

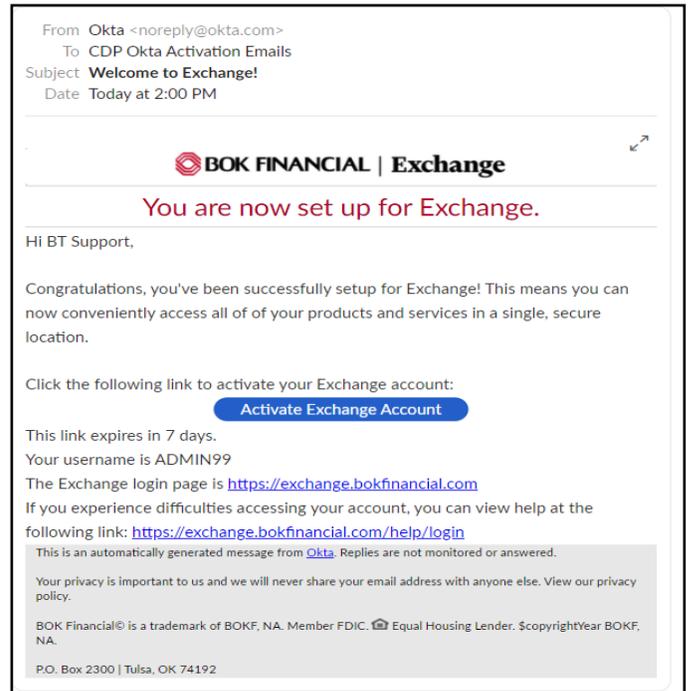
User guide

ACHAlert Positive Pay
Quick Reference Logon Procedures

Logon Procedures

First Time Logon

- Access to the ACHAlert Positive Pay system is through a single sign-on (SSO) via BOK Financial's Exchange system.
 - **New Users** - If you are a new user to Exchange, BOK Financial will send you an activation email. The email will contain your Username for the Exchange system. You will click "Activate Exchange Account" to select your password, setup your multi-factor authentication and accept the terms and conditions. This information will be used to login to Exchange for the first time.
 - **Current Users** - If you are a current Exchange user, your Exchange Administrator will assign you the ACHAlert Positive Pay permissions. ACH Positive Pay is viewable when the Fraud and Risk Management tab is selected.

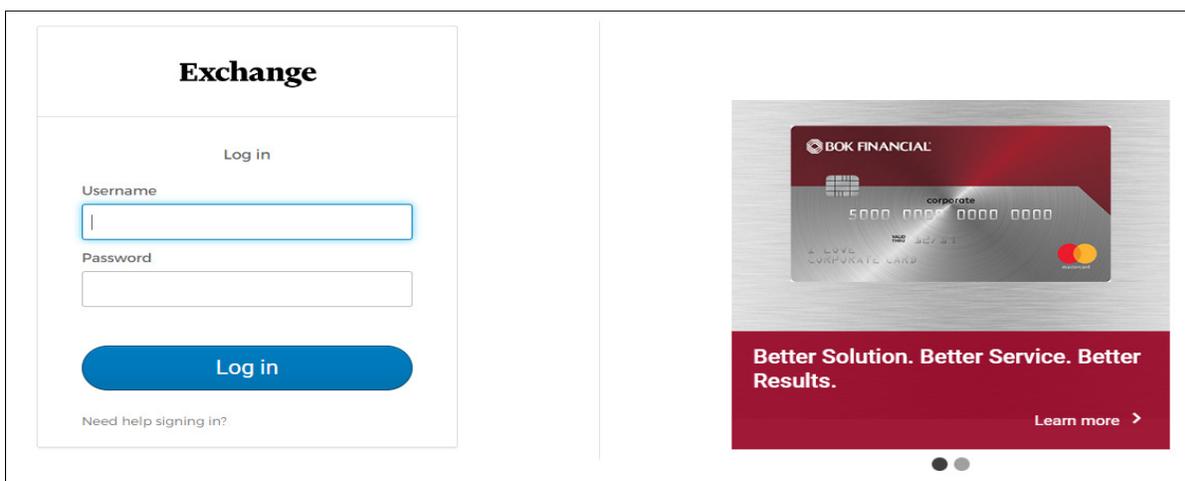


Email Notifications

- New Users will receive an introductory activation email with their Username.
 - The "From" address on the email will be alerts@exchange.bokfinancial.com.

Logging In

Use the Username and the new password you will create to log into the system going forward.



Logon Procedures

Multi-Factor Authentication

After you have established your new password, you will be required to setup your Multi-Factor Authentication method.

1. Multi-Factor Authentication Enrollment” window displays.
 - b. If the you wish to use the OKTA Verify App, make the selection and follow onscreen instructions to download the app.
 - c. To setup One-time Passcode (OTP) authentication, select “Text or Call”. **Note:** Remaining steps on this page relate to OTP.

Set up your preferred method of authentication

Set up your preferred method to confirm your identity during future logins. You will be able to add or edit these options later.

Text or Call

OKTA Verify app

2. Click “Continue” to setup your primary phone number that is used to deliver the passcode.

Set up your Primary phone

We ask that you provide a Primary phone number to be used for confirming your identity when extra security is necessary, like logging in from a new device.

Continue

Enter your phone number

This number will be used to confirm your identity when necessary during login or other high-security tasks.

US: +1 ▾ Primary phone number Ext.

Back Next

3. Next, you are on the “Phone Number Verification” window. Input the phone number to use for authentication. Cell number must be used to receive the code via text. Click “Next” to continue.

Verify +1 () -

We need to send a code to verify your phone number. How would you like to receive your code?

Text Me Call me

Back Get Code

4. Next, select how you would prefer to receive the code, as a “Text” or “Call”. Click “Get Code” which will push the code to your phone as a text message or deliver by phone call.

Calling +1 () -

This number will be used to confirm your identity when necessary during login or other high-security tasks.

Passcode 36746

Request a new code
You can request a new code after 30 seconds.

Back Submit

5. Once the code is delivered, input into the “Passcode” field and click “Submit”.

6. When the code is entered successfully, you will receive “Multi-Factor Authentication Enrollment Success”. Click “My Dashboard” to move forward. You will authenticate at each login.

Success!

Your primary phone number can now be used to confirm your identity. You can now set up Okta Verify, or continue to your Dashboard.

Primary phone number
Enrolled
+ Okta Verify

You can also make edits to this information at any time by going to your profile.

My Dashboard

Logon Procedures

Terms & Conditions

After Multi-Factor Authentication set up, you must then accept the Terms and Conditions in order to access the system. Once you have reviewed and accepted, click the “I agree” checkbox which enables the “Continue” button. Click “Continue” to access Exchange.

To continue, please accept the terms and conditions below.

EXCHANGE TERMS AND CONDITIONS

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I agree to the Terms and Conditions

Cancel Continue

Accessing ACHAlert Positive Pay

Click the “Fraud & Risk Management” tab in the menu bar to display available options. Select “ACH Positive Pay” which opens a new browser tab to ACHAlert Positive Pay service.

Fraud & Risk Management ▾

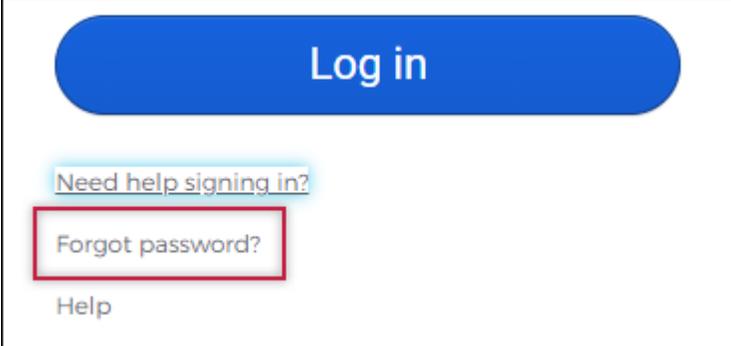
ACH Positive Pay	Positive Pay
ACH Reversals	Stop Payment
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Logon Procedures

Change Password

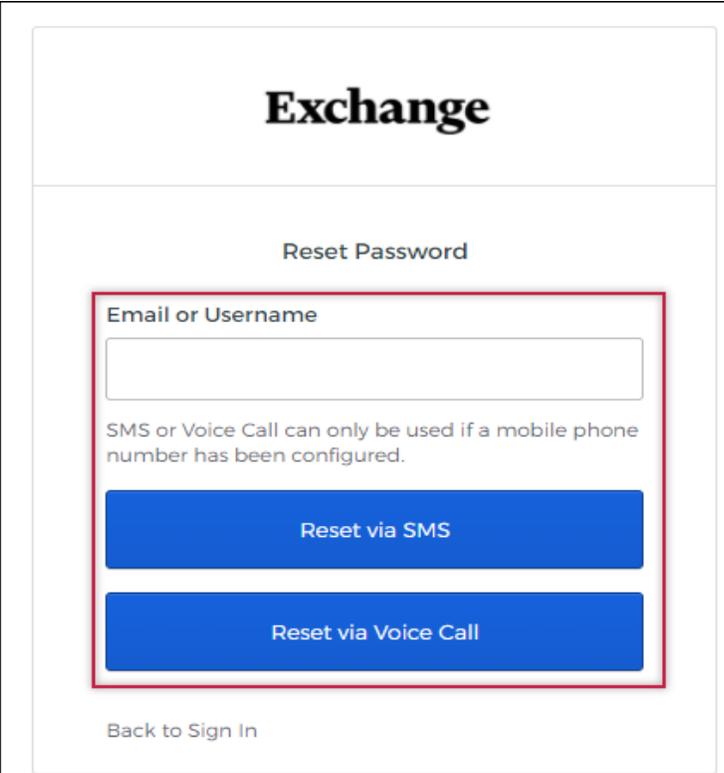
To change your password, click “Need help signing in?” which will expand and display “Forgot password?”.

- Click “Forgot password?” to begin the reset process.



The screenshot shows a blue rounded button labeled "Log in". Below it, the text "Need help signing in?" is highlighted with a blue glow. Underneath, a red-bordered box contains the text "Forgot password?". Below that is the text "Help".

- To reset your password, input either your “Email or Username”.
- Click whether you would like to “Reset via SMS” or “Reset via Voice Call” and follow the remaining on screen steps to complete the reset.



The screenshot shows the "Exchange" logo at the top. Below it is the heading "Reset Password". A red-bordered box highlights the "Email or Username" input field, the text "SMS or Voice Call can only be used if a mobile phone number has been configured.", and two blue buttons: "Reset via SMS" and "Reset via Voice Call". Below the box is the text "Back to Sign In".