VersaCheck®

QUICK START GUIDE

INSTALL VersaCheck®

Before you begin, disable any virus protection software and firewalls on your computer; restart your computer if prompted. **Insert the VersaCheck® DVD disc or open your VersaCheck® download file to begin installation.** If your computer does not have a DVD disc player you can download the program from **VersaCheck.com/download-setup.** When prompted, enter the **serial number** found on the DVD disc envelope.

Account & Check SETUP

1 Launch VersaCheck® by clicking on the desktop icon.

2 Get an existing pre-printed blank check from your bank that contains your bank information and MICR line, these can be found at the bottom of the check.

MICR line

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

Account Setup:
For first time users, follow the 3-step **New Account** wizard. Complete all entries and click on '**Finish**'.

Checkbook Setup:
Follow the 5-step **Checkbook Information** wizard. You will name the account, and enter MICR line and bank information. Click on the **'Help'** button for detailed instructions.

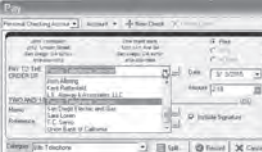**Financial Account Validation (Optional):**

Create ultra-secure checks to safeguard your check recipients and your accounts! Account Validation is simple and FREE. Select **Account Validation Safeguards - On** when setting up your account.
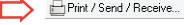

Bank Processing REQUIREMENTS

There are 3 components needed to print bank compliant checks:

1 **VersaCheck® software**

2 **VersaCheck® security check paper**

3 **VersaInk™ or VersaToner™ magnetic ink (MICR) cartridges**

PAY from VersaCheck®

1 Click on the **'Pay'** button from the main tool bar.

2 Select your account from the drop-down account list in the upper left-hand corner.

3 Simply fill out the fields of the on-screen check and then click the **'Record'** button and your check will be placed in the register.

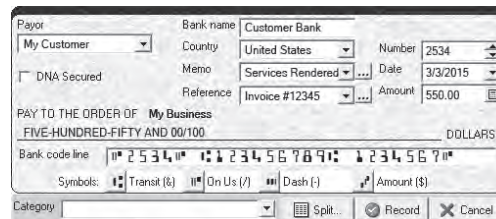To print checks, click on the **'Print/Send/Receive'** button.

Note: To print **BLANK CHECKS** click the **'Print/Send/Receive'** button and then click the **Blank** tab.
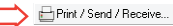
GET PAID from VersaCheck®

Your customers can pay you instantly by check using their phone, text or email! Your customer simply provides you with the data on their check so you can instantly print it from VersaCheck® as a check draft. There are NO FEES for this service!

1 Click on the **'Collect Checks/Drafts'** button from the main tool bar.

2 Select your account (that you will use to deposit the check) from the drop-down account list.

3 Select or type in the payor name from the drop-down **Payor** list.

4 Fill out the remaining fields using your customers' check data and then click the **'Record'** button.

To print check drafts, click on the **'Print/Send/Receive'** button

---

PAY from QuickBooks® & Other Financial Software

Note: The example below demonstrates printing a check from QuickBooks®. Quicken®, Sage & other software will follow the same process.

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

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

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

Click **'Print'**.

VersaCheck® SUPPLIES & SUPPORT

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™

Shop Online and Support
VersaCheck.com