



Processing Check Payments with the PaymentMate® Software IQACCR Solution

It's easy to process check payments with the PaymentMate® check-processing computer software. It supports IQACCR (image quality assurance check content recognition) and TeleCheck® options, such as electronic funding and warranty.

How PaymentMate Works

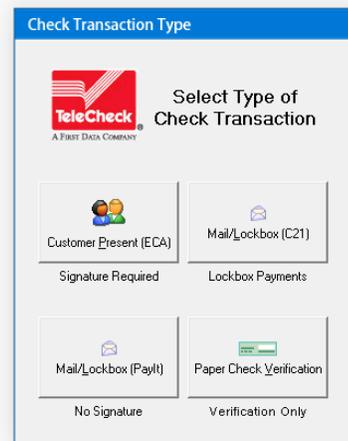
PaymentMate runs on computers having Microsoft® Windows® 10, Windows 8 or Windows 7. If you have a supported check-scanner connected to your computer, you can receive electronic funding for the payments, and IQACCR automatically determines the amounts written on the checks. You may also manually key checks when necessary.

Using PaymentMate and a Check Scanner to Process a Check

To process a check with a check scanning device and receive electronic funding:



- 1 Feed the check into the check scanner according to the manufacturer's instructions for the device.
- 2 If the indicator light on the scanner flashes red or amber, try feeding the check again, making sure it's facing the correct direction.



- 3 If the **Check Transaction Type** dialog box appears, select a check-processing option. (For example, select **ECA**® if the check writer is present.)

4

The **TeleCheck Authorization** dialog box displays the check image and the amount IQACCR determined was written on the check. On the dialog box:

- If the amount is *incorrect*, type the correct amount in the **Amount** box.
- If a driver's license number for the check writer is required, type it in the **Driver's License Number** box and the abbreviation for the driver's license state in the **DL State** box.
- If you want to save the customer's name or identification number in the batch history, type this in the **Customer Number/Identifier** box.
- To save a transaction identifier in the batch, type this in the **Transaction Number/Identifier** box.
- You may optionally type the check writer's name, address and phone number in the remaining boxes.
- Verify you entered the information correctly and select **Process Now**.

5

If you changed the dollar amount entered by IQACCR, a message asks if the changed amount is correct.

- If it's correct, select **Yes**.

- If it's incorrect, select **No**. (PaymentMate highlights the amount in the **Amount of Check** box.)

- Type the correct amount and select **Process Now**.

6

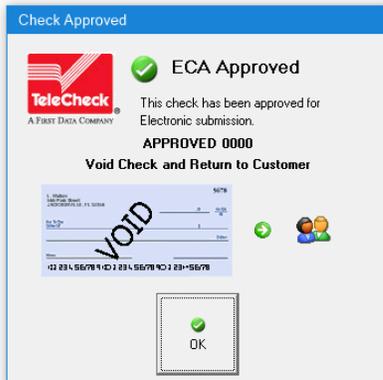
If you didn't change the amount, a message asks you to confirm the amount entered by IQACCR is correct.

- If the amount is correct, select **Continue**.

- If it's incorrect, select **Cancel**, type the correct amount and select **Process Now**.

7

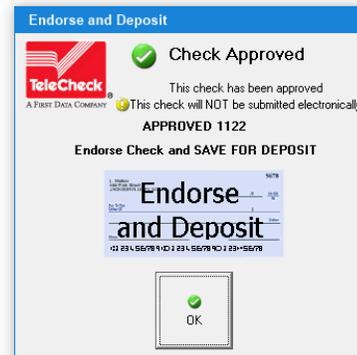
Carefully follow the instructions of the messages that appear.



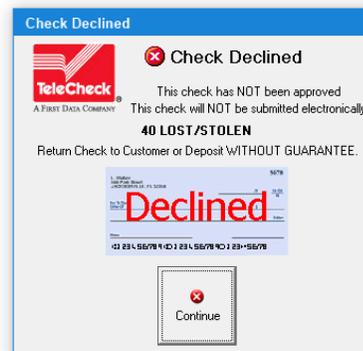
- If the message says, “ECA Approved,” the check was approved for electronic submission. Give the voided check to the customer and keep the signed receipt.



- If the message says, “Lockbox Approved,” the check was approved for electronic submission. Keep the check for 60 days before destroying.



- If the message states, "Endorse check and save for deposit," endorse the check and keep it for deposit at the financial institution for your business.



- If the message says, “Check Declined,” it wasn’t approved for electronic funding or warranty. You may (1) request a different form of payment from the customer, or (2) endorse the check and keep it for deposit *without warranty*.

*For more information, contact
Tempus Technologies at 800.225.8979, ext. 2
or visit www.TempusPayment.com.*