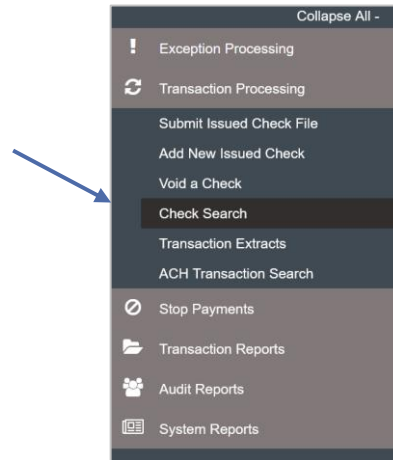


NOTE: Checks can be searched by specifying various criteria listed on the screen according to need.

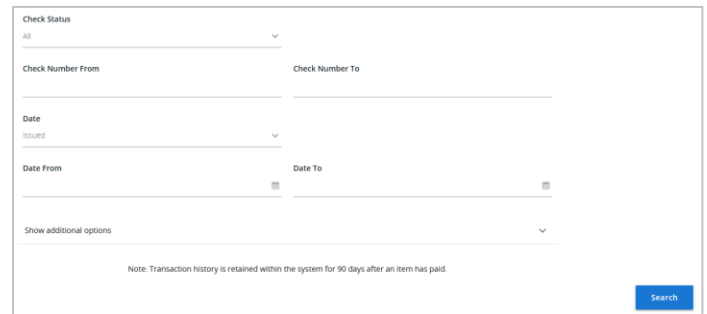
1. Select the 'Transaction Processing' menu then 'Check Search'.



2. Select the desired Account from the drop-down menu. This specifies which Account or Accounts should be included in the search.



3. The following fields are optional and may be utilized to narrow down the corresponding search.
 - a. Select Check Status to specify the status of the check or checks being searched. All statuses will be selected by default.
 - b. Indicate a check number range if desired.
 - c. Select an item in the 'Date' drop-down menu to specify a category. This corresponds to the type of date you would like to run the Check Search report for.
 - d. Specify the Date Range of the check if this information is available to further narrow the search.



A search form with the following fields:

- Check Status: All (dropdown)
- Check Number From: (text input)
- Check Number To: (text input)
- Date: ISSUED (dropdown)
- Date From: (calendar icon)
- Date To: (calendar icon)
- Show additional options: (dropdown)
- Note: Transaction history is retained within the system for 90 days after an item has paid.
- Search button

- Click the carrot next to 'Show additional options' to uncover additional search options.

Show additional options ▼

Amount From	Amount To
<input type="text"/>	<input type="text"/>
Decision	Reason
All Decisions	All Reasons
<input type="text"/>	<input type="text"/>
Issued Payee	
<input type="text"/>	
<input checked="" type="checkbox"/> Include Reversals	

Note: Transaction history is retained within the system for 90 days after an item has paid.

- Select a decision from the list based on whether the check was paid or returned.

Decision

|

Pay

Return

- Select a reason from the list based on the reason that was selected.

Reason

|

Duplicate

Fraudulent

Past Deadline Item Paid

Stale Dated

- Indicate whether reversals should be included in the search by clicking the check box.
- Click 'Search' once all desired criteria have been specified.

Include Reversals

Note: Transaction history is retained within the system for 90 days after an item has paid.

9. The resulting checks will appear on the screen.

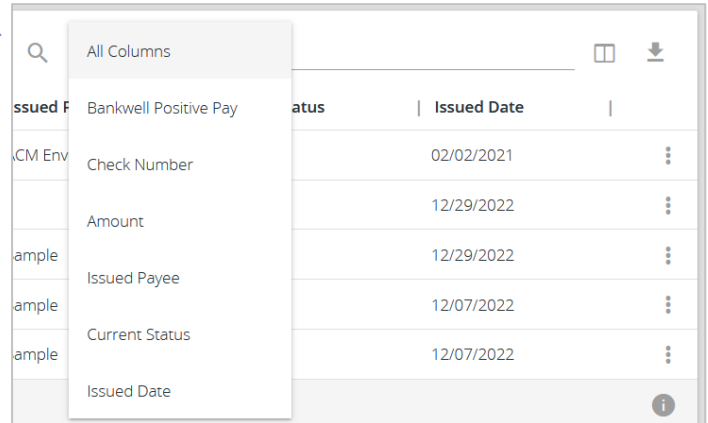
Bankwell Positive Pay	↑	Check Number	Amount	Issued Payee	Issued Date	Current Status	
THE ABC CORP - 5698		2800	\$5,000.00	ACM Environmental Con...	02/02/2021	Issued	⋮
THE ABC CORP - 5698		12345	\$1.00		12/29/2022	Issued	⋮
THE ABC CORP - 5698		123456789	\$1.00	Sample	12/29/2022	Issued	⋮
THE ABC CORP - 8174		45678	\$2.00	Sample	12/07/2022	Issued	⋮
THE ABC CORP - 8174		456789	\$1.00	Sample	12/07/2022	Issued	⋮
			\$5,005.00				

Showing 5 results View 10

10. Click and drag a column header to reorder.

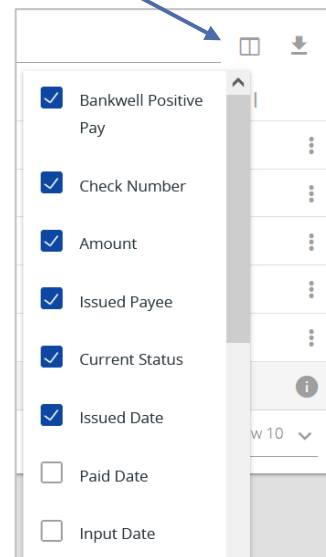
Bankwell Positive Pay	↑	Check Number	Amount	Issued Payee	Current Status	Issued Date
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11. Select the search filter (or spyglass icon) to filter and search all results or select a specific column to search within.



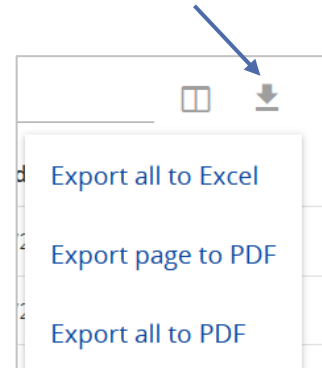
The image shows a search filter dropdown menu. The menu is open, showing a search input field and a list of columns to search within. The columns listed are: Bankwell Positive Pay, Check Number, Amount, Issued Payee, Current Status, and Issued Date. The 'Bankwell Positive Pay' option is selected. The background shows a partial view of the table from the previous step.

12. Select the columns icon to select or remove columns from the report.



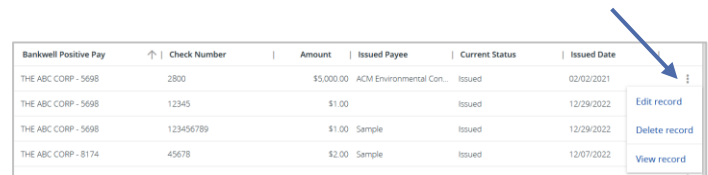
The image shows a columns selection menu. The menu is open, showing a list of columns with checkboxes next to them. The columns listed are: Bankwell Positive Pay, Check Number, Amount, Issued Payee, Current Status, Issued Date, Paid Date, and Input Date. The checkboxes for Bankwell Positive Pay, Check Number, Amount, Issued Payee, Current Status, and Issued Date are checked. The checkboxes for Paid Date and Input Date are unchecked. The background shows a partial view of the table from the previous step.

13. Select the export icon to export the search results to a Microsoft Excel or PDF file.



14. Select the Kabob icon on an individual search result to perform various actions.

- a. Edit record
- b. Delete record
- c. View record



Bankwell Positive Pay	↑ Check Number	Amount	Issued Payee	Current Status	Issued Date	
THE ABC CORP - 5698	2800	\$5,000.00	ACM Environmental Con.	Issued	02/02/2021	⋮
THE ABC CORP - 5698	12345	\$1.00		Issued	12/29/2022	Edit record
THE ABC CORP - 5698	123456789	\$1.00	Sample	Issued	12/29/2022	Delete record
THE ABC CORP - 8174	45678	\$2.00	Sample	Issued	12/07/2022	View record