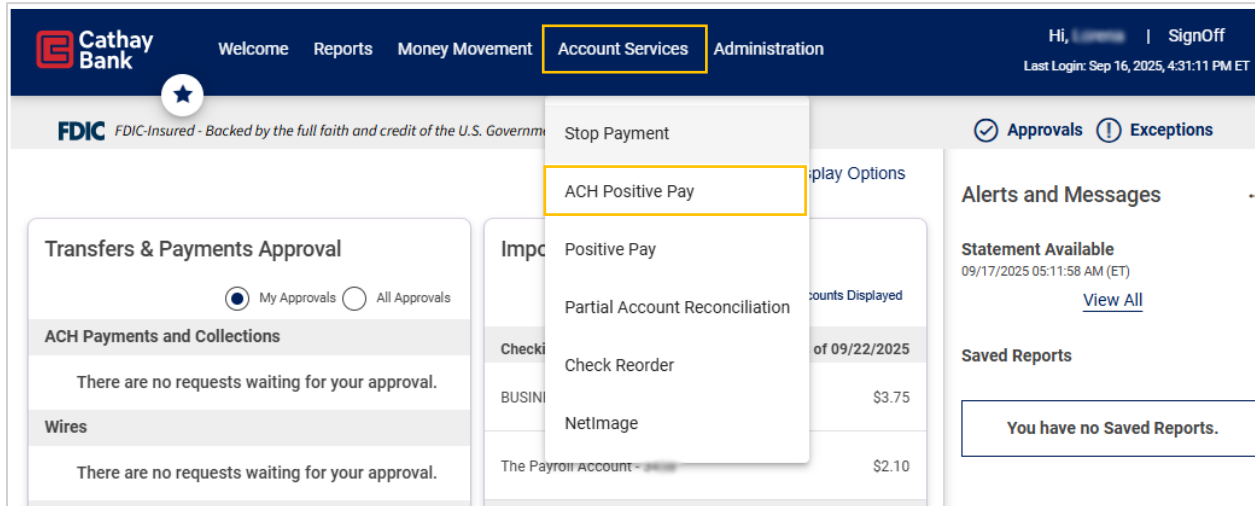


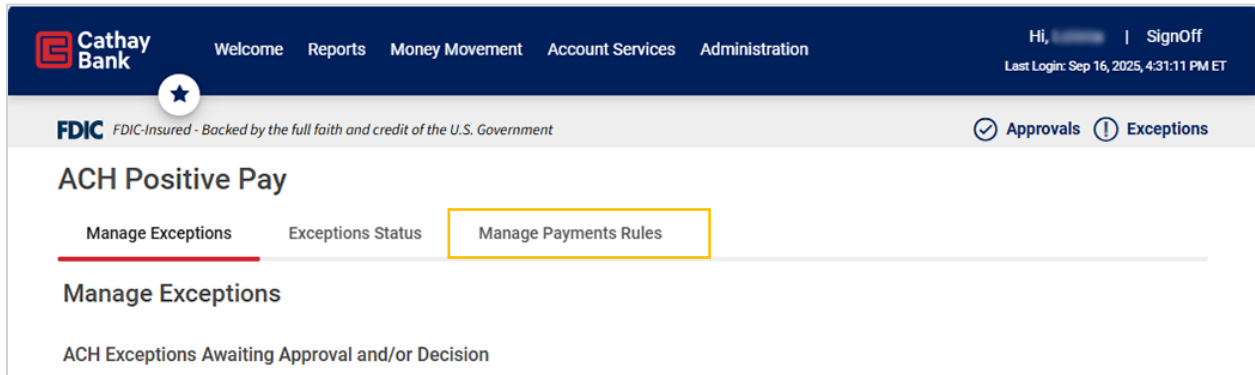
# ACH Positive Pay: Adding Rules

**Step 1:** Hover mouse over “Account Services” and then click on “ACH Positive Pay”



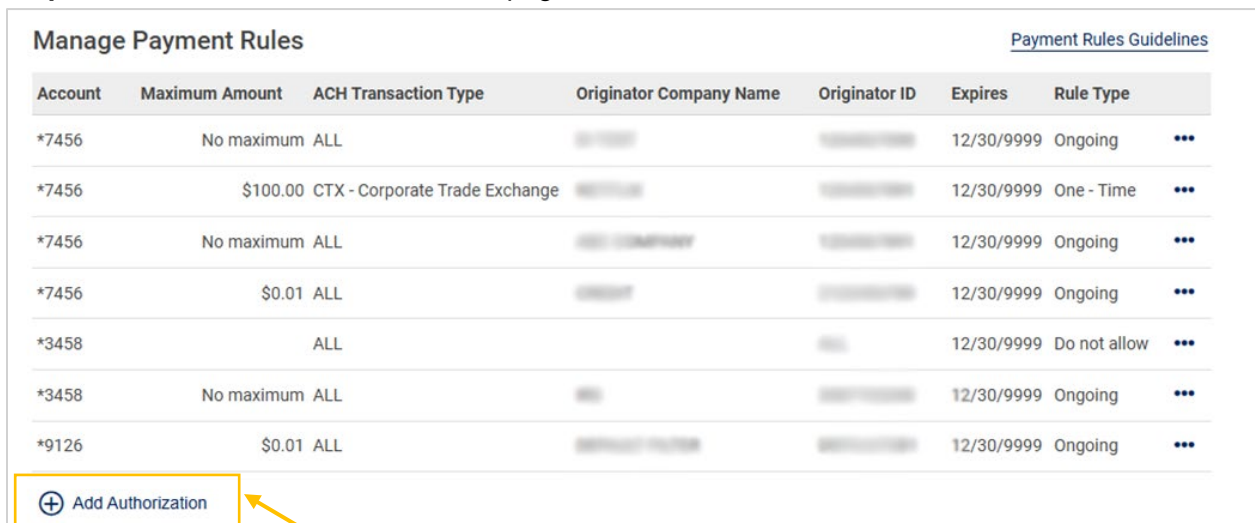
The screenshot shows the Cathay Bank web interface. The 'Account Services' menu is open, and 'ACH Positive Pay' is highlighted. Other menu items include 'Stop Payment', 'Positive Pay', 'Partial Account Reconciliation', 'Check Reorder', and 'NetImage'. The main content area shows 'Transfers & Payments Approval' and 'ACH Payments and Collections' sections.

**Step 2:** Click On “Manage Payment Rules”



The screenshot shows the 'ACH Positive Pay' page. The 'Manage Payments Rules' tab is highlighted. Below the tabs, there is a section for 'Manage Exceptions' with the text 'ACH Exceptions Awaiting Approval and/or Decision'.

**Step 3:** Scroll down to the bottom of the page and click on “Add Authorization”



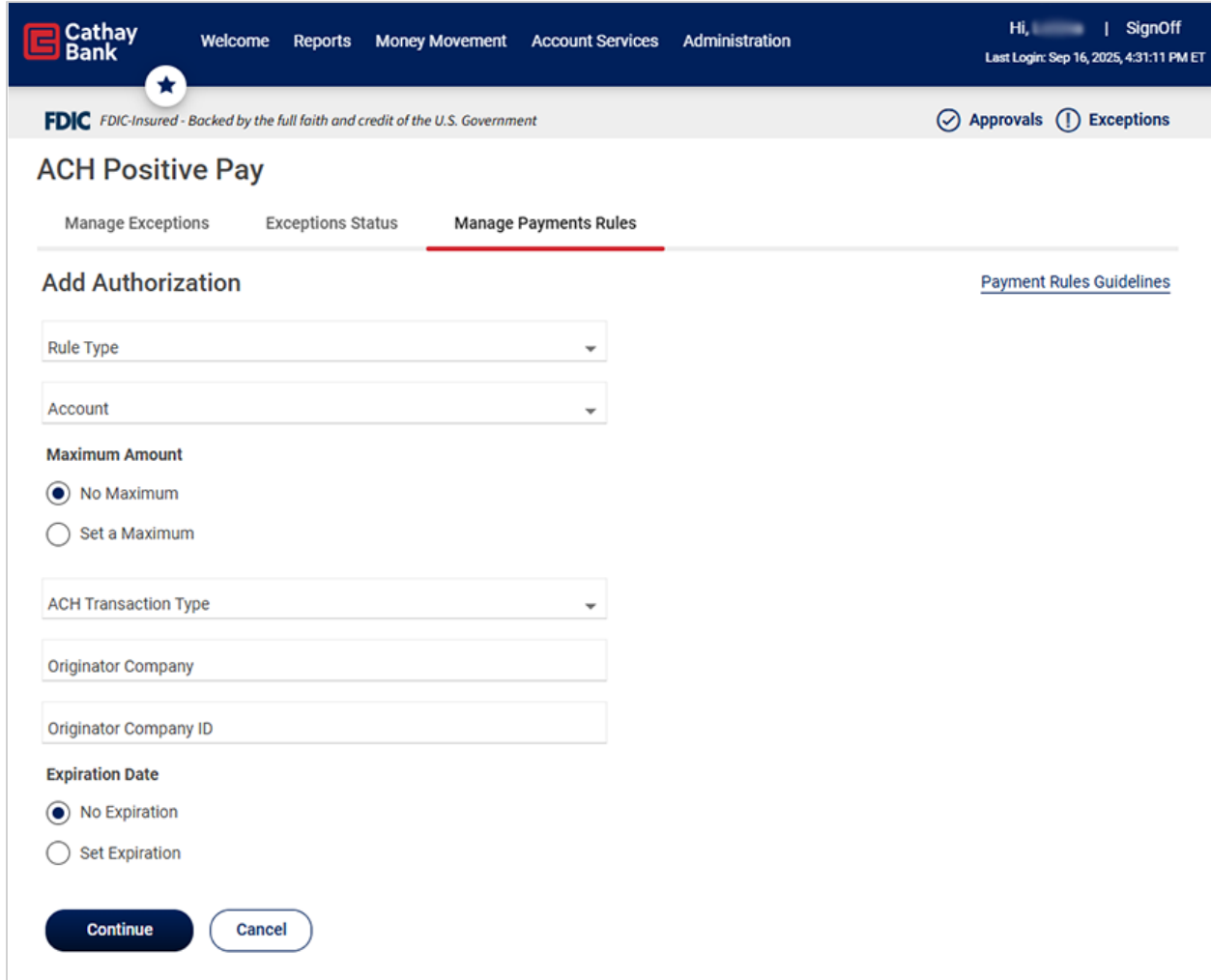
The screenshot shows the 'Manage Payment Rules' table. The table has columns for Account, Maximum Amount, ACH Transaction Type, Originator Company Name, Originator ID, Expires, and Rule Type. An 'Add Authorization' button is highlighted at the bottom left of the table.

Account	Maximum Amount	ACH Transaction Type	Originator Company Name	Originator ID	Expires	Rule Type
*7456	No maximum	ALL			12/30/9999	Ongoing
*7456	\$100.00	CTX - Corporate Trade Exchange			12/30/9999	One - Time
*7456	No maximum	ALL			12/30/9999	Ongoing
*7456	\$0.01	ALL			12/30/9999	Ongoing
*3458		ALL			12/30/9999	Do not allow
*3458	No maximum	ALL			12/30/9999	Ongoing
*9126	\$0.01	ALL			12/30/9999	Ongoing

**Step 4:**

Click on Each drop-down box to choose the settings you would prefer for the rule to be added.

The most common setting is below:



The screenshot shows the Cathay Bank interface for managing ACH Positive Pay rules. The top navigation bar includes the Cathay Bank logo, a star icon, and menu items: Welcome, Reports, Money Movement, Account Services, and Administration. The user is logged in as 'Hi, [redacted]' with a 'SignOff' link and a 'Last Login: Sep 16, 2025, 4:31:11 PM ET' timestamp. Below the navigation bar, there is an FDIC logo with the text 'FDIC-Insured - Backed by the full faith and credit of the U.S. Government' and links for 'Approvals' and 'Exceptions'. The main heading is 'ACH Positive Pay', with sub-tabs for 'Manage Exceptions', 'Exceptions Status', and 'Manage Payments Rules' (which is currently selected). Under 'Add Authorization', there is a 'Payment Rules Guidelines' link. The form fields include: 'Rule Type' (dropdown), 'Account' (dropdown), 'Maximum Amount' (radio buttons for 'No Maximum' and 'Set a Maximum'), 'ACH Transaction Type' (dropdown), 'Originator Company' (text input), 'Originator Company ID' (text input), and 'Expiration Date' (radio buttons for 'No Expiration' and 'Set Expiration'). At the bottom, there are 'Continue' and 'Cancel' buttons.

- Rule Type “Ongoing”
- Account Select Account to be debited from
- Maximum Amount “No Maximum
- ACH Transaction Type “All”
- Originator Company Type in Name of Vendor
- Originator Company ID Type in Company ID#
- Expiration Date “No Expiration”
- and last step click on “Continue”