BND
Bank of North Dakota

BND ACCESS

Check Positive Pay Guide (State Agencies)



APRIL 2026

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Check Positive Pay Procedure

Log into BND Access:

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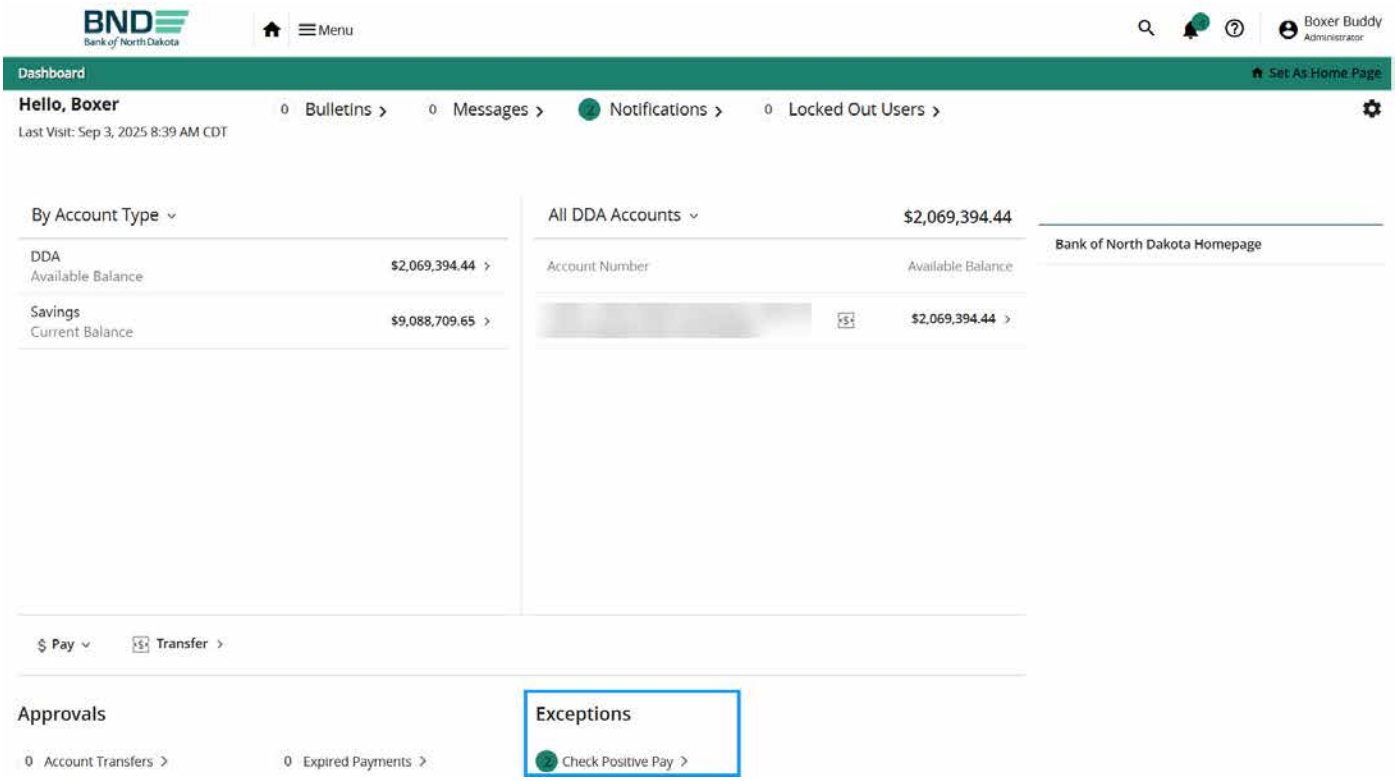
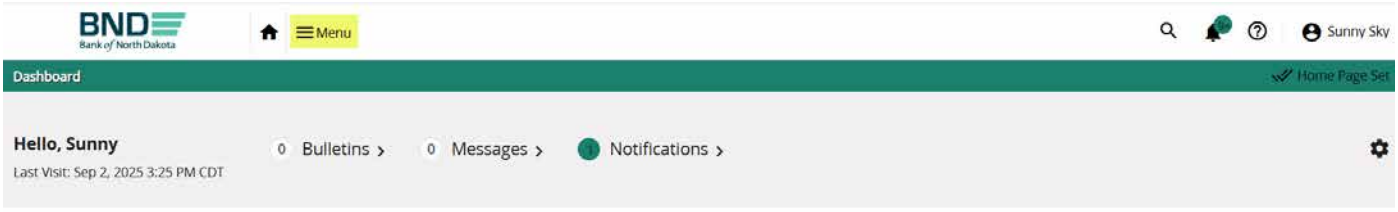
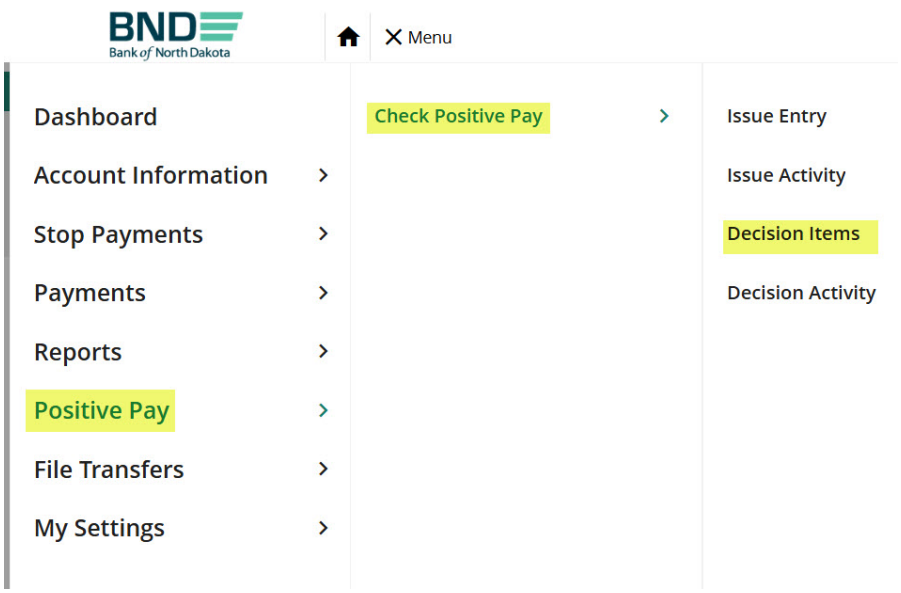
EXCEPTION ITEMS:

1. Exception items can be accessed from the **Dashboard** by clicking the **Exceptions** tab. (Exceptions can be worked from 10 a.m. – 12 p.m. CT).

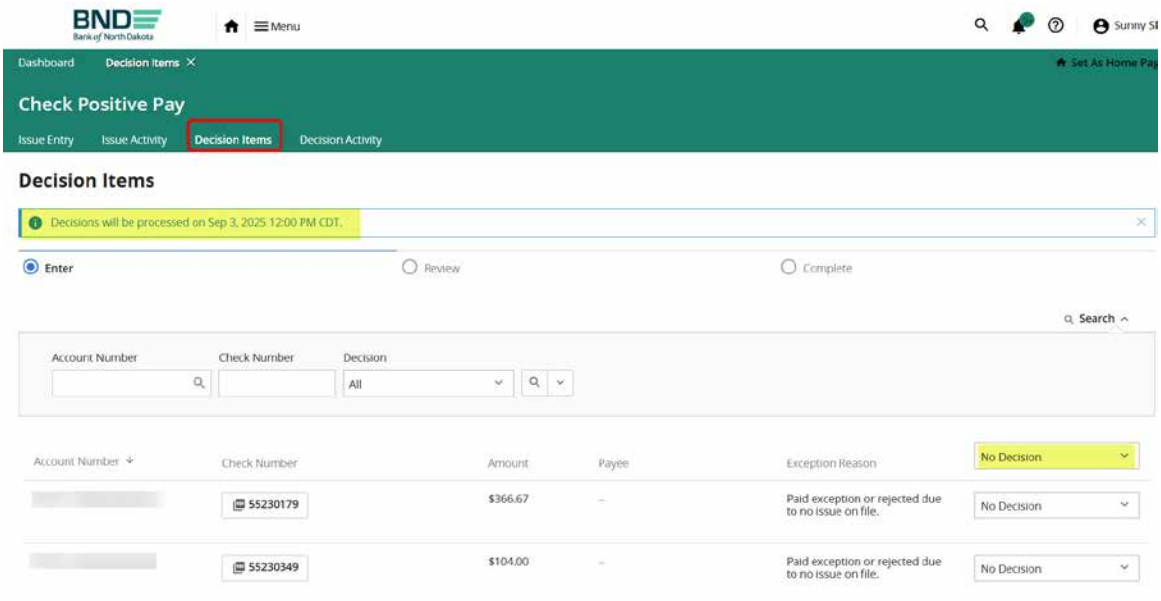


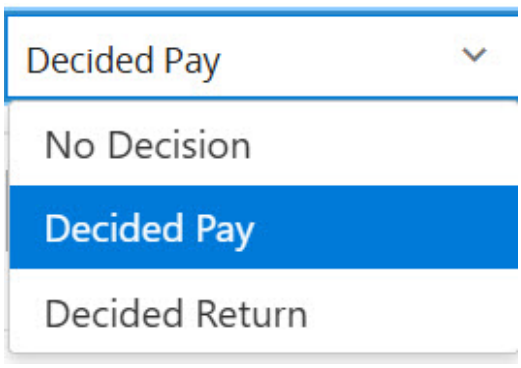
2. Exception items can also be accessed by clicking **Menu**>**Positive Pay**>**Check Positive Pay**>**Decision Items**.



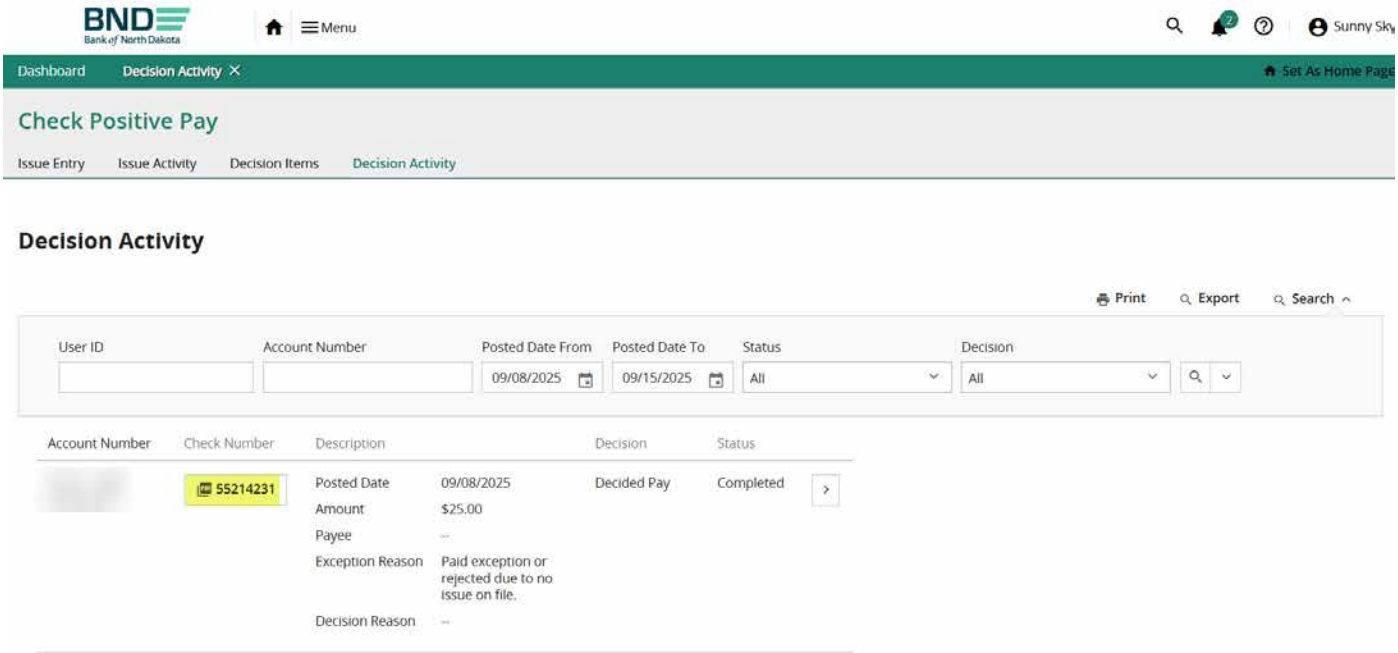


3. To **Pay** or **Return** all items, click the drop-down arrow and choose the option (**Decided Pay**, **Decided Return**).

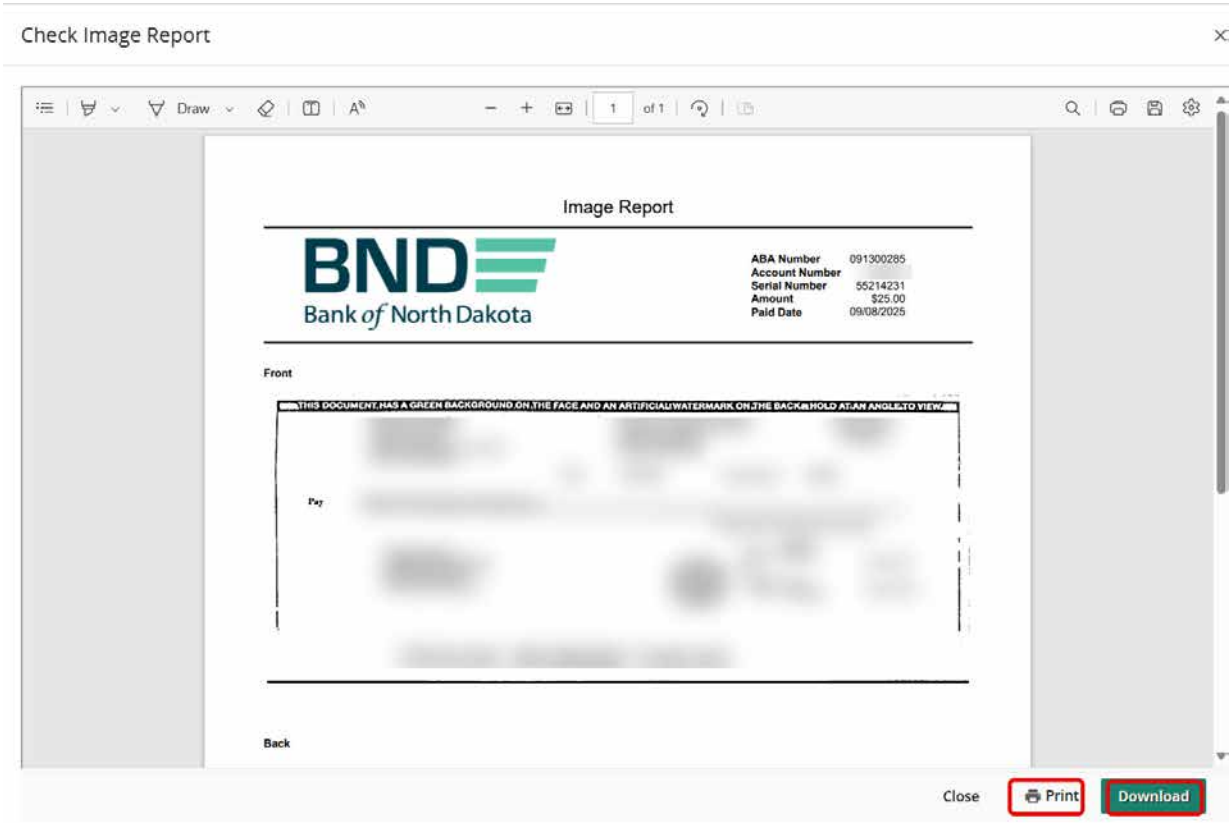




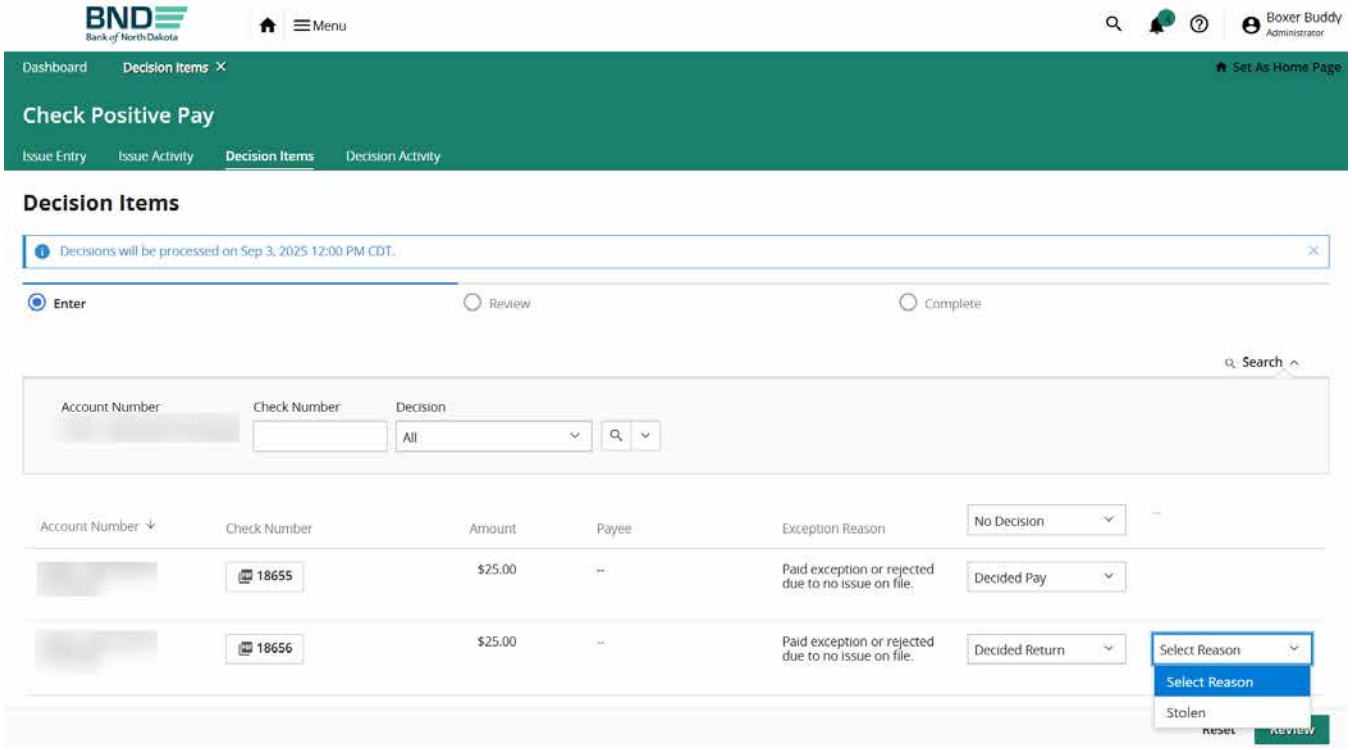
4. To **View** the item, click the **PDF icon**.



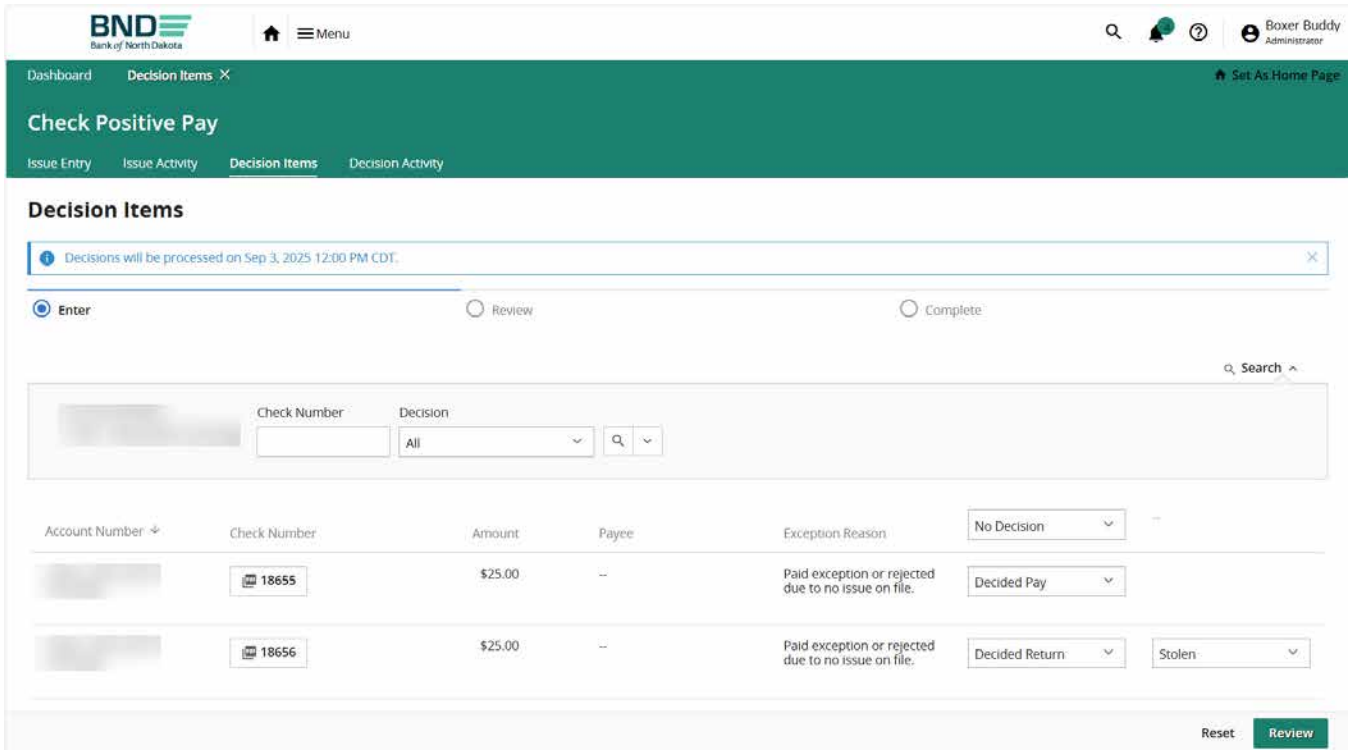
5. From the PDF view screen, you may **Print** or **Download** the item by clicking the displayed buttons near the bottom.



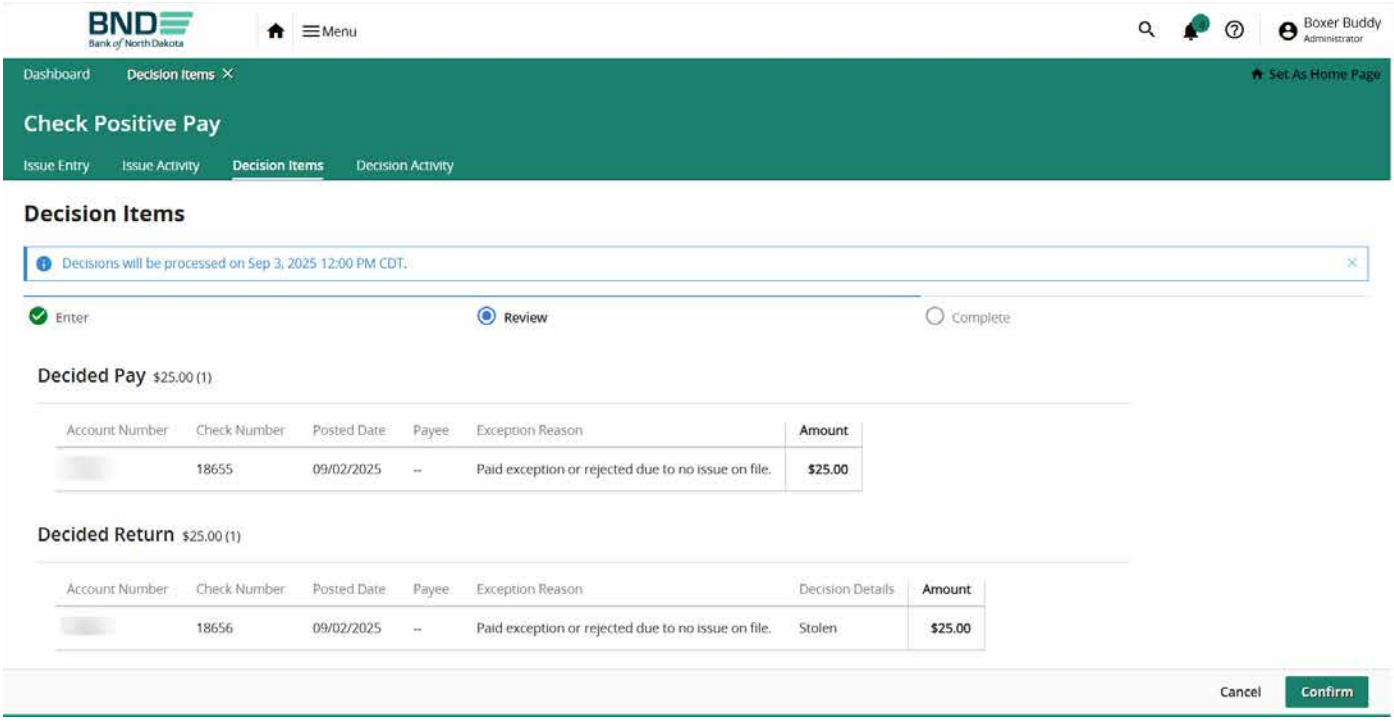
6. To **Decide** each item, click their drop-down arrow and choose the appropriate option.
    - **Stale Dated** or **Stop Payment**



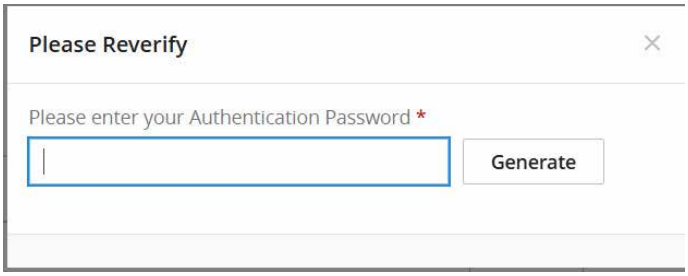
7. Once a **Decision** is set for all items, click **Review**.



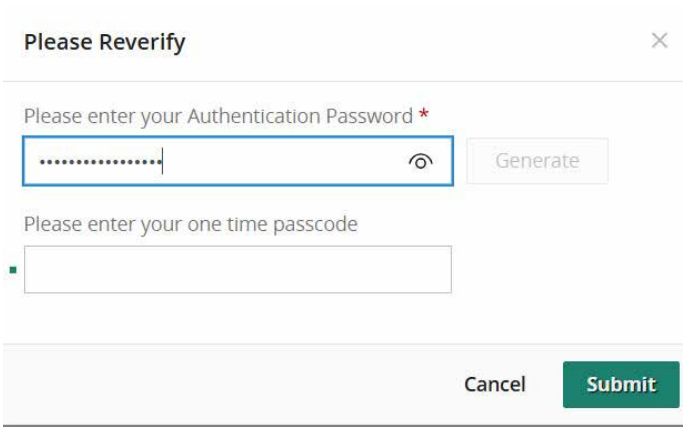
8. Review the items.
    - If a change is needed, click **Cancel**. It will take you back to the **Decision** screen and all **Decisions** will be cleared.
    - If everything is correct, click **Confirm**.



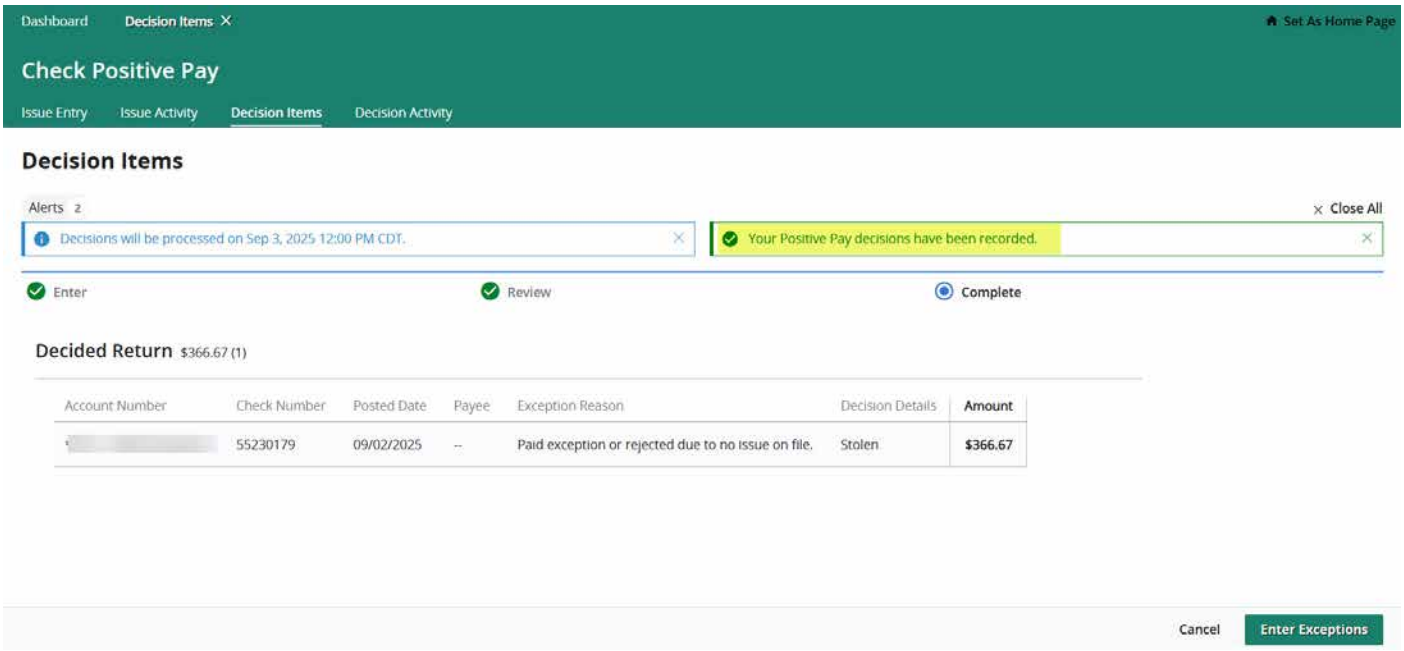
9. Once **Confirmed**, the **Please Reverify** box will appear. Type in your **Password** and select **Generate**.



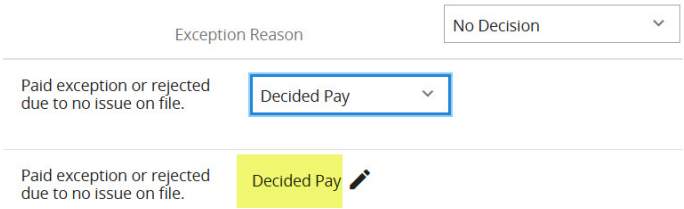
10. Next, enter the **Passcode** sent to your email. Click **Submit**.

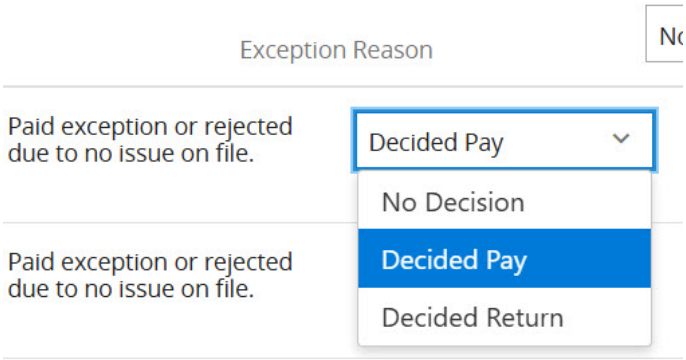


11. The **Decision Items** page now confirms the **Decision** items have been accepted. If a change is needed before the 12 p.m. CT deadline, click **Enter Exceptions**.

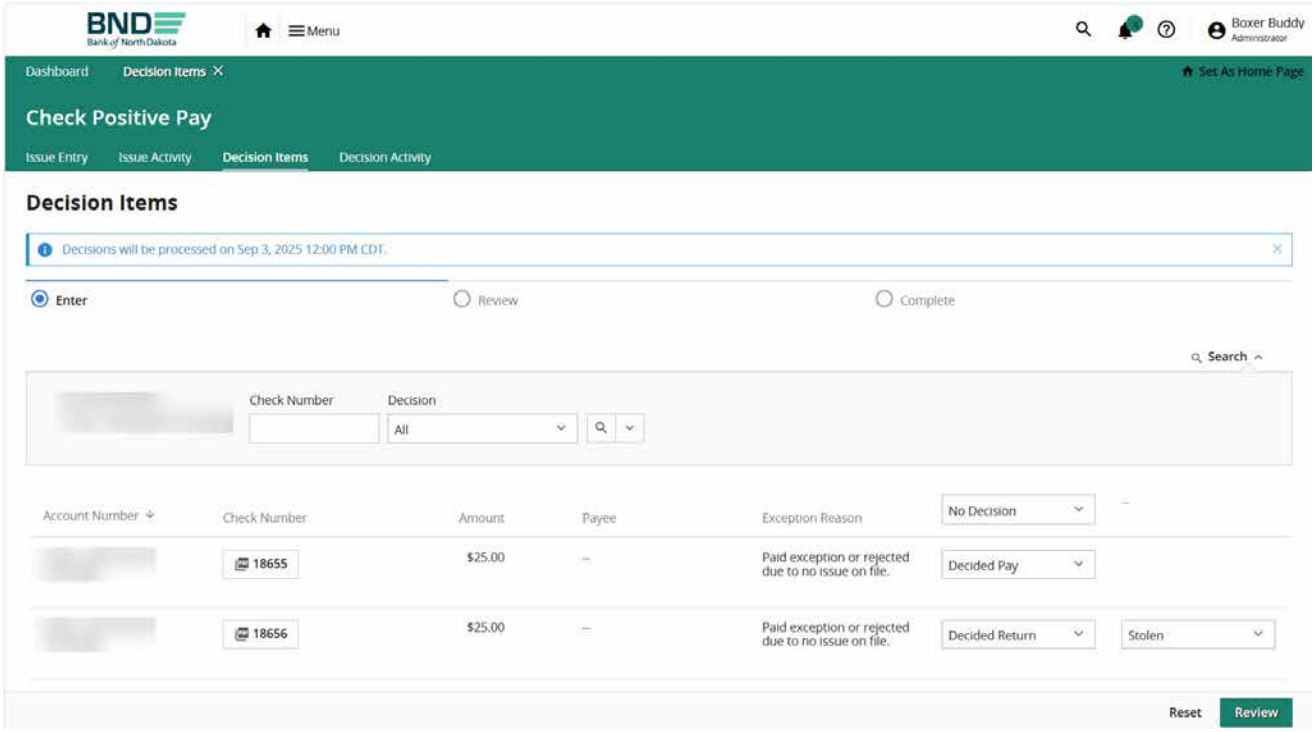


12. Next, click on the **Decision Reason**. The drop-down box will become available. Make the update.

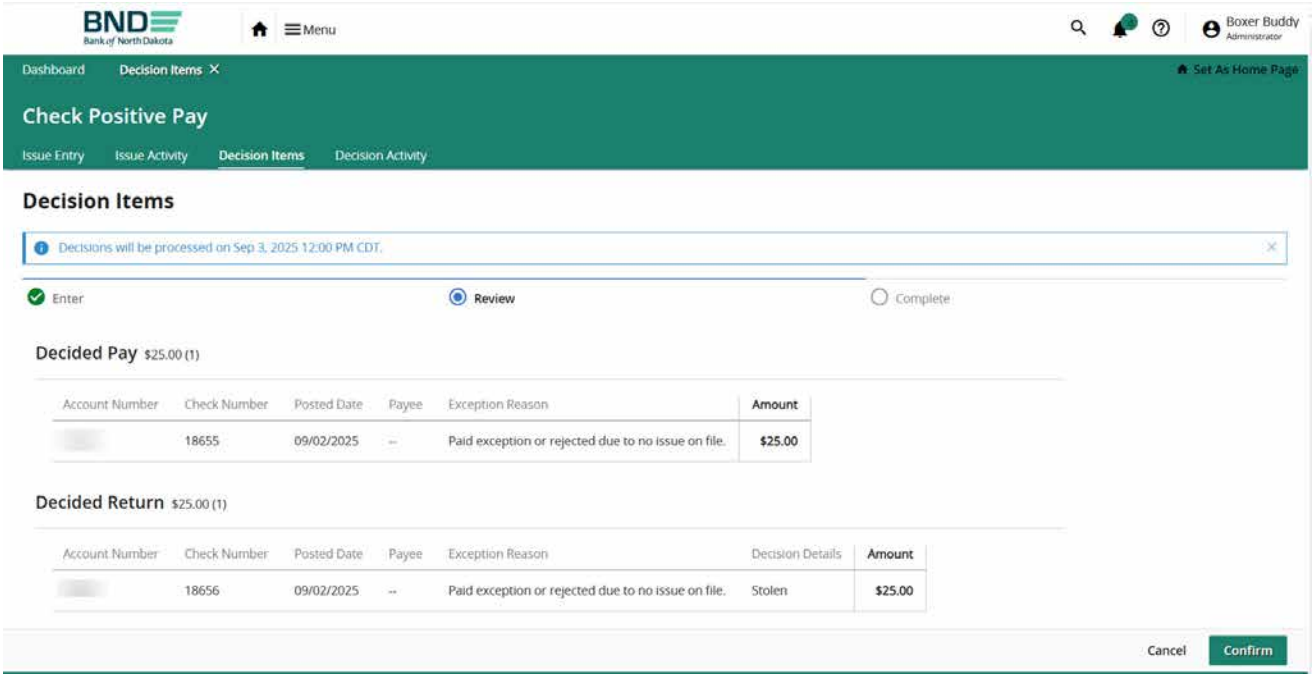




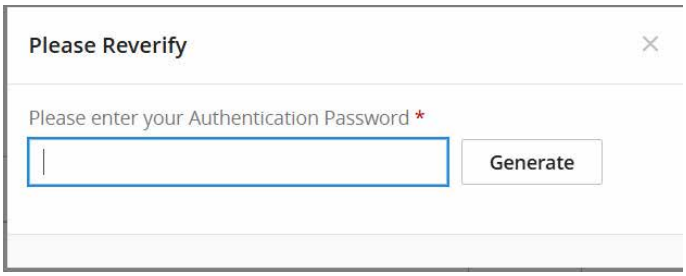
13. After the update is complete, click **Review**.



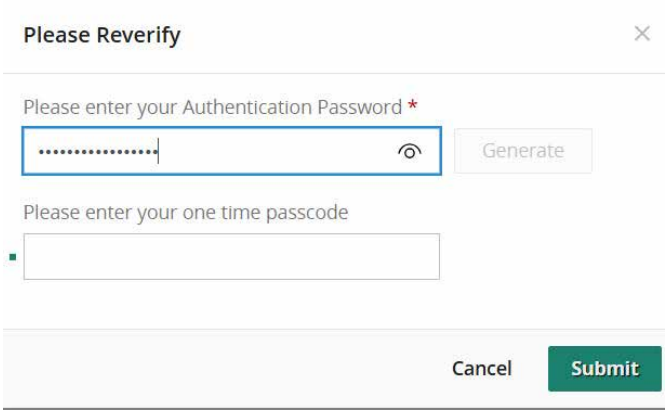
14. Review the updated items.
    - If a further change is needed, click **Cancel**.
    - If everything is correct, click **Confirm**.



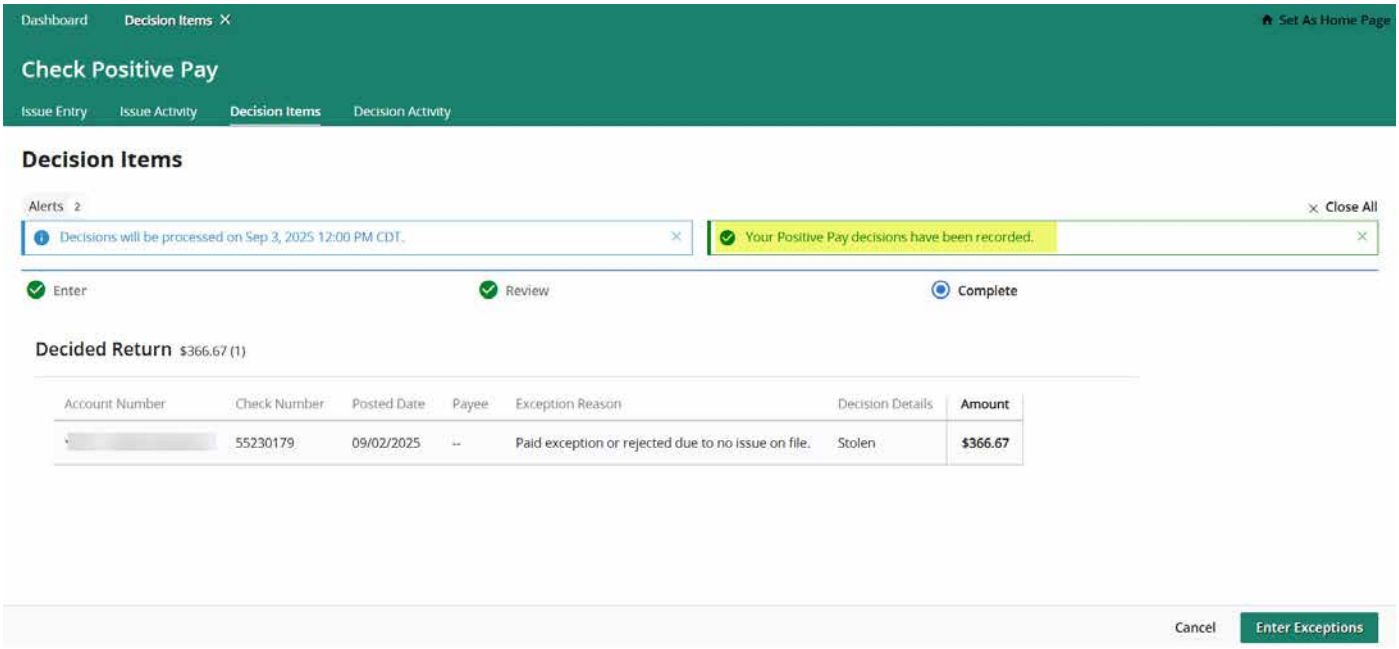
15. Once **Confirmed**, the **Please Reverify** box will appear. Type in your **Password** and select **Generate**.



16. Next, enter the **Passcode** sent to your email. Click **Submit**.



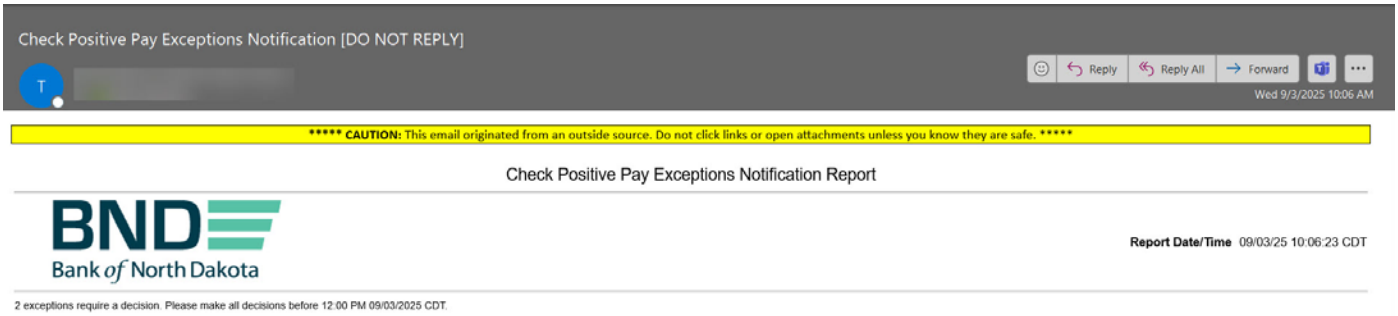
17. Again. the **Decision Items** page confirms the **Decision** items have been accepted.



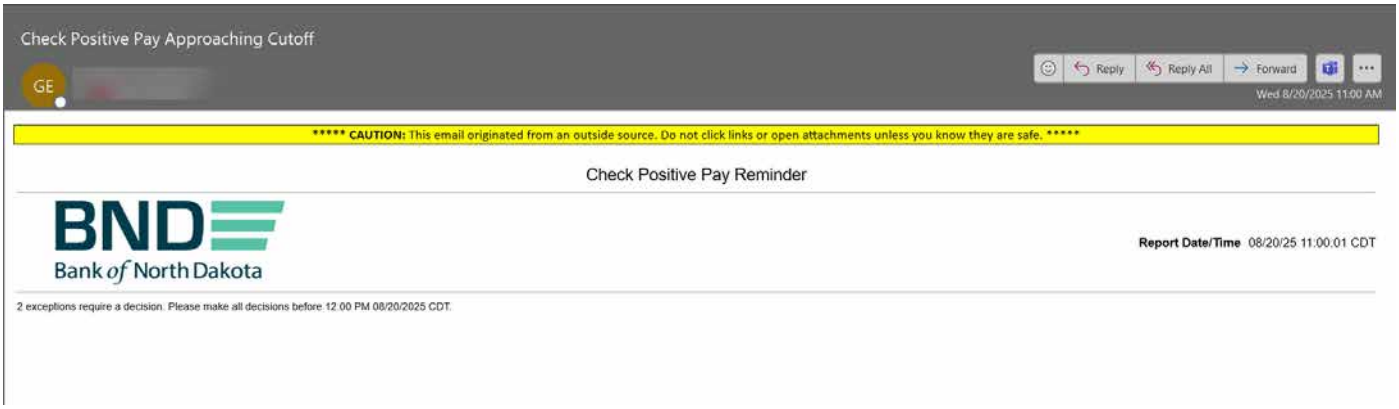
NOTIFICATIONS:

The following four notifications are available. The administrator of the account will grant permission as needed.

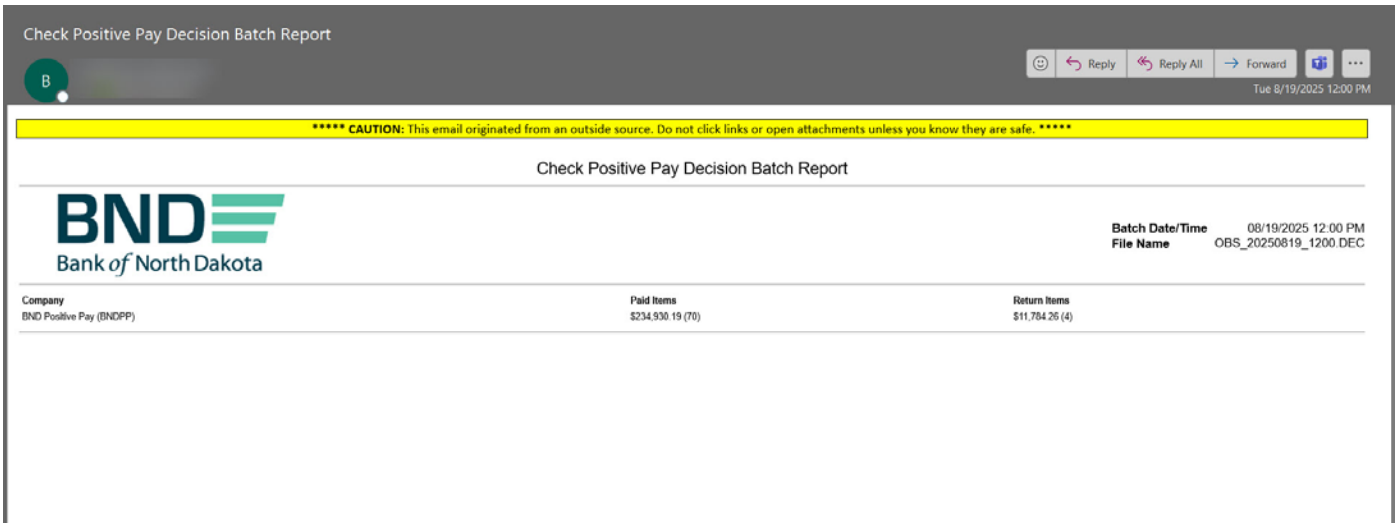
1. The **Check Positive Pay Exceptions Notification** is sent at 10 a.m. CT if there are any Exceptions.



2. The **Check Positive Pay Approaching Cutoff** notification is sent at 11 a.m. CT as a reminder if there are still Items to Decide.



3. The **Check Positive Pay Decision Batch Report** notification is sent at 12 p.m. CT after the cutoff. It will show the total Paid and Returned Items.


Check Positive Pay Decision Batch Report

B

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Tue 8/19/2025 12:00 PM

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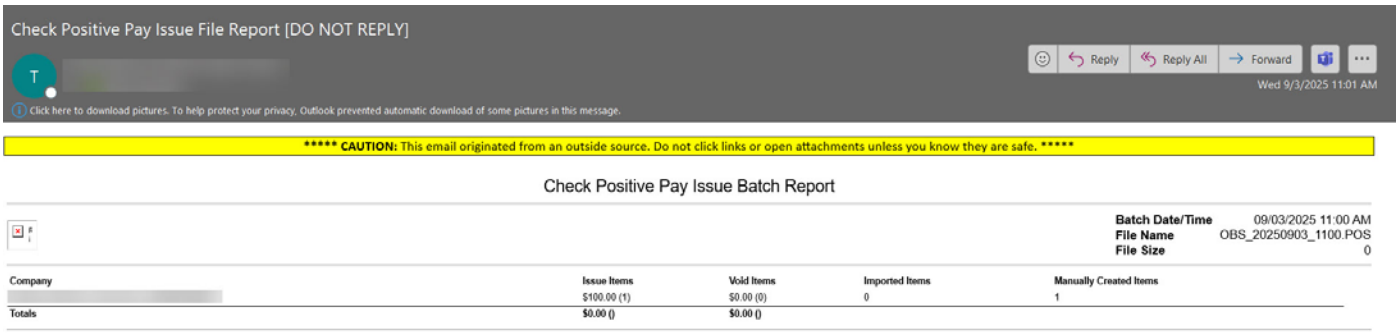
Check Positive Pay Decision Batch Report

BND Bank of North Dakota

Batch Date/Time 08/19/2025 12:00 PM
File Name OBS_20250819_1200.DEC

Company	Paid Items	Return Items
BND Positive Pay (BNDPP)	$234,930.19 (70)	$11,784.26 (4)

4. The **Check Positive Pay Issue File Report** notification is sent when an Issue or Void Item is manually created.


Check Positive Pay Issue File Report [DO NOT REPLY]

T

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Wed 9/3/2025 11:01 AM

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Check Positive Pay Issue Batch Report

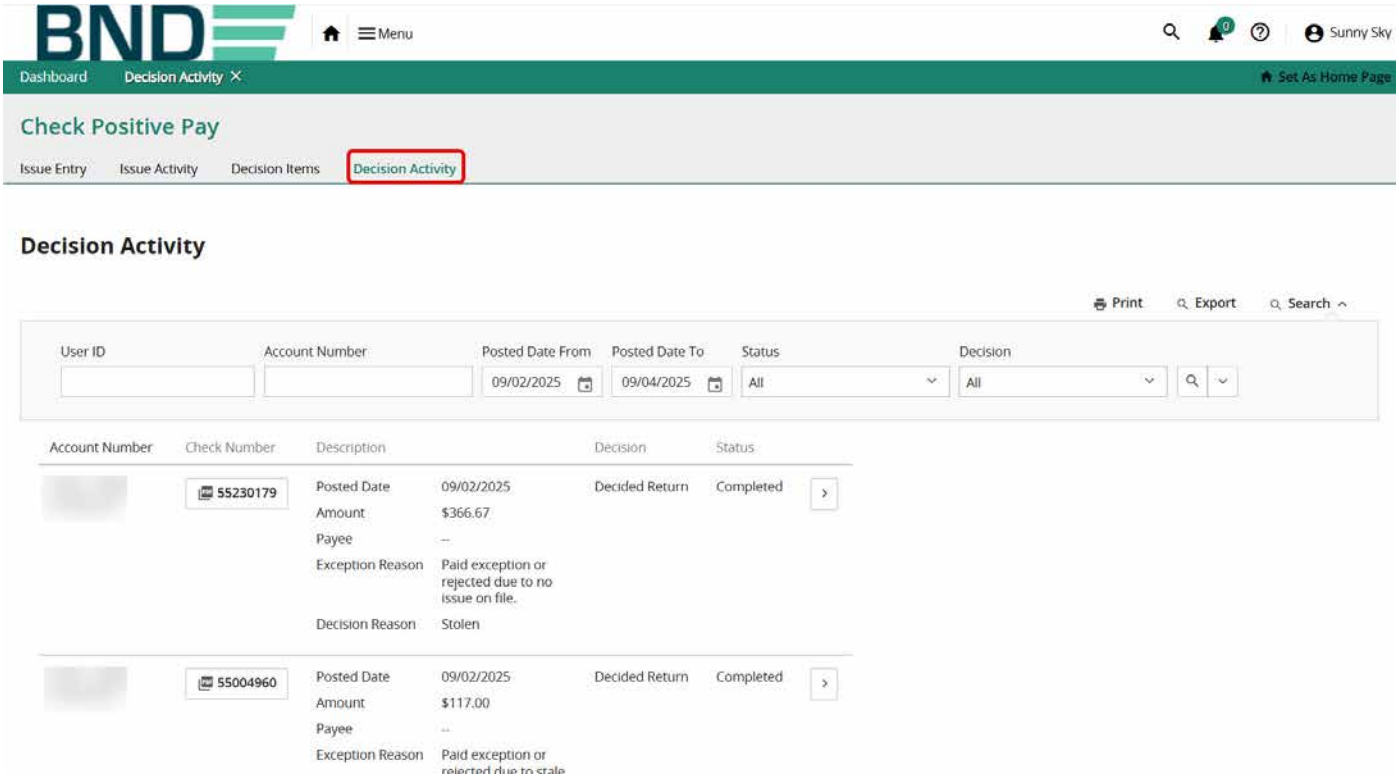
Batch Date/Time 09/03/2025 11:00 AM
File Name OBS_20250903_1100.POS
File Size 0

Company	Issue Items	Void Items	Imported Items	Manually Created Items
	$100.00 (1)	$0.00 (0)	0	1
Totals	$0.00 ()	$0.00 ()		

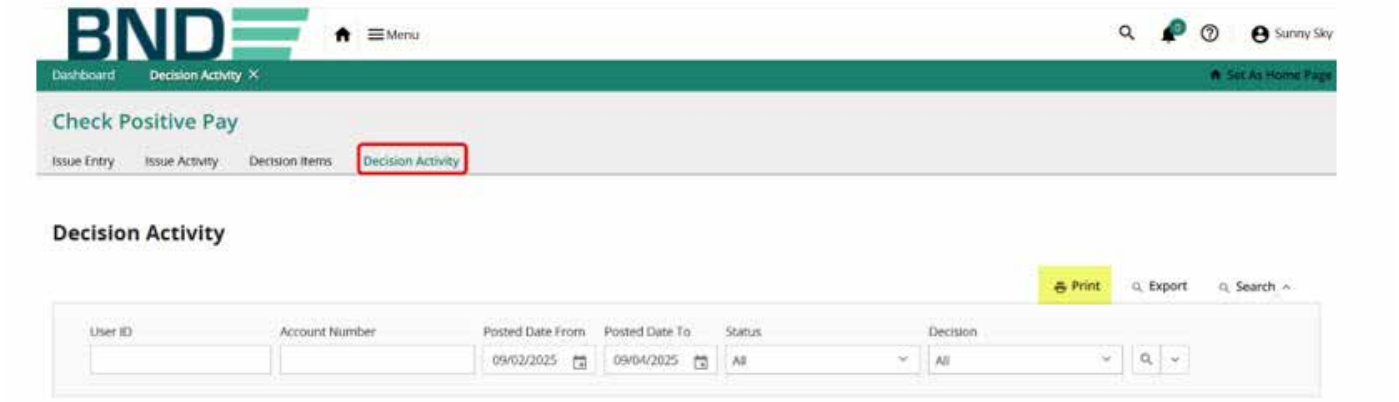
DECISION ACTIVITY TAB:

The Decision Activity tab is for research.

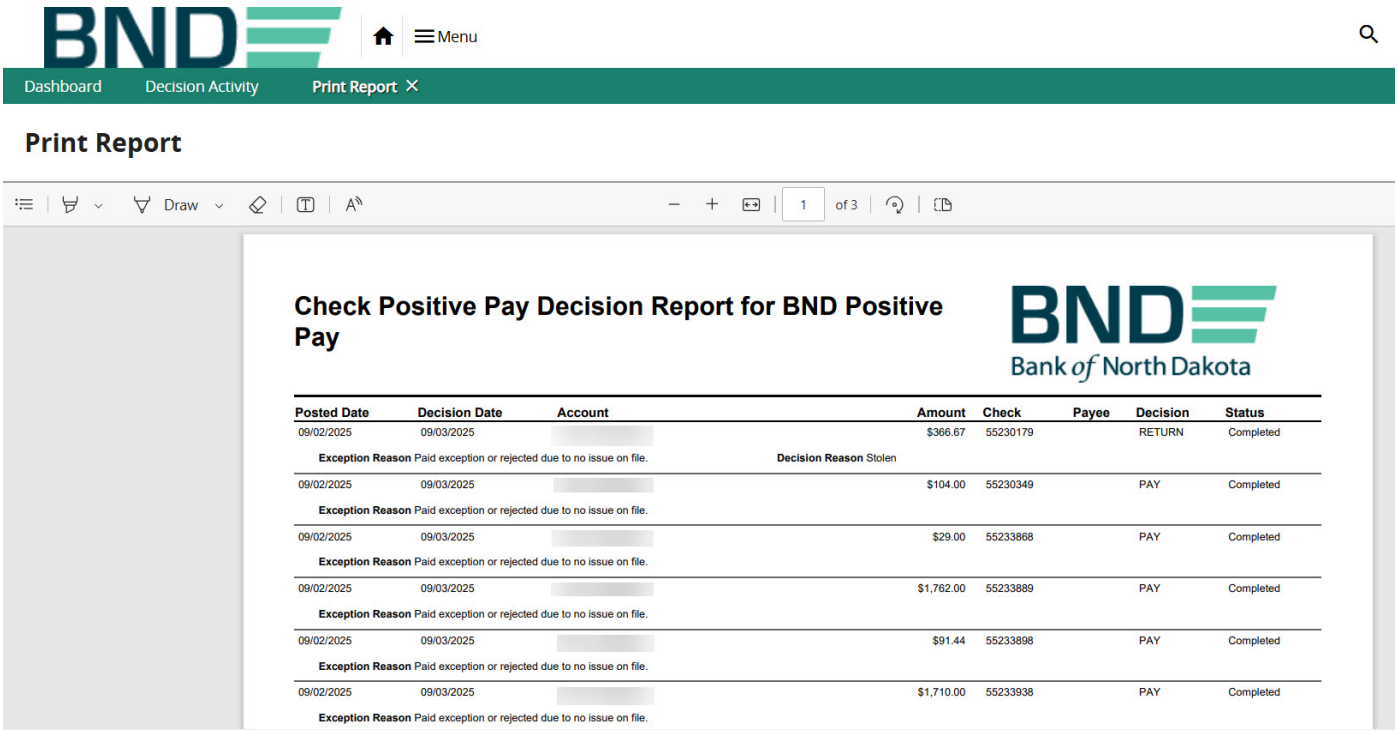
1. You may **Search** items by **User ID**, **Account Number**, **Dates**, **Status** and/or **Decision Reason**. Enter your information and click the icon to generate the **Report**.



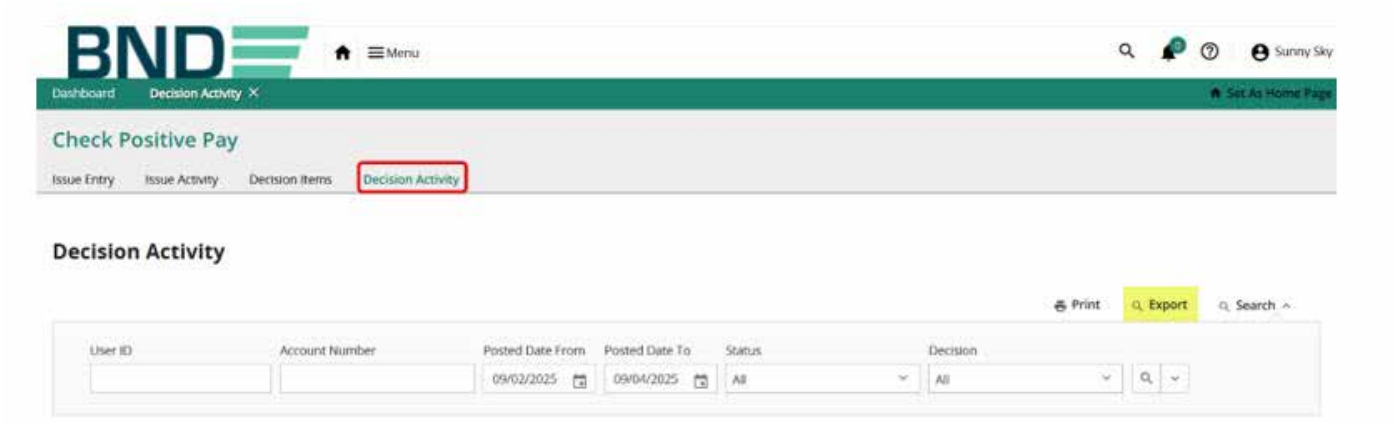
2. The Report may be printed by selecting the **Print** option.



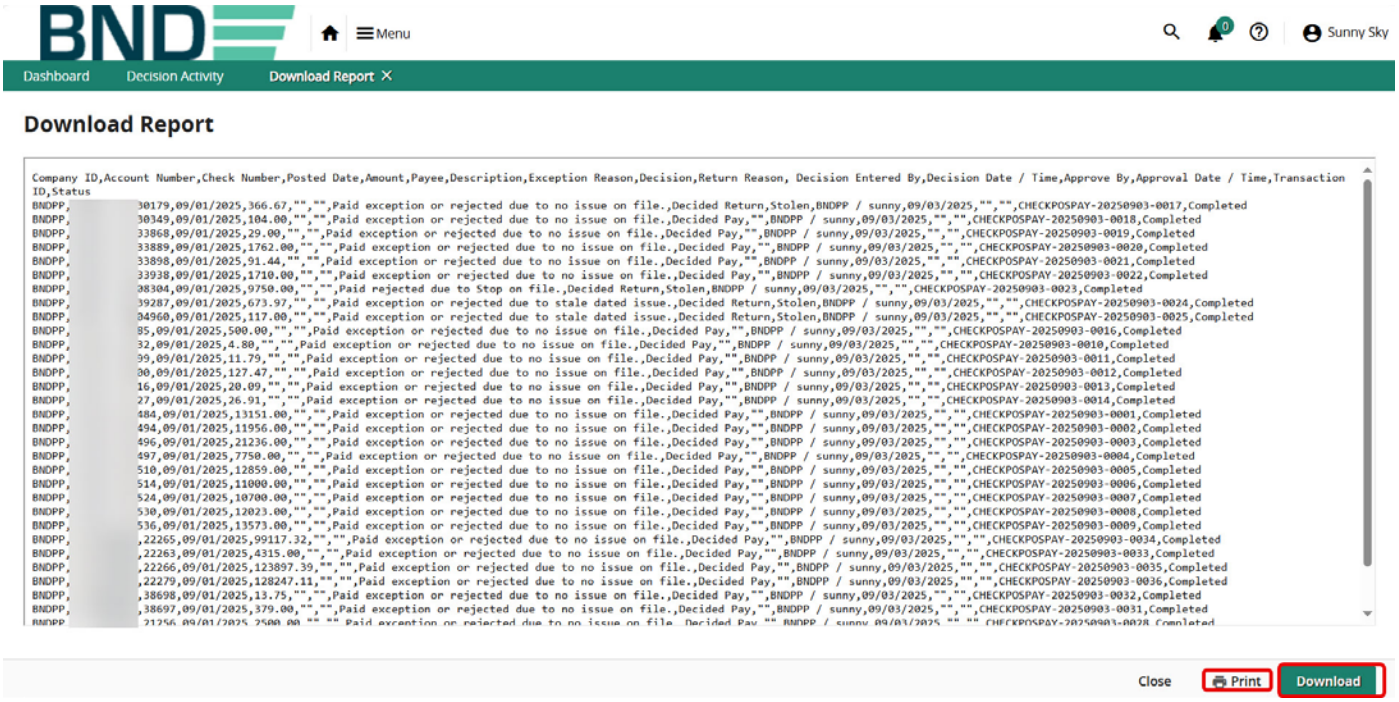
(Sample Printed Report)



3. The Report may be exported by selecting the **Export** option. From there you may Print or Download it.



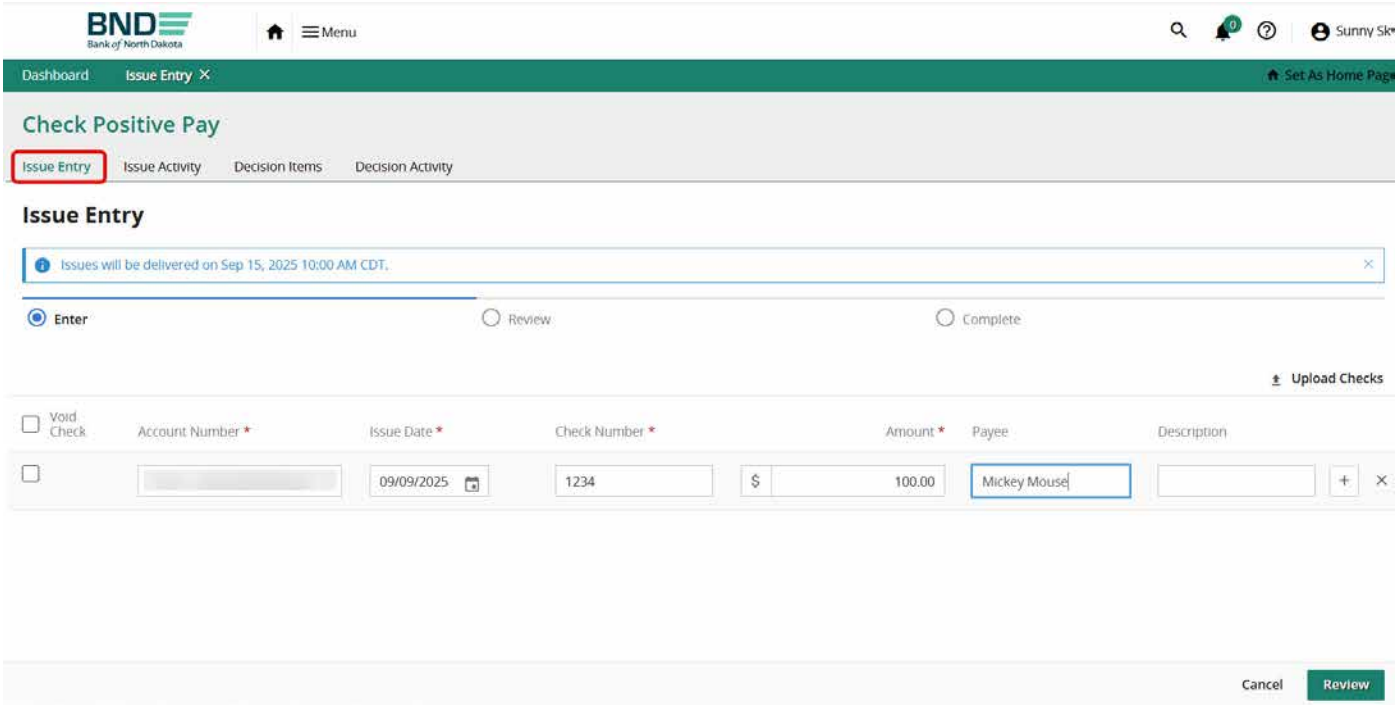
(Sample Exported Report)



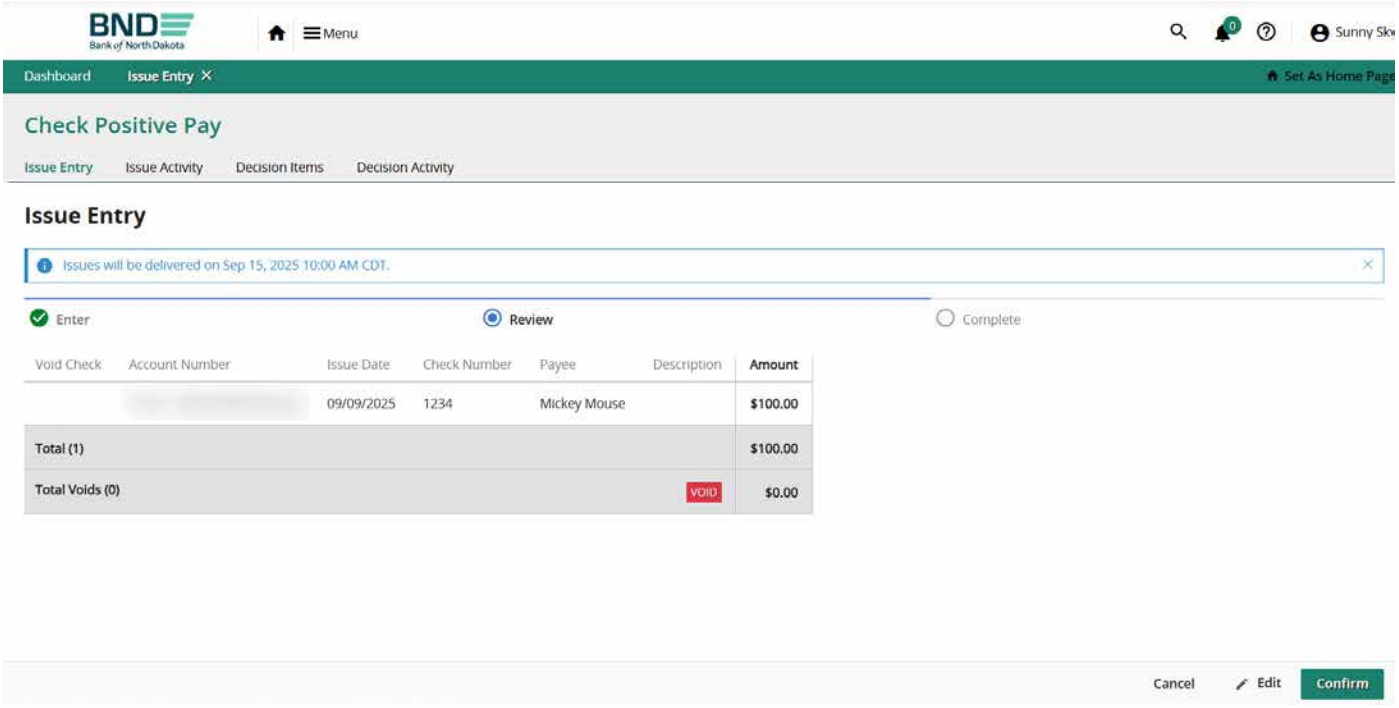
ISSUE ENTRY TAB

The Issue Entry tab provides the ability to create an Issue.

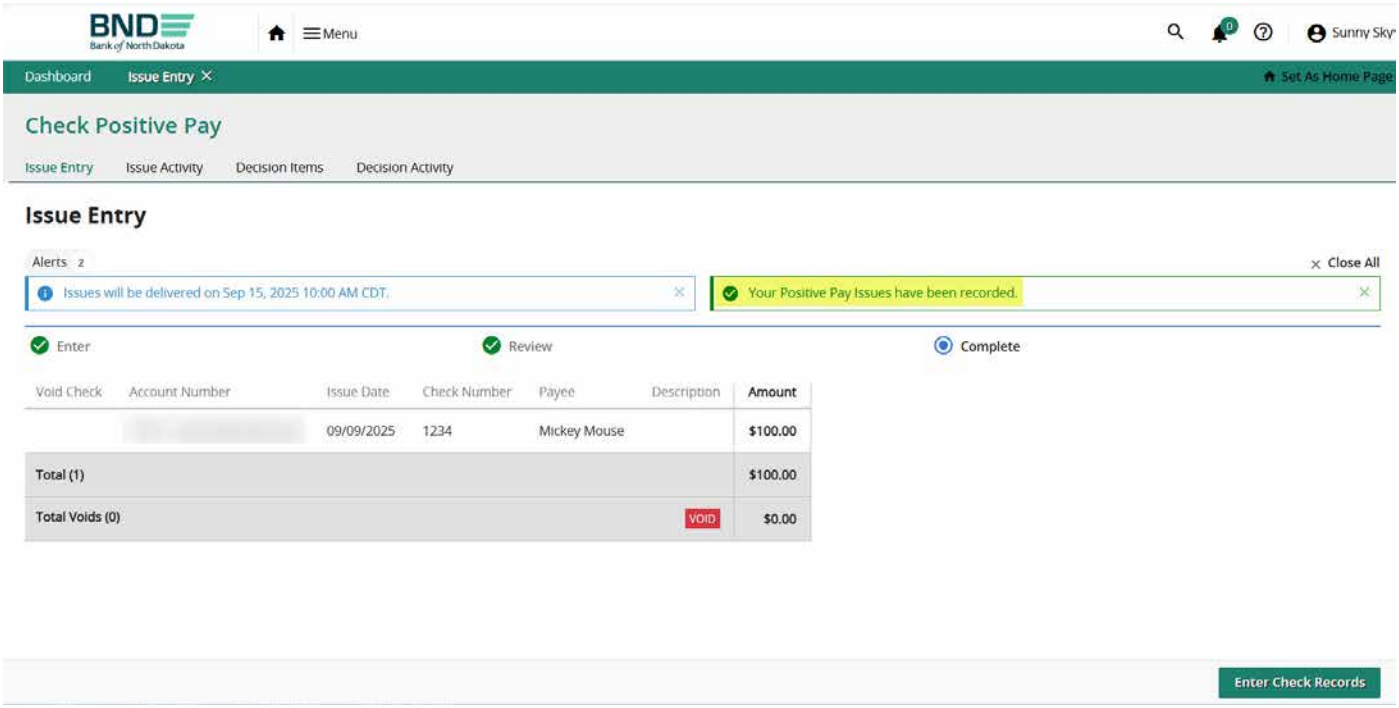
1. Complete all fields marked with an asterisk.
    a. It's also recommended to complete the **Payee** information.
    b. To create more than one item, click the **+** symbol after the **Description** box.
    c. To delete an item, click the **X** at the end of the entry.
    d. Once complete, click **Review**.



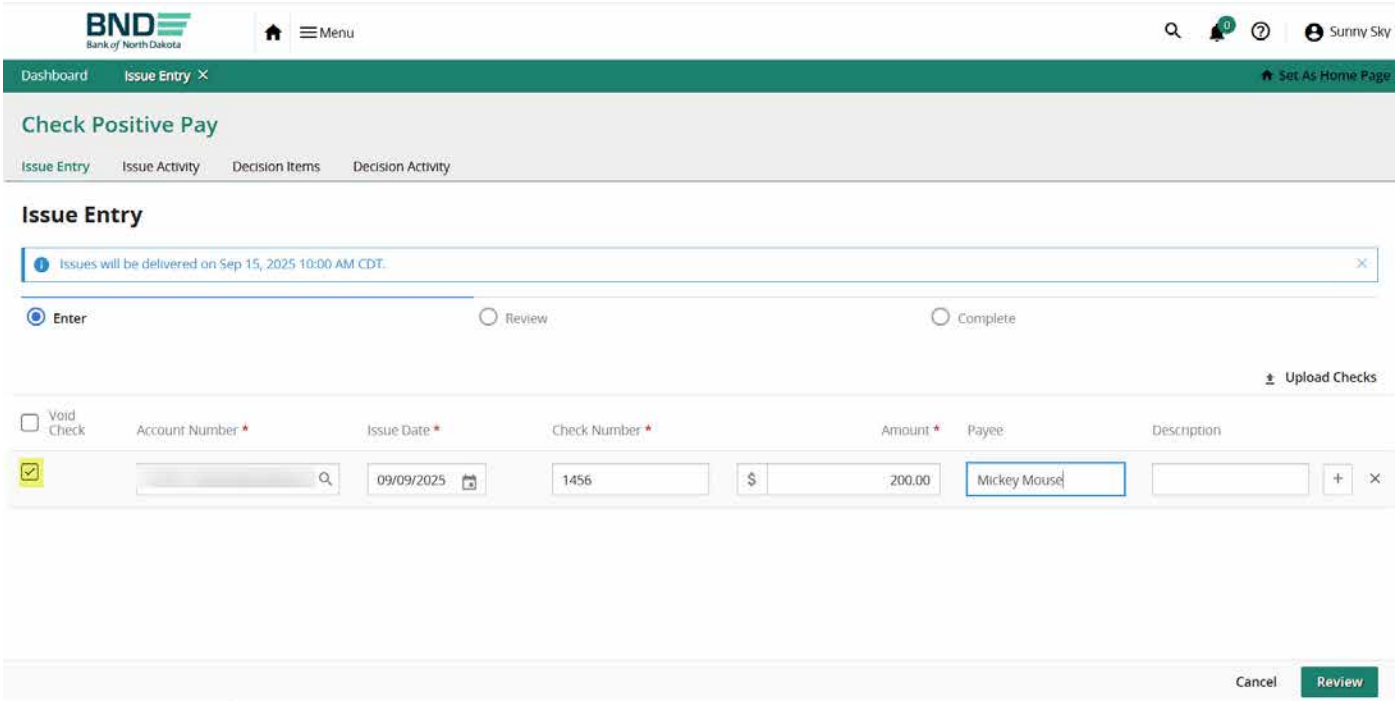
2. Verify the information is correct, then click **Confirm**.



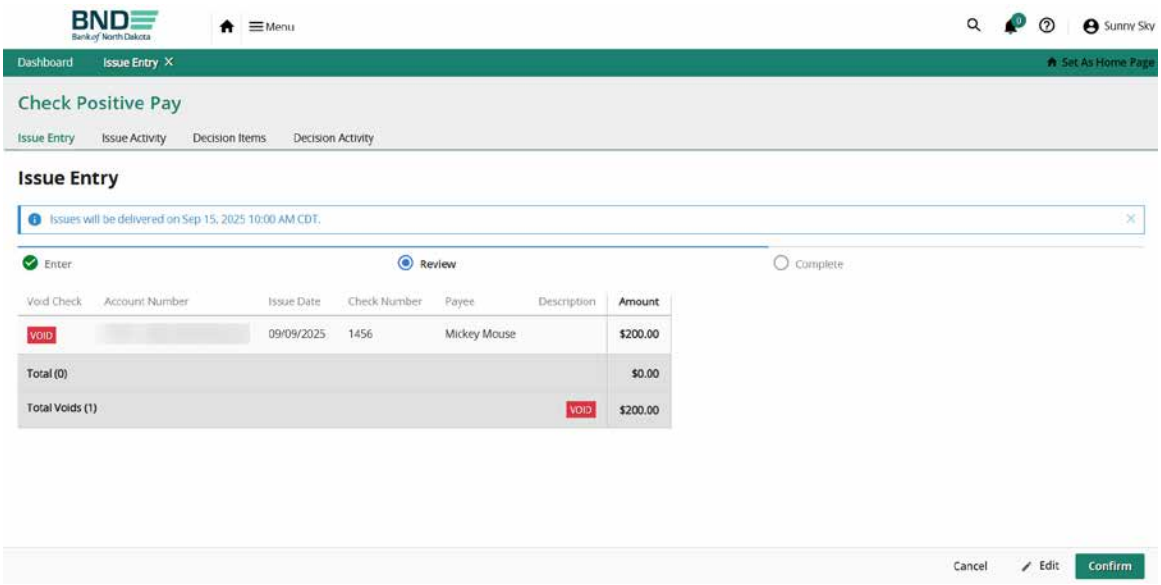
3. The next page will display your entered information ensuring it has been received. If you need to include more information, click **Enter Check Records**.



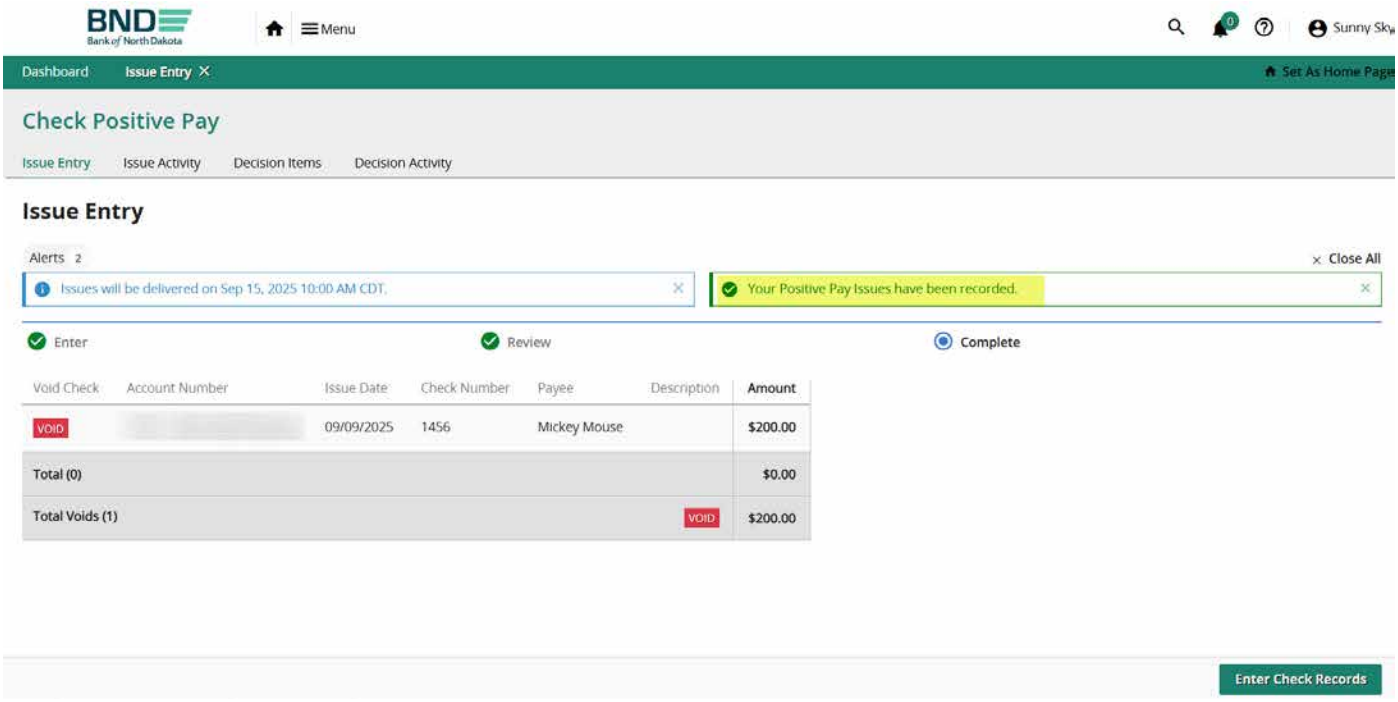
4. To create a **Void**, the item must first be in the system as an Issue.
    a. Select the box before the **Account Number**, to mark as a **Void**.
    b. Complete all fields marked with an asterisk.
    c. To create more than one item, click the **+** symbol after the **Description** box.
    d. To delete an item, click the **X** at the end of the entry.
    e. Once complete, click **Review**.



5. Verify the information is correct, then click **Confirm**.



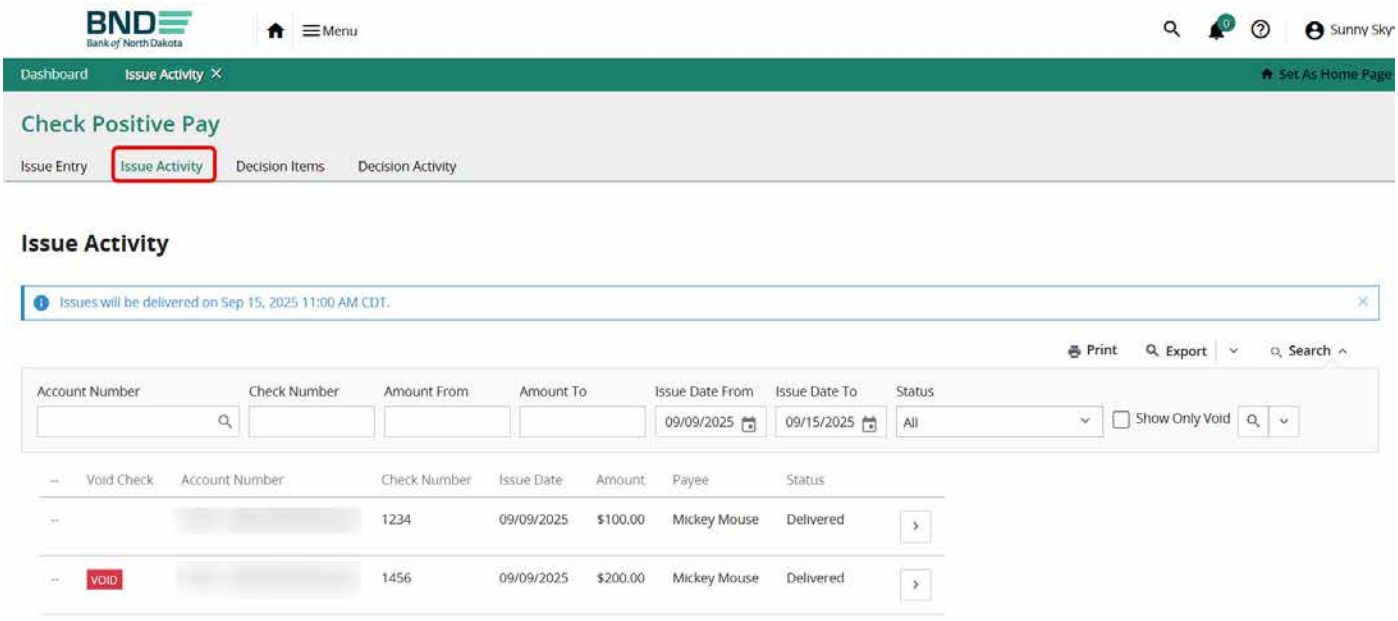
6. The next page will display your entered information ensuring it has been received. If you need to include more information, click **Enter Check Records**.



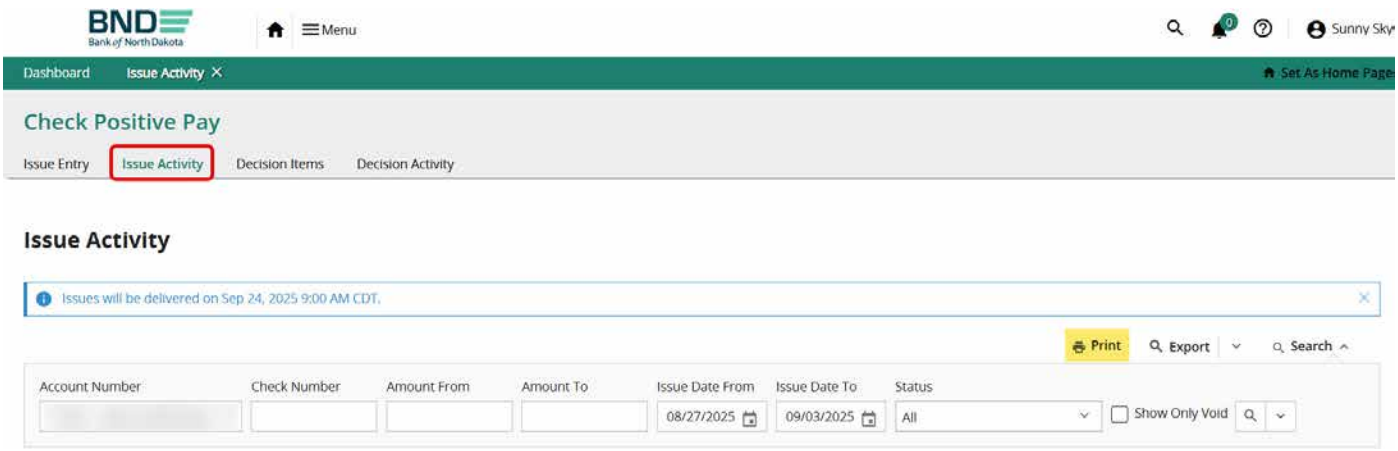
ISSUE ACTIVITY:

The Issue Activity tab is for research.

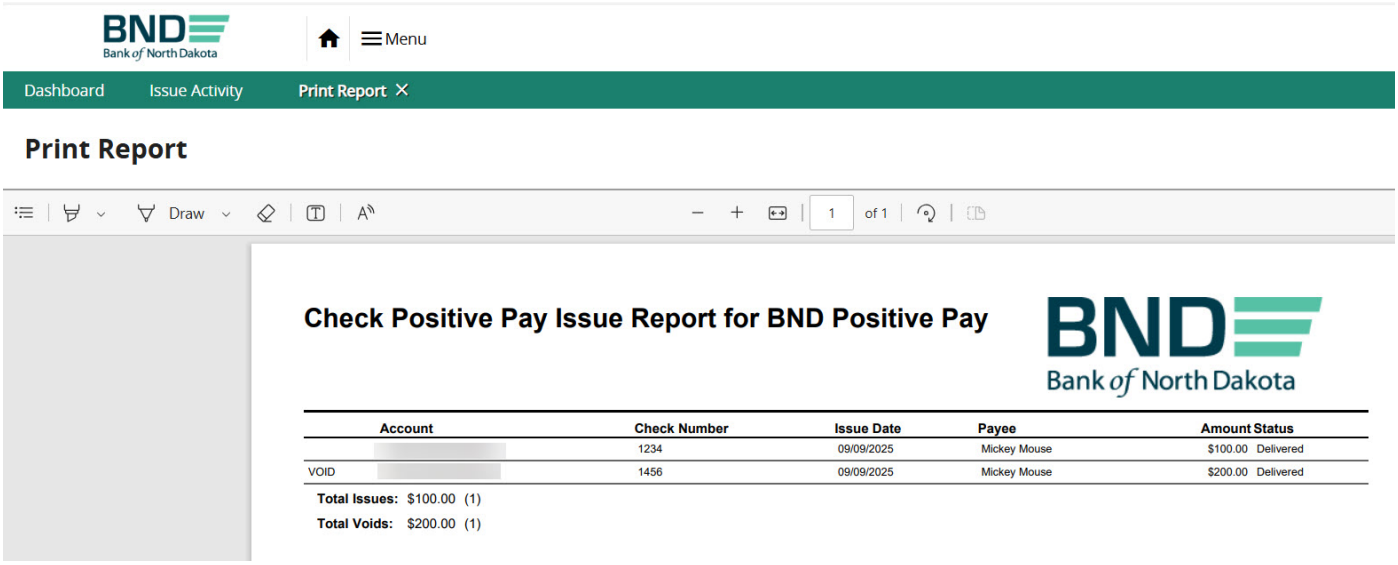
1. You may **Search** items by **User ID**, **Account Number**, **Dates**, **Status** and/or **Decision Reason**. Enter your information and click the icon to generate the **Report**.



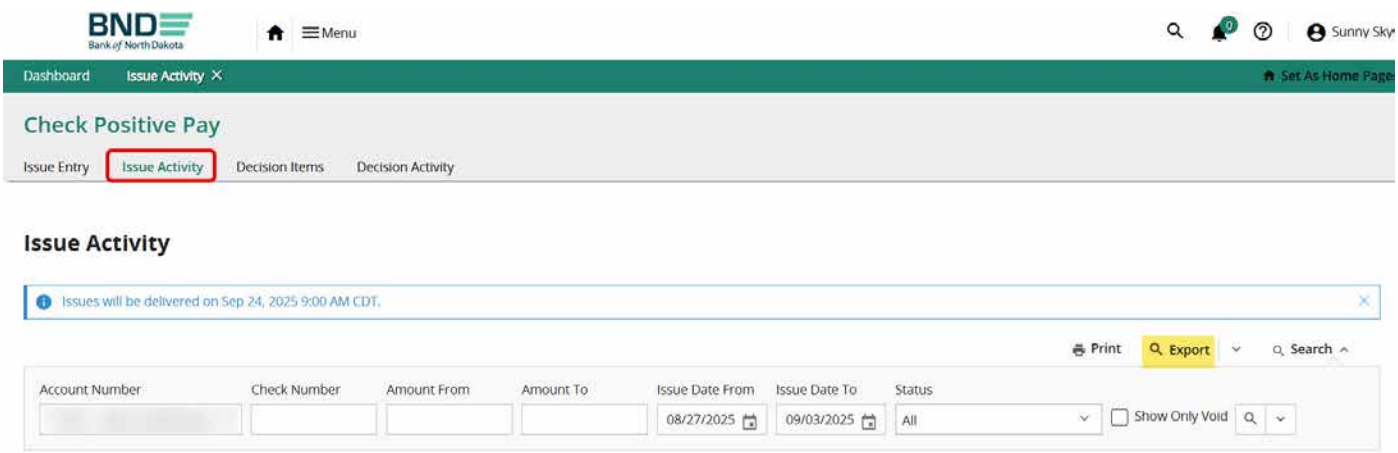
2. The Report may be printed by selecting the **Print** option.



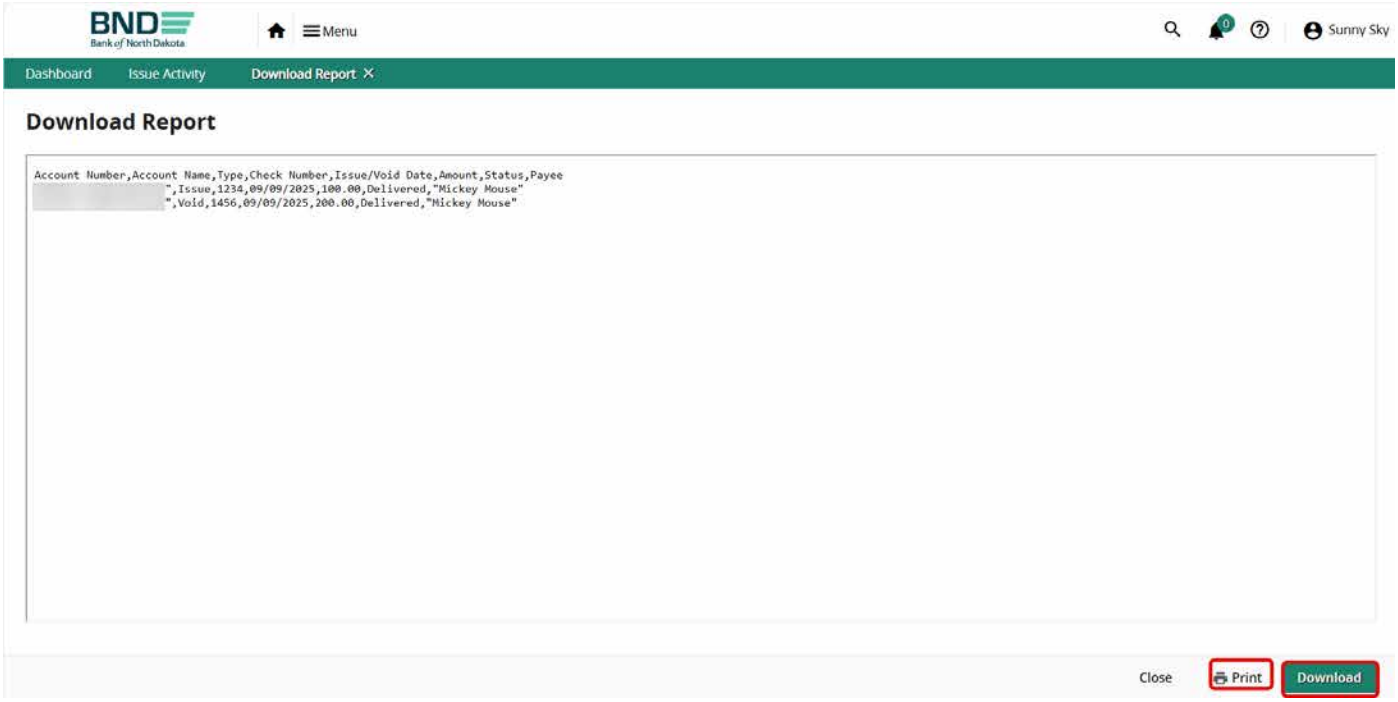
(Sample Printed Report)



3. The Report may be exported by selecting the **Export** option. From there you may Print or Download it.



(Sample Exported Report)



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