

Welcome to Business Online Banking

Check Positive Pay Service
Exception Processing



Bank of Hope®

Bankers. Experts. Neighbors.

Kids Savings

Interest-earning account that helps kids and students build smart saving habits.

For more information, click the 'Learn More' button below.

Learn More

Go to www.bankofhope.com and under “Select an Option” choose Business Online Banking.

Enter your Login ID and Password.

Select an Option
Business Online Banking

Login ID

Password

☐ Remember my Login ID

[Forgot Password](#)
[or PIN?](#)

Sign In

Full service banking for your distinct needs.



Services

Click the Check Positive Pay tile under Services to access the landing page, where you can review Exception Items.

ACCOUNT SERVICES



Statements & Documents

View & download account statements and documents



Stop Payment

Place a stop payment on a check



Remote Deposit Capture

Access Remote Deposit to securely scan and submit checks for deposit



Lockbox

Access Lockbox to collect, review, decision, and process check payments



Check Positive Pay

Access Check Positive Pay to review, manage and decision check transactions



ACH Positive Pay

Access ACH Positive Pay to manage, review, and decision incoming ACH

How to review and decision exception items.



FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Good Morning,

Home Payments & Transfers Reports Services Settings Resources Log Off

Positive Pay

Select Exceptions link

Launch Advanced Options

Exceptions Add Check Submit Issued Check File

Accounts

Select account or all accounts.

All Accounts

Search PosPay Exceptions



Search

Status

Decision Needed

Select Decision Needed.

- Click each check to view check image
- Review check (Click Front and Back to review both side)
- Click Pay or Return
- Click 'Save' to save decision

Review and Decision Check Exception

Exception Processing

To select an individual account to process exceptions for, use the All Account IDs dropdown menu.

All Account IDs

Search exceptions



Decisions Needed (3)

\$

Paid not issued (3)

\$

Paid not issued

\$

#

Paid not issued

\$

#

Paid not issued

\$

#

Decided (0)

\$0.00

Account Total (3)

\$

- If applicable select the Return Reason
 - Altered/ Fictitious/ Counterfeit
 - Duplicate Presentment
 - Not Authorized
 - Refer to Maker

Paid not issued

Default Decision: Pay

Account ID:

Paid Date: 01/08/2026

Cutoff Time: 12:00 PM Pacific Time (US & Canada)

Check #:

Issued Date: 01/08/2026

Amount: \$

Front

Back

Hover over image to zoom. Click to view full-size image.



Pay



Return

Click the 'Save' button after selecting 'Pay' or 'Return' for all exception items.

Possible exceptions include:

- Payee name mismatch-payee name doesn't match what was sent in the check issued file.
- Amount mismatch-amount doesn't match what was sent in the check issued file.
- Paid not issued—the item was never loaded into the system as an issued check.
- Previously paid item posted—the item was previously paid.
- Duplicate paid item—the item was previously paid.
- Stale dated item paid—the item is a stale-dated check. A check is considered stale dated if the item was issued prior to the stale-dated cutoff date, which is calculated based on parameters defined by the bank.
- Voided item—the item was previously voided.
- Check number is zero

Positive Pay Exception Item Reminders

- Exceptions not requiring bank review: available by 4:30 a.m. PT
- Exceptions requiring additional review: available by 8:30 a.m. PT
- The cut-off time to decision exception items is 1:00 PM PT
- If you do not take action on your exception items by 1:00 PM PT, they will automatically be processed (returned or paid) based on your default settings.
- The Positive Pay exception item notification will be sent to you by email every business day by 8:30 AM PT.
- An email notification will be sent to you at 12:00 AM PT as a reminder to review and take action on your Positive Pay exceptions prior to the deadline.
- We recommend logging in every business day to check for exceptions—even if you don't receive an email from the bank.

Advanced Options Exception Processing



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Home Payments & Transfers Reports Services Settings Resources Log Off

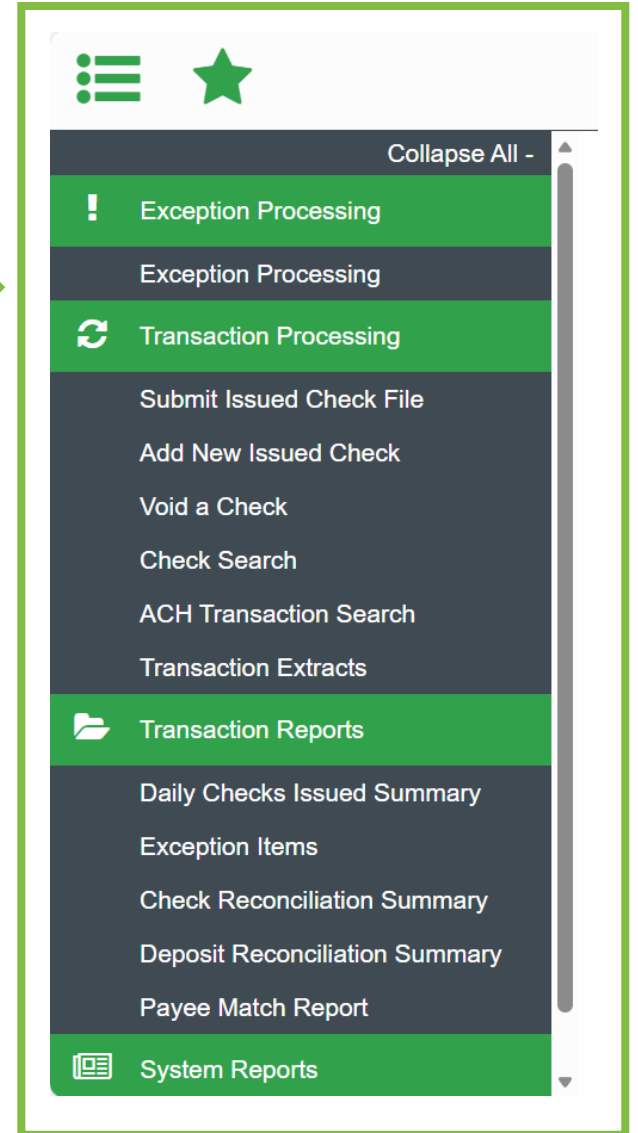
Positive Pay

Exceptions Add Check Submit Issued Check File

Good Afternoon, [User Name]

Launch Advanced Options

- **Exception Processing:** Use the Exception Processing section of the menu to process and manage exceptions.



Exception Processing

Exception Processing: Use the Exception Processing section of the menu to process and manage exceptions.

From the same page, you can edit individual transactions.

- Select the individual transaction from Decision Needed. Transaction details include:
 - Default Decision—the default decision for the exception type.
 - Reason—the return reason.
 - Decisoned By—the user who performed the decision.
 - Client/Account ID—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.
 - Check #—the check number of this item.
 - Amount—the amount of the item that has been presented for payment.
 - Paid Date—the paid date for this check or ACH transaction.
 - Issued Payee—the issued payee name for this check.

Note: Issued Payee is only displayed if Display Issued Payee Name is selected on the page and was included during the issued check file upload.

- Select Pay or Return on the transaction. Specify the reason for the pay or return decision from the Reason list.

Note: To modify a pay or return decision on a processed transaction, expand the Decisoned section and select the transaction from the list.

Modifications must be made before the exception decision cutoff time.

Editing an individual transaction

From the same page, you can edit individual transactions.

- select the individual transaction from Decision Needed. Transaction details include:
 - Default Decision—the default decision for the exception type.
 - Reason—the return reason.
 - Decisioned By—the user who performed the decision. Transactions that are automatically decisioned by the issued check file display as <username> (via issued check file).

Note: Client users see (via issued check file):

Client/Account ID—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

The label used for this field (typically Client ID or Account ID) throughout the system is defined by the bank.

- Check #—the check number of this item.

Note: For transactions involving checks, the front and back check image also displays.

Editing Transactions

Editing an individual transaction

- Amount—the amount of the item that has been presented for payment.
- Paid Date—the paid date for this check.
- Issued Payee—the issued payee name for this check.

Note: Issued Payee is only displayed if Display Issued Payee Name is selected on the page and was included during the issued check file upload.

- Check #—the check number of this item.

Note: For transactions involving checks, the front and back check image also displays.

- Amount—the amount of the item that has been presented for payment.
- Paid Date—the paid date for this check.
- Issued Payee—the issued payee name for this check.

Note: Issued Payee is only displayed if Display Issued Payee Name is selected on the page and was included during the issued check file upload.

- Select Pay or Return on the transaction. Specify the reason for the pay or return decision from the Reason list.

Note: To modify a pay or return decision on a processed transaction, expand the Decisioned section and select the transaction from the list. Modifications must be made before the exception decision cutoff time.

Editing all transactions: From the same page, you can edit all transactions. To edit, select the options menu icon. Available menu options include:

- Pay all—marks all exceptions with a Pay decision.
- Return all—marks all exceptions with a Return decision.



Visit us at Bankofhope.com Business Banking for additional information

<https://www.bankofhope.com/business-banking>