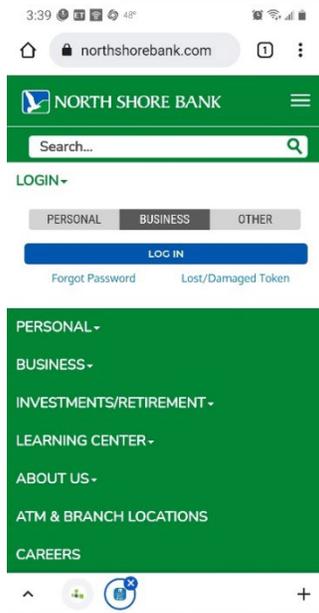


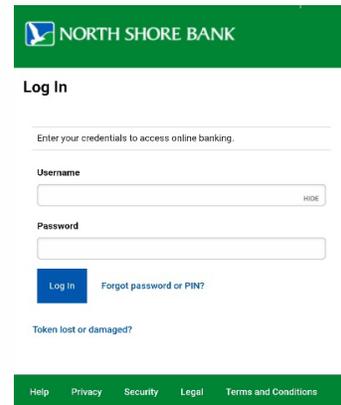
# POSITIVE PAY DECISIONING

## Using a Mobile Browser

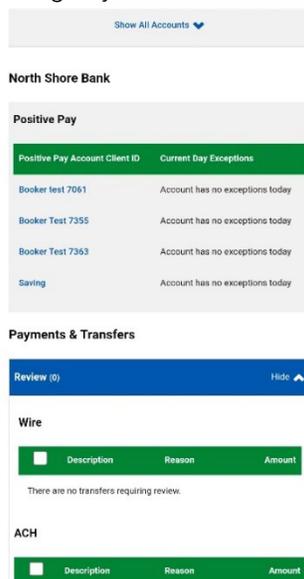
- Using any mobile browser on your smart phone or tablet, go to northshorebank.com. Tap on **LOGIN**, **BUSINESS**, and the **LOG IN** button.



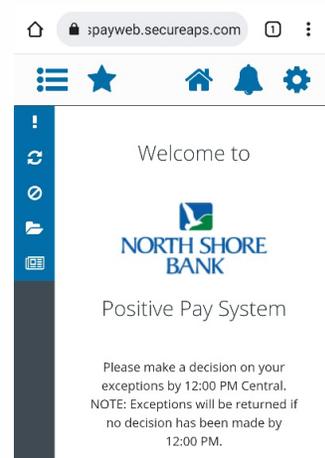
- Enter your login credentials and select **LOG IN**.



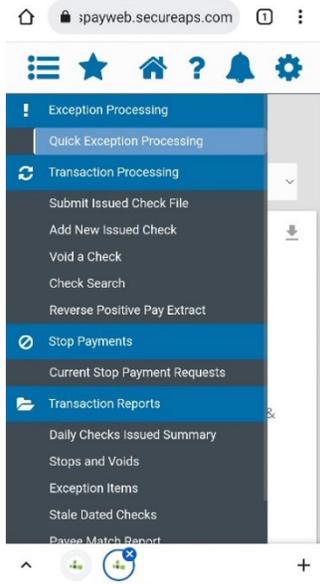
- Scroll down to the **Positive Pay** section in the middle of the page and select the blue link listing of your account or accounts.



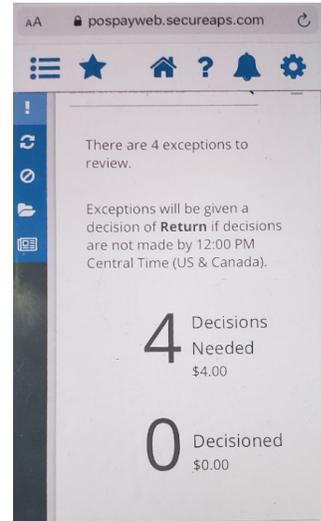
- Positive Pay will launch. Tap on the exclamation point in the upper left hand portion of the screen.



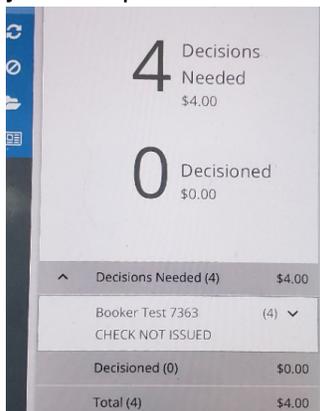
5. Then select **Quick Exception Processing**.



6. You might have to press the area of the screen to the right of the menu bar. The number of items that need decisioning will be listed.



7. Scroll down slightly and select the **Decisions Needed** section to view your exceptions.



8. Review each item. If the exception is check-related, select **View Check Image** to view check. To pay, select **Pay**, then **Save**. To return, select **Return**, provide your reason, and **Save**. Continue until all items are decided.

