

# VersaCheck® X1<sup>gt</sup> Payroll

## Quick Start Guide

### STEP 1 How to INSTALL

1. Disable any virus protection software and firewalls on your computer; restart your computer if prompted.
  2. We recommend that you update your operating system files before installing VersaCheck®. Click **Start**, click **Control Panel**, and then click **Security**. Click **Check for updates**. Download all files recommended by Microsoft® and restart your computer.
  3. **Windows 8,7 & Vista Users:** Insert the CD into your DVD/CD-Rom drive. Click 'Open folder to view files', right-click 'autorun', select 'Run as administrator'.
- Windows XP Users:** If installation does not begin automatically, double click on the file autorun.exe on the DVD/CD-ROM.
4. After installation, click the "VersaCheck" icon on your desktop to launch your program.



### Secure Check PROCESSING

Three components enable you to print secure bank compliant checks:

1. Validated Bank Account
2. Validated Security Check Paper
3. Validated magnetic (MICR) black ink

VersaCheck® includes what you need to fulfill banking regulations while keeping your bank account safe.

Please follow the instructions in **STEP 2 & STEP 3** to begin.

### STEP 2 Account & Check SETUP

1. Open VersaCheck® using the desktop icon.

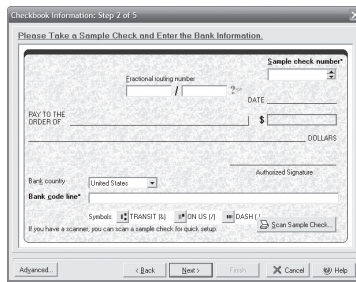
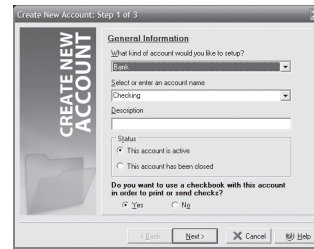
Have an existing pre-printed blank check from your bank with your bank information and MICR line, which can be found at the bottom of the check.



2. Set up a financial account and checkbook. You must first set up an account in VersaCheck® before you can write and print checks.

#### Financial Account Setup:

For first time users, follow the 3-step new account wizard. Complete all entries and click on "Finish." The Checkbook Information wizard will automatically open.



#### Checkbook Setup:

Follow the 6-step Checkbook Information wizard. This will allow you to name the account, enter MICR line and enter bank information. Click on the **Help** button for detailed instructions.

**Note:** Each account only needs to be set up once.

3. Financial Account Validation:

Before you print your first check your bank account access authority will be validated. This process is interactive and results in two micro-deposits to your bank account which you can track online.

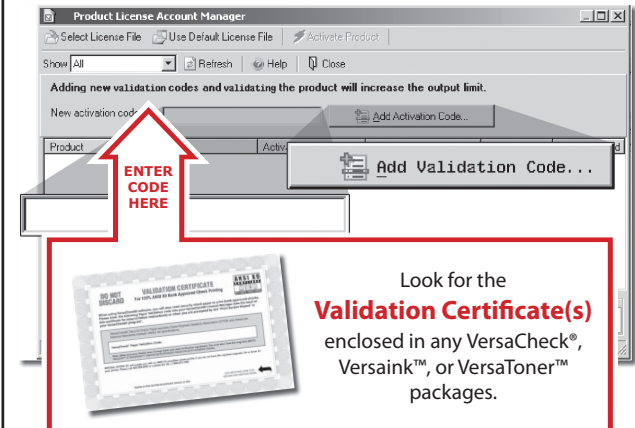
Once you have reported back the associated micro-deposit amounts you will have demonstrated account authority and validation will be complete.



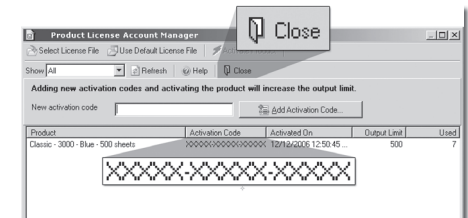
**AT NO STAGE WILL USERS BE REQUIRED TO ENTER SENSITIVE PERSONAL INFORMATION**

### STEP 3 Bank COMPLIANCE

1. From the VersaCheck® menu on the top, left corner of the screen, click **Tools/Manage Product Licenses** and then click **Product License Manager**. That will open the VersaCheck® License Account Manager window.
2. Enter a Validation Code, click **Add Validation Code** and follow the wizard. Repeat this step to add additional Validation Codes. Click **Close** when finished.



3. Your VersaCheck® blank check paper, Versalink™ or VersaToner™ is now validated with VersaCheck®. Click **Close**.



### How to PAY from VersaCheck®

Click on the **Pay** button. Select your checking account from the drop-down menu in the upper left-hand corner. Simply fill out the fields of the check, then click **Record**. Your check will be placed in the register. To print checks, click on the **Print/Send/Receive** button.



## STEP 4 SET UP Payroll

### 1. Sign up for Payroll

To run payroll, you must first sign up for the online payroll service. Click **Sign Up for Payroll** on the Getting Started page. You will be asked to select the service level that best meets your business needs. Note: **Internet access is required** to sign up for and run payroll.



### 2. Set up company and employees

The payroll website will walk you through setting up your company and adding employees. Just follow the step-by-step instructions.

If you do not have time to complete all the Set-Up tasks in your first visit, you may log out. When you wish to finish the Set-Up process, simply use the **Run Payroll option** in VersaCheck® to access your account.

### 3. Set up payroll printing preferences

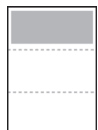
You can pay employees in several ways:

#### • Pre-printed check paper:

If you print checks on preprinted check paper, a paystub will print with the check. Pre-printed checks are available through the ChecksExpress™ service at VersaCheck.com.

#### • Blank check paper:

Print on VersaCheck® Form #1000 blank check paper, which includes one check and accompanying paystub per sheet.



**VersaCheck® Form #1000**  
Available in stores or at  
[www.versacheck.com](http://www.versacheck.com)

• **Direct Deposit:** Enroll employees for Direct Deposit and print paystubs on Form 1000 or plain paper.

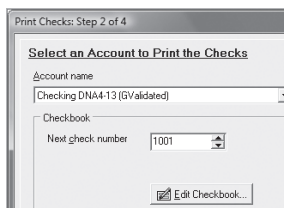
• **Handwritten Checks:** *Handwritten checks:* If you prefer to handwrite checks, you can print checks and stubs to fill out by hand later.

To select your paycheck printing preferences click on **Run Payroll** from the Getting Started page and log into the secure payroll website.

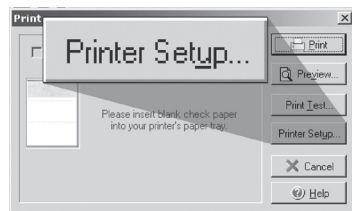
## How to PRINT Payroll Checks

**Note:** The example below demonstrates printing a check through Online Payroll. Other payroll/ accounting packages will follow the same process.

1. After you Click **View & Print** in Online Payroll, a PDF document of your check data will open.
2. When you print this PDF document be sure to select **VersaCheck Printer** in the **Printer Name** drop down menu, then click **OK**. This will open a **VersaCheck®** window.

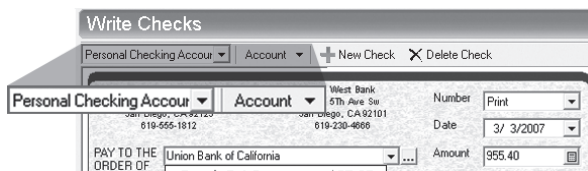


3. After logging in with your gValidate.com user name & password, Confirm Account Name and Check Number and click **Next**.
4. After logging in options, click **Printer Setup** and select the physical printer that will be used to print the check (different than **Step 2**). Click **Print**.



## How to PRINT Payables Checks

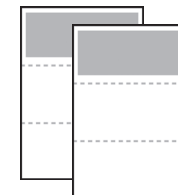
Click on the **Write Checks** button. Select your checking account from the drop-down menu in the upper left-hand corner. Simply fill out the fields of the check, then click **Record**. Your check will be placed in the register. To print checks, click on **Print** from the **File** menu.



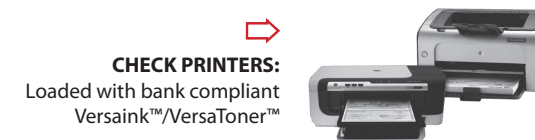
## How to ORDER SUPPLIES

1 (877) 872-1191 | [versacheck.com](http://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™

## PAYROLL Support

For help with payroll related questions such as payroll setup, paycheck calculations and federal and state taxes, please visit:

[www.versacheck.com/payrollsupport](http://www.versacheck.com/payrollsupport)

## CHECK CREATION Support

For questions about installing VersaCheck® Payroll software, designing, creating or printing business checks, or check supplies, help is available online or by phone:

**VersaCheck.com**

SALES: 877-872-1191 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](http://www.versacheck.com)