

# e-Treasury/Web-Link Migration Stop Payments Comparison User Options & Report Differences

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### **Overview**

To facilitate the migration of Webster clients to e-Treasury, this document details differences between Web-Link's Stop Payments and e-Treasury's Stop Payments. Illustrations include user options for this feature.

### **Stop Payments Overview**

**Stop Payments** allow users to request the activation of a stop payment instruction for individual checks/ranges of consecutive checks, written on a particular account. Upon placing a request, the system informs you whether the check has already been paid or if a stop payment instruction is currently in place.

Web-Link's Stop Payments is the equivalent of e-Treasury's Stop Payments.





#### e-Treasury: Stop Payments

Choose Stop Payments under the Control & Recon Tab.

DASHBOARD ACCOUNT IN	NFORMATION P	AYMENTS & TRANSFERS	CONTROL & RECON	SFT	TOOLS	ADMINISTRATION	MY SETTINGS
Stop Payments : Red — Current Progress —	quest Stop P	ayment - 2 Review — 3 Com	Stop Payments ACH Positive Pay Check Positive Pay Check Positive Pay Report				Stop Payments Request Stop Payment & Stop Payment Activity
Kequest stop Payment     *Account     Memo     Company Name Jenns Con	mpany	R					ACH Positive Pay Check Positive Pay Check Positive Pay Report Return to my home page Make this my home page
Phone Number Phone Number Stop Individual Checks Stop Individual Checks	:: Notify via EMAIL :: Notify via EMAIL :: Op Check Range						Help for this page Print this page Terms and conditions Privacy policy Contact us
Check D     Add Another Check	late Written	*Amount *Writte	en to *	Reason Select a reas	ion	<b>v</b>	
Request Stop Payment Keset							

Choose the account number and select **Stop Individual Checks** or **Stop Check Range** tab.

For individual checks, enter the check number, issue date, amount, payee, and a reason for the stop payment. Multiple checks may be entered by clicking **Add Another Check**.

Stop Payment	s : Request Stop	Payment						
— Current Pro	ogress — 1 Request –	2 Review	3 Complete				Stop Payment Request Stop Stop Paymen	<mark>S Payment ↔</mark> t Activity
Request Stop Paym * Account Memo	ent		Q				ACH Positive P Check Positive Check Positive	Pay Pay Pay Report
Company Name	Jenns Company						Return to my Make this my	home page home page
Contact Name Phone Number diversion diversion	Jennifer Labriola						Help for this p Print this page Terms and co Privacy policy	age nditions
Stop Individual Che	tks Stop Check Range		Confirm Stop	Payme	nt		Contact us	_
* Check 123	Date Written 04/12/2023	* Amount 1.00	- Current Pro	gress —	1 Request 2	Review 3 Com	plete	
Add Another	nent X Reset		Please confirm this Company Name Contact Name Phone Number Memo Account Stop Request	stop payn Jenns Com Jennifer Lei *47474 - Ci Check	nent oriola HECKING (Test K) Date Written	Amount	Written to	Reason
			Complete / i	001 str 🗙 (	04/12/2023	\$1.00	Jennifer Labriola Test	Other



To stop a check range, select a reason and starting/ending check numbers. Click **Request Stop Payment** and then **Complete**. Ranges of more than 50 checks must be done outside of e-Treasury.

Stop Individual Checks Sto	p Check Range
Please Note: To Stop Payn Webster Bank at (914) 768	nent on a sequential range of checks that includes more than 50 checks, please contact your local Branch or call 8-6800.
* Reason * Starting Check Number * Ending Check Number	Other            900         930
Request Stop Payment	Reset

To view Stop Payments, select Stop Payment Activity on the right-hand menu from Control and Recon Tab.

Search criteria include Check Number, Account, Requested (date range) and Status.

- 1. Cancel Stop Payment activity by selecting the corresponding drop-down option and then clicking the Submit Action button.
- 2. View Stop Payment information by clicking on the magnifying glass icon.

Stop Payments : Stop Payment Activity									
Search Stop Payment Activity									
Check Number			Status All	~					
Transaction Number			Account			Q			
Requested From 04/0	5/2023 🔂	То 04/12/2023 📷	×						
Advanced									
Show 10 results per page, sorted by	Date Requeste	ed in descending or	der						
Search									
Account	Check	Requested <b>*</b>	Status	Expiration	Action	Details			
Prev 1 Next Go to page 1 S	Prev         1         Next         Go to page         1         Showing 1 - 1 of 1         Items to display: 10         20         50								
*47474 - CHECKING (Test K)	001	04/12/2023	Stopped	10/12/2023	No Action 🗸	P			
Prev 1 Next Go to page 1 Showing 1 - 1 of 1 Cancel display: 10 20 50									
					Resubreturn	ed in 0.03 seconds			
Submit Actions Reset									





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