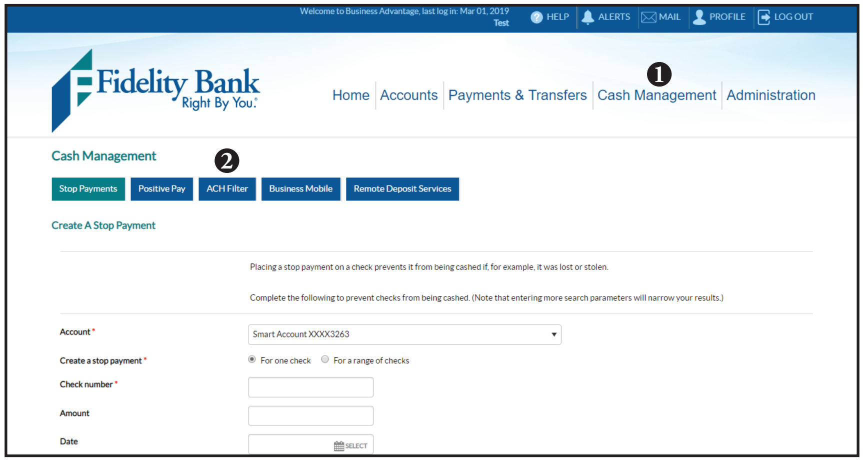
ACH FILTER USER GUIDE

Fidelity Bank

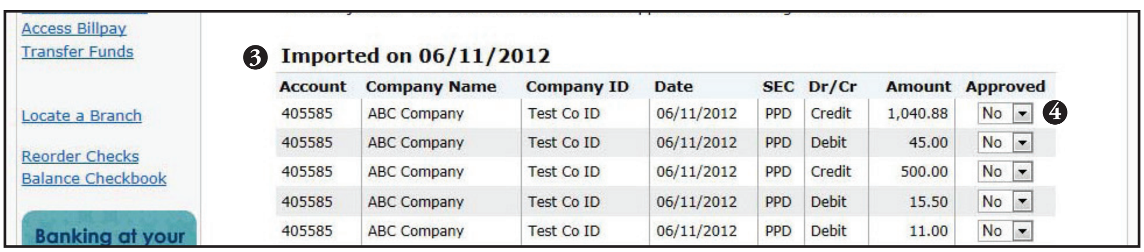
Right By You.®

Managing Your ACH Exceptions

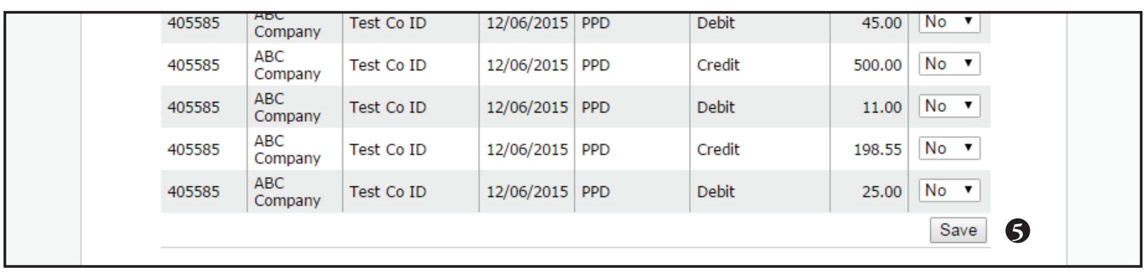
1. Log into Business Advantage and select Cash Management from the main navigation menu.
2. Click the ACH Filter button. You will be directed to the ACH Filter service.



If there are no exceptions, the screen will state that there are no exceptions to view. If there are exceptions to view, an ACH Filter page will appear with a list of the exceptions that need to be reviewed. **All exceptions will default to No in the approved column.**



Account	Company Name	Company ID	Date	SEC	Dr/Cr	Amount	Approved
405585	ABC Company	Test Co ID	06/11/2012	PPD	Credit	1,040.88	No
405585	ABC Company	Test Co ID	06/11/2012	PPD	Debit	45.00	No
405585	ABC Company	Test Co ID	06/11/2012	PPD	Credit	500.00	No
405585	ABC Company	Test Co ID	06/11/2012	PPD	Debit	15.50	No
405585	ABC Company	Test Co ID	06/11/2012	PPD	Debit	11.00	No



405585	ABC Company	Test Co ID	12/06/2015	PPD	Debit	45.00	No
405585	ABC Company	Test Co ID	12/06/2015	PPD	Credit	500.00	No
405585	ABC Company	Test Co ID	12/06/2015	PPD	Debit	11.00	No
405585	ABC Company	Test Co ID	12/06/2015	PPD	Credit	198.55	No
405585	ABC Company	Test Co ID	12/06/2015	PPD	Debit	25.00	No

3. Review the list of exceptions.
4. If you want to approve the transaction for processing, select Yes in the drop down box in the approved column.
5. Click Save to save your changes.

Exceptions not changed to Yes will be returned. All exceptions must be reviewed by 1:00 p.m. EST

For technical support, please call 1-855-547-1385 and select option 3 or email bus.solutions@fidelitybanknc.com.