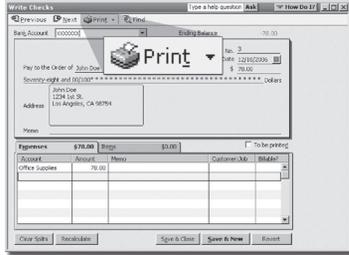


STEP 4 How to PRINT CHECKS

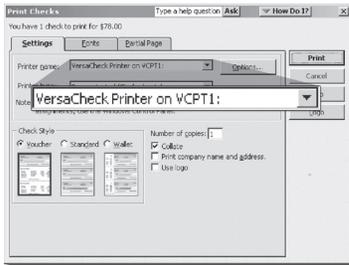
Printing from QuickBooks® and other accounting software

Note: The example below demonstrates printing a check through QuickBooks®, Quicken®, Microsoft® Money and other software packages will follow the same process.

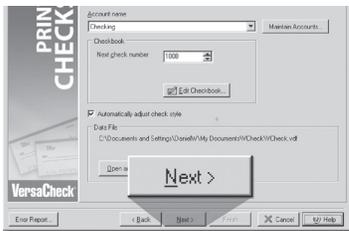
1. Create a check in your financial software. Click **Print** when check is completed.



2. In the **Printer Name** window, select **VersaCheck Printer** and ensure that the applicable check style is selected. Click **Print**. This will open a **VersaCheck®** window.



3. After logging in with your gValidate.com user name & password, confirm Account Name and Check Number and click **Next**.

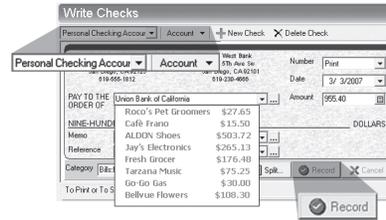


4. Confirm print options, click **Printer Setup** and select the printer that will be used to print the check (different than **Step 2**). Click **Print**.



Printing from VersaCheck®

Click on the **Write Checks** button, select the account to draw the check from in the drop-down menu in the upper left-hand corner. Simply fill out the fields of the on-screen check. Click on **Record** and your check will be placed in the register. Click **+New Check** for each additional check. To print checks, simply click on **Print** from the **File** menu.



email Checks

Send, Receive and Process Internet Check Payments

To RECEIVE email checks: Click on **Receive Checks**, then click **Request Checks**.

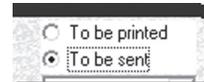
Once payer check has been sent, open VersaCheck® and click the **Receive Checks** button.



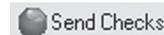
Check will be displayed for you to print.

To SEND email checks:

Follow the "Printing from VersaCheck®" instructions above to **Write & Record** a check. Be sure to click on the **To be sent** choice at the upper right of the check form.



Next, click the **Send Checks** button.



Check will be displayed for you to send to recipient email address.

Note: Printing of email checks requires use of VersaCheck® paper & VersaInk™ MICR ink supplies.

How to ORDER SUPPLIES

1 (303) 532-4738 | versacheck.com

CHECK PAPER:

VersaCheck® Security Check Refills meet Check Payment Systems Association (CPSA) and American National Standards Institute (ANSI) X9 check processing specifications.



MAGNETIC INK & TONER:

Magnetic Ink Character Recognition (MICR) VersaInk™ and VersaToner™ meet ANSI X9 Check Processing specifications.



CHECK PRINTERS:

Loaded with bank compliant VersaInk™/VersaToner™



How to REGISTER

Register online instantly & conveniently:

1. Open VersaCheck®
2. Click **Help\VersaCheck (Version) Registration**
3. Follow on-screen instructions

How to CONTACT

VersaCheck.com

SALES: 303-532-4738 sales@versacheck.com

SUPPORT: 303-532-4738 versacheck.com/web/support

621 17th Street, Denver CO 80293
P: 303-532-4738 F: 303-532-4406 www.versacheck.com