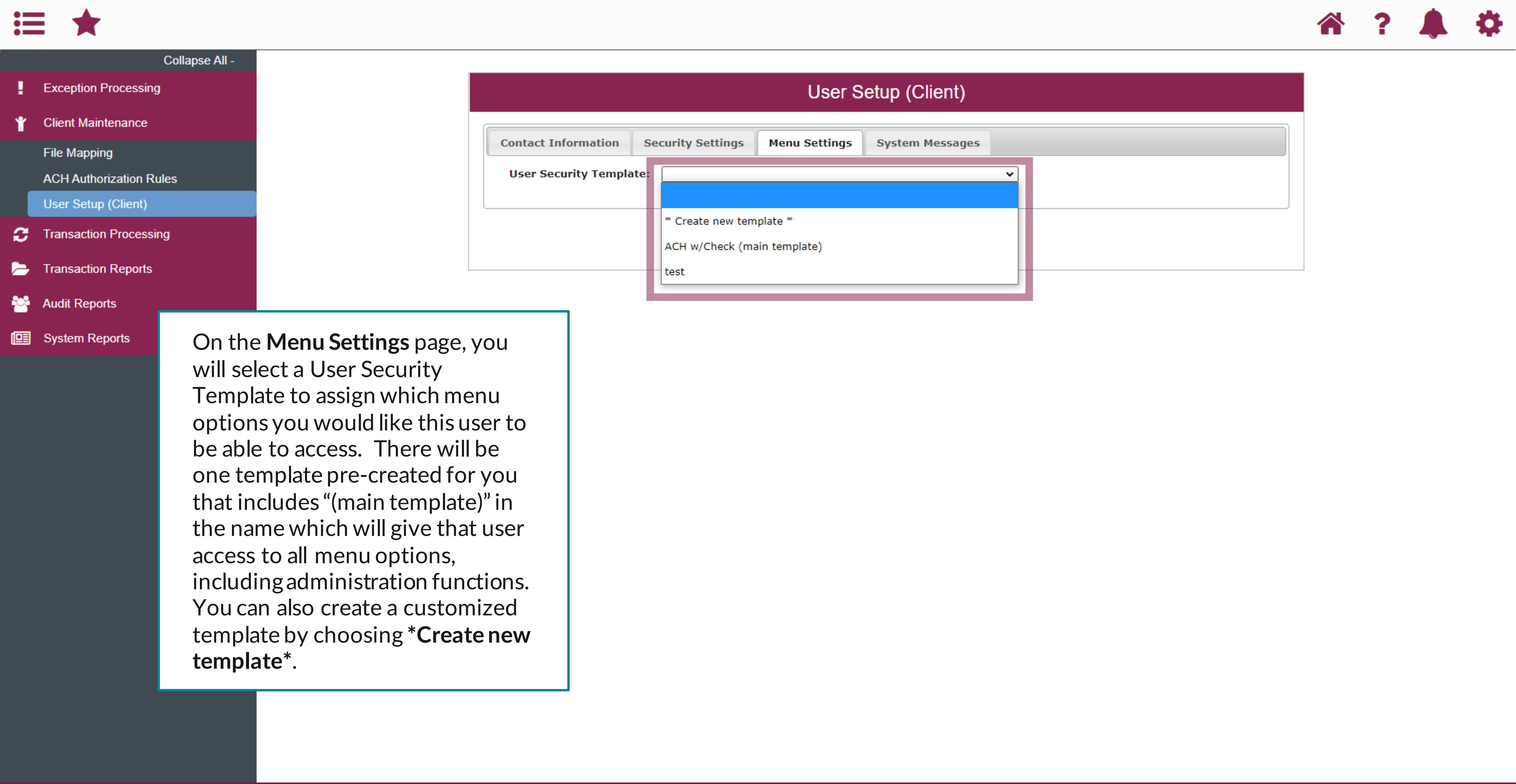
Click on **Transaction Data User Rights** to expand that section. Check or Uncheck the boxes based on what rights you'd like this user to have.

For **Check Exception Type** & **ACH Exception Type**, choose the rights you would like this user to have when it comes to Positive Pay Exceptions. You can restrict access completely to Exceptions, you can allow the user to see exceptions but not make decisions, or you can allow the user to see and make decisions on exceptions.

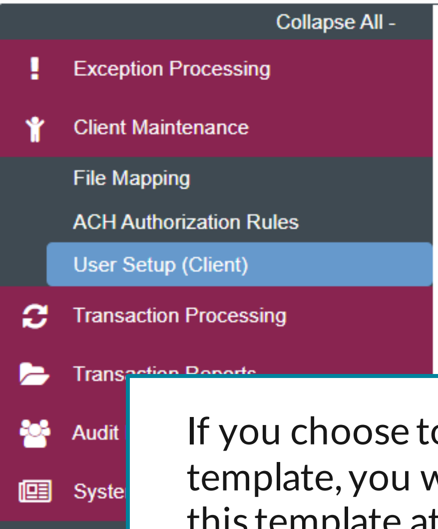


Click on **Setup User Rights** to expand that section. Check or Uncheck the boxes based on what rights you'd like this user to have.

When you are finished, click **Menu Settings** tab at the top of the page.



On the **Menu Settings** page, you will select a User Security Template to assign which menu options you would like this user to be able to access. There will be one template pre-created for you that includes "(main template)" in the name which will give that user access to all menu options, including administration functions. You can also create a customized template by choosing ***Create new template***.

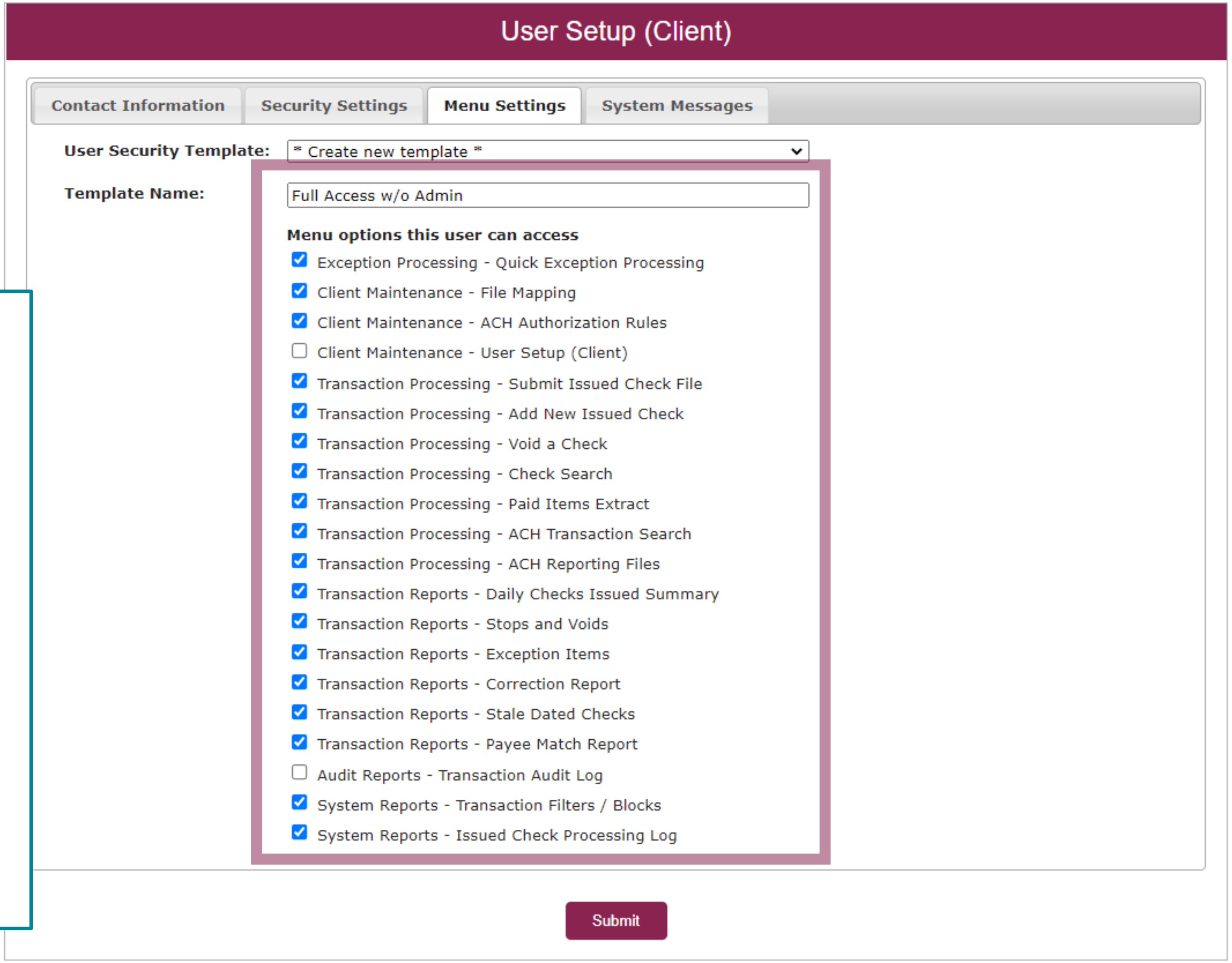


If you choose to create a new template, you will assign a name to this template at the top of the page.

Then, you will select which menu options you would like this user to access.

Click **System Messages** tab when finished.

Please see the next page for additional information about these menu options.



Notes about menu options:

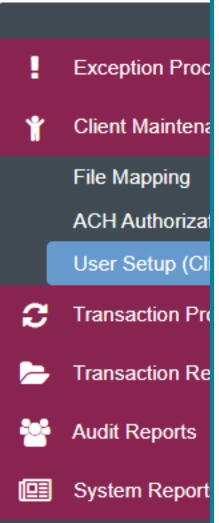
For a user who will be decisioning Positive Pay Exceptions, please select **Exception Processing-Quick Exception Processing**.

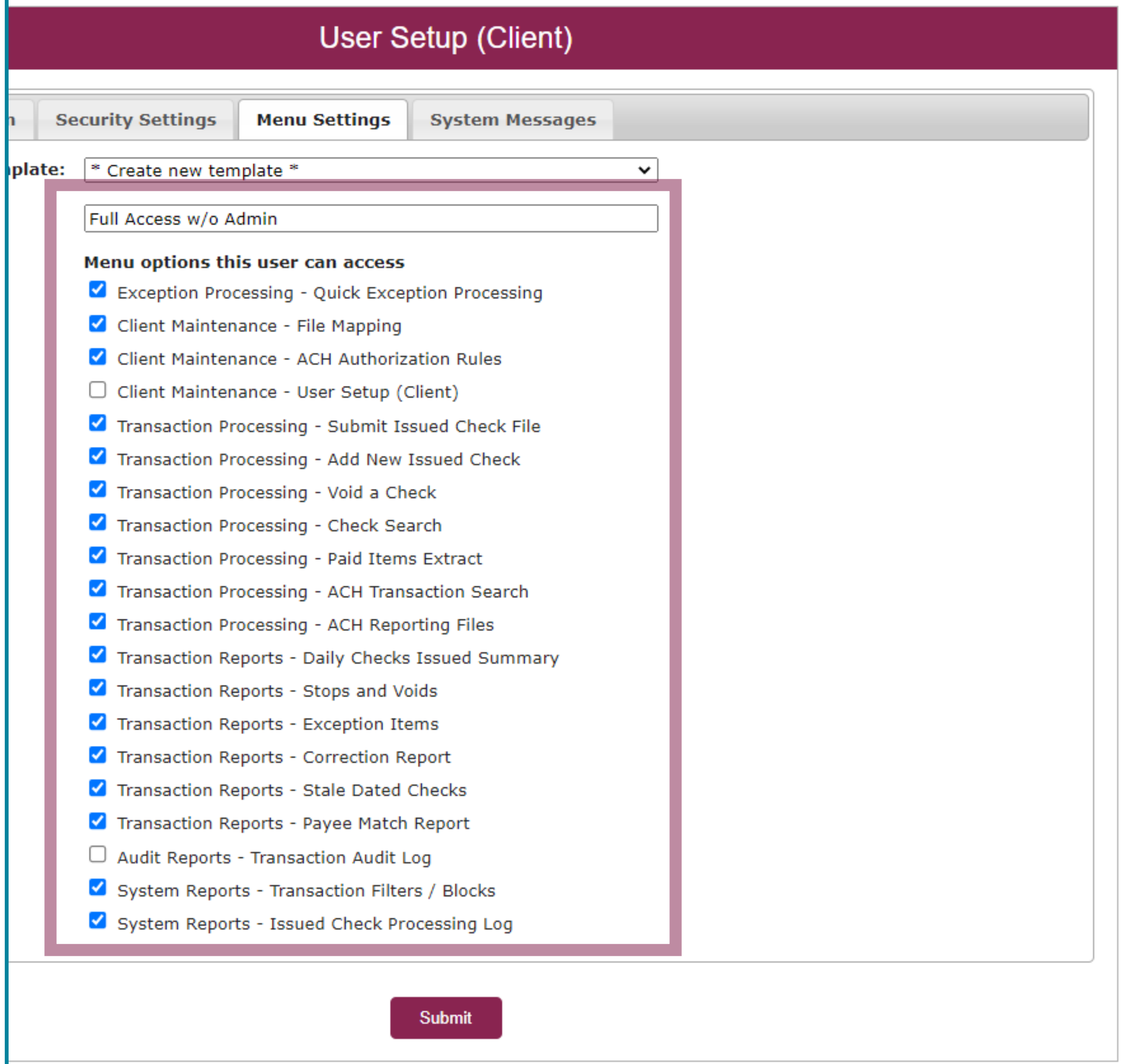
For a user who will be uploading or entering issued checks, please select **Transaction Processing-Submit Issued Check File** & **Transaction Processing-Add New Issued Check**. You may also want to assign this user **Transaction Processing-Void a Check** in case that user will need to void a previously issued check.

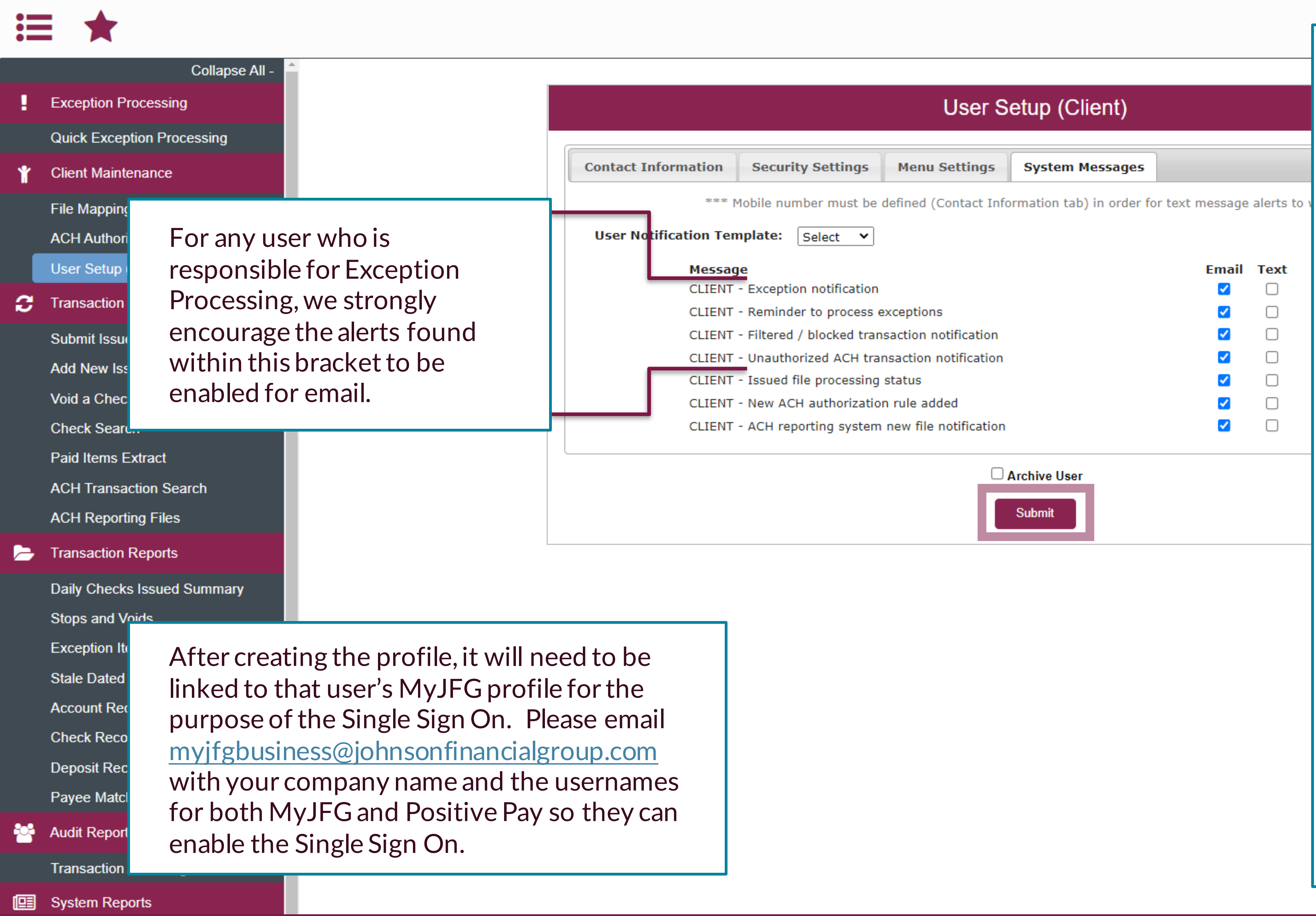
For a user who will be managing ACH Authorization Rules for ACH Positive Pay, please select **Client Maintenance-ACH Authorization Rules**.

For a user who should have user administrative roles, please select **Client Maintenance-User Setup (Client)** & **Audit Reports-Transaction Audit Log**.

The remaining menu options lead to different reports.







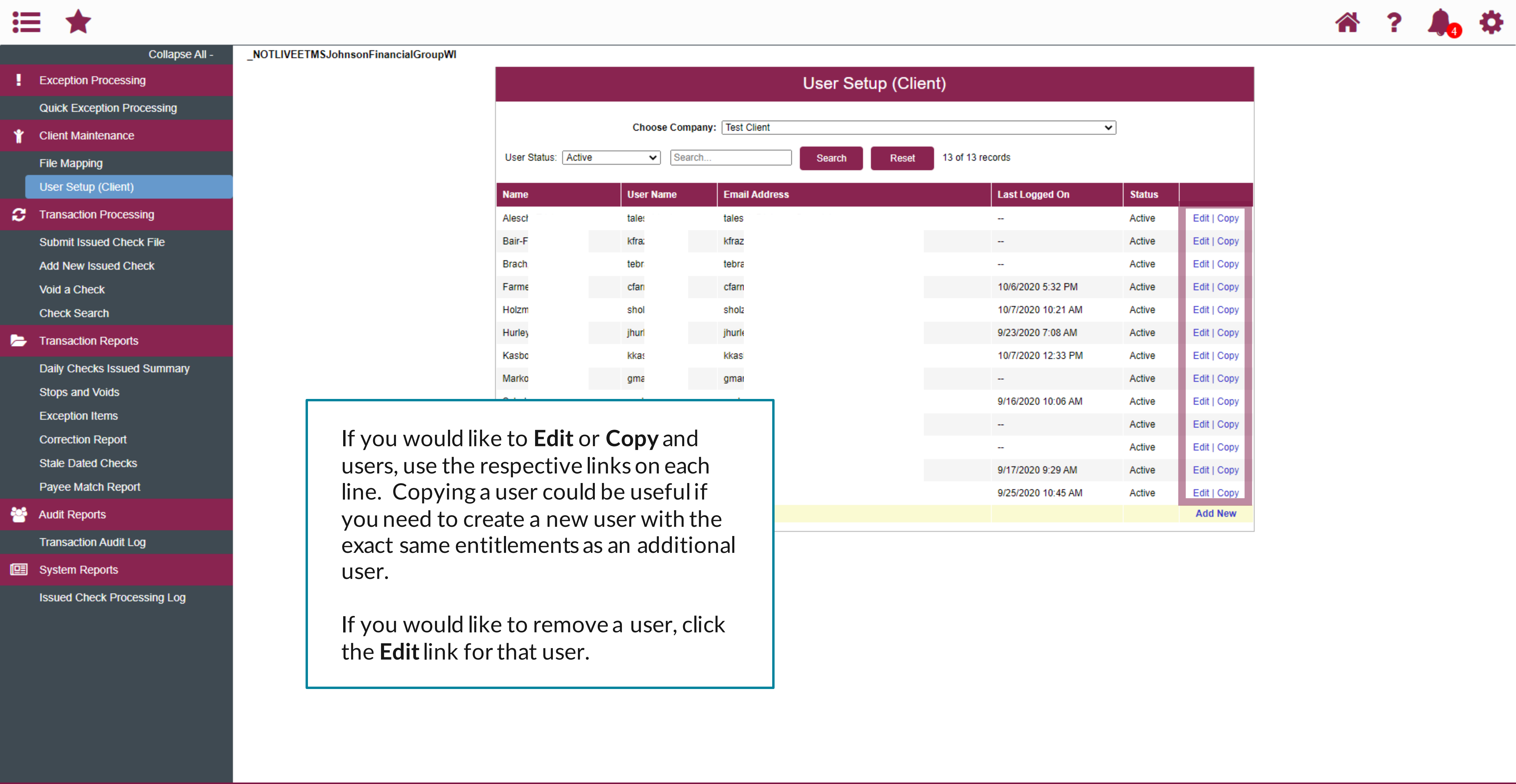
For any user who is responsible for Exception Processing, we strongly encourage the alerts found within this bracket to be enabled for email.

After creating the profile, it will need to be linked to that user's MyJFG profile for the purpose of the Single Sign On. Please email myjfgbusiness@johnsonfinancialgroup.com with your company name and the usernames for both MyJFG and Positive Pay so they can enable the Single Sign On.

A list of available alerts will show on the Systems Messages tab. For email alerts, check the **Email** box for each alert this user should be receiving via email. For SMS Text alerts, check the **Text** box for each alert this user should be receiving via text message.

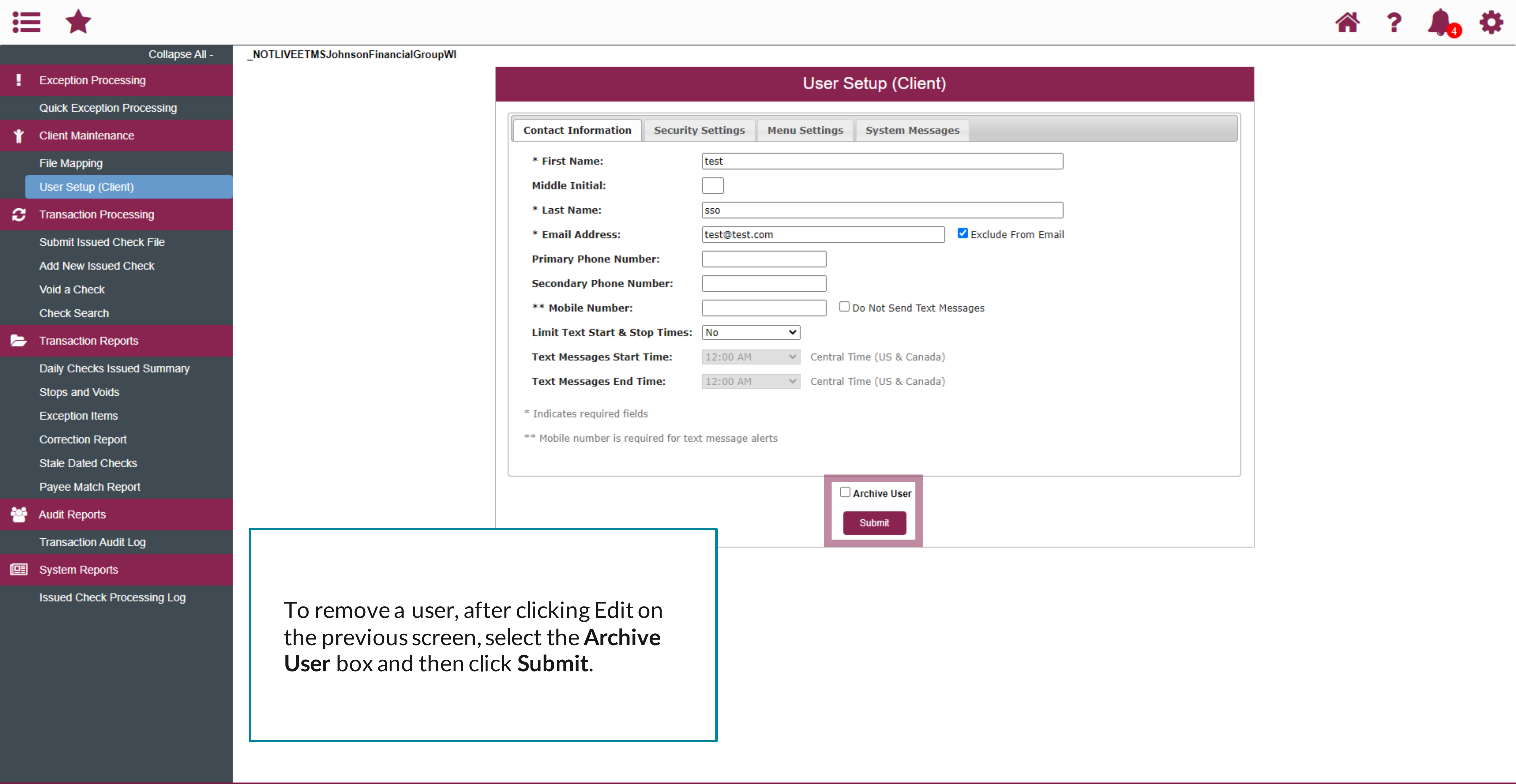
Please note, if you turn off an alert within your own Positive Pay profile, you will no longer be able to reactivate the alert or assign it to any other users. If you see any alerts on this list that you'd like to receive and the alerts are not viewable on your screen, please contact TM Support (contact information on the bottom of this page) and they can activate the alert for you.

Click **Submit** when finished. You will be returned to the User selection screen.



If you would like to **Edit** or **Copy** and users, use the respective links on each line. Copying a user could be useful if you need to create a new user with the exact same entitlements as an additional user.

If you would like to remove a user, click the **Edit** link for that user.



To remove a user, after clicking Edit on the previous screen, select the **Archive User** box and then click **Submit**.

Reminder

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Thank You

Additional Resources and Support

For additional resources, including “how-to” guides, please visit our online Client Resources page at https://www.johnsonfinancialgroup.com/business/cash-management/client-resources/

If further support is needed, please call our Johnson Customer Support Center at 888.769.3796 (option 1, then option 2), send a message in the MyJFG Message Center to “MyJFG Business – Cash Mgmt Solutions” or by email at myjfgbusiness@johnsonfinancialgroup.com.

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