

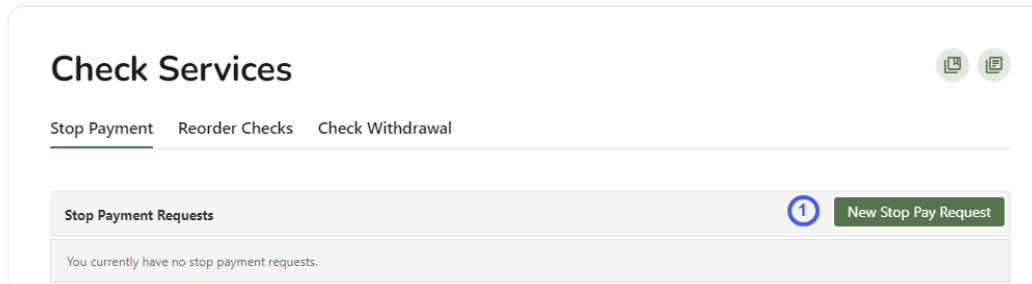
Check Services

Check Services allows you to stop payments, reorder checks, and withdrawal checks.

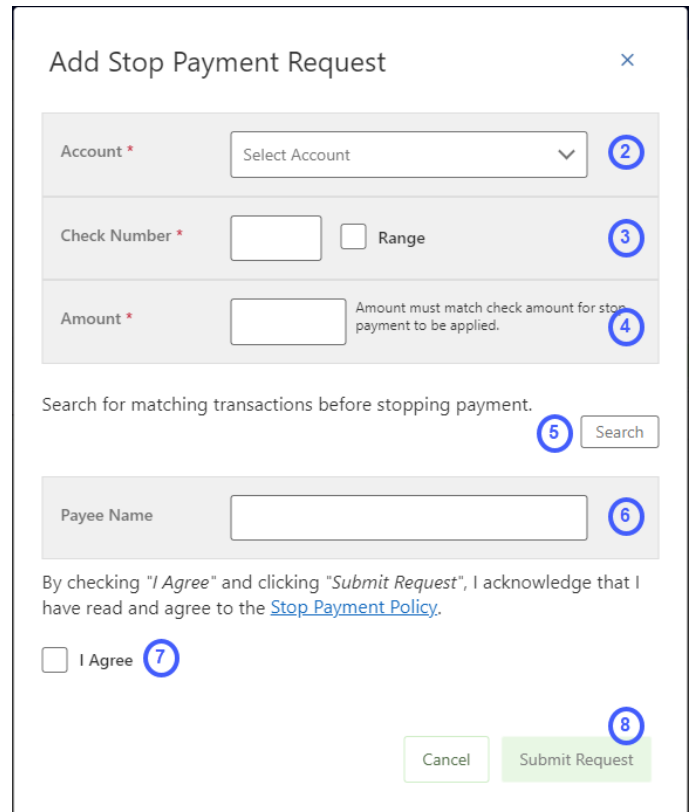
Stop Payment

To place a stop payment request:

- 1) Under **Tools**, select **Check Services** and click the **New Stop Pay Request** button, and the *Add a Stop Payment Request* window will display.



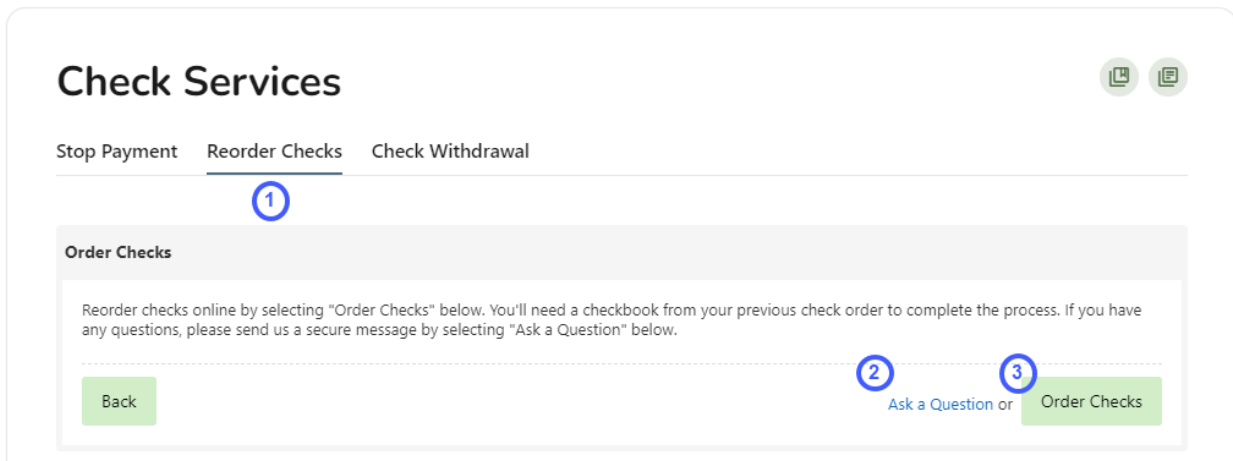
- 2) Click the **Account** dropdown menu and select the account to place the stop payment on.
- 3) Enter the **Check #** to place the stop payment on.
- 4) Enter the **Amount** the check was written for.
- 5) Click the **Search** button to search for transactions that have cleared the account selected and match the transaction details entered.
- 6) Enter the **Payee Name** the check was written to.
- 7) Check the **I Agree** checkbox to acknowledge the *Stop Payment Policy*.
- 8) Click the **Submit Request** button to submit the stop payment request, or click the **Cancel** button to close the *Add Stop Payment Request* window without submitting the request. A message will display indicating the stop payment request was successful. Stop Payment requests that have been placed will display on the **Stop Payment** tab.



Reorder Checks

Reorder Checks is used to submit requests for checks.

- 1) Select **Reorder Checks** within **Check Services**.
- 2) You can **Ask a Question** in a secure message. Enter the number of boxes.
- 3) Or click **Order Checks** to be taken to our “Deluxe” portal.

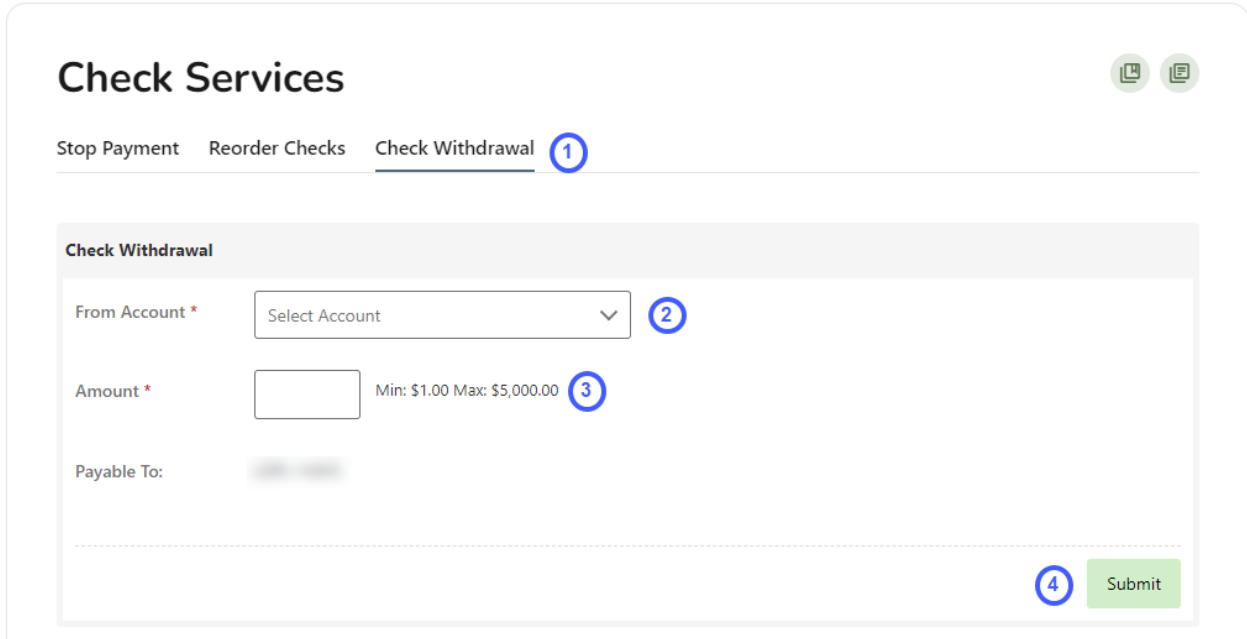


The screenshot shows the 'Check Services' page with a navigation bar containing 'Stop Payment', 'Reorder Checks', and 'Check Withdrawal'. The 'Reorder Checks' tab is selected and marked with a circled '1'. Below the navigation bar, there is a section titled 'Order Checks' with the following text: 'Reorder checks online by selecting "Order Checks" below. You'll need a checkbook from your previous check order to complete the process. If you have any questions, please send us a secure message by selecting "Ask a Question" below.' At the bottom of this section, there are three buttons: a green 'Back' button on the left, a blue 'Ask a Question or' button in the middle marked with a circled '2', and a green 'Order Checks' button on the right marked with a circled '3'.

Check Withdrawals

Check Withdrawal of *Draft Services* allows you to submit check withdrawal requests on your accounts.

Checks are made payable to you, using the name and address in your profile.



Check Services

Stop Payment Reorder Checks **Check Withdrawal** ①

Check Withdrawal

From Account * Select Account ②

Amount * Min: \$1.00 Max: \$5,000.00 ③

Payable To:

④ Submit

To submit a check withdrawal request:

- 1) Select **Check Withdrawal**.
- 2) Select the **Account** to withdraw funds from using the dropdown menu.
- 3) Enter the **Amount** of the check withdrawal request.
- 4) Click the **Submit** button.
- 5) Click the **Yes** button in the *Are you sure?* window to confirm the check withdrawal request or click the **No** button to cancel the check withdrawal request.

Are you sure?

Are you sure you want to issue a check for \$100? The check will arrive within 2 to 5 business days.

