

IMPORTANT INFORMATION

The following requirements **MUST** be met when accepting a check.. Failure to meet these guidelines may void EZCheck's guarantee of the check (if signed up for guarantee program).

Telephone # Required—This must be written on the authorization slip or, if keeping a copy of the check, it must be written on the check copy.

Printed Name Required—This must be written on the authorization slip or, if keeping a copy of the check, it must be written on the check copy.

Physical Address Required (No P.O. Boxes)—This must be written on the authorization slip or, if keeping a copy of the check, it must be written on the check copy.

NO 3rd party checks—All items must be made payable to your business.

NO Credit Card Convenience checks or Traveler's Checks.

NO CHECK CASHING—Checks must be presented for goods or services.

NO Temporary checks—Your customer's name must be imprinted by the check manufacturer.

The check must be ran the same day the check is presented (**no pre/post dated checks**).

The amount must agree - The amount of the POS transaction must match the amount specified on the check.

The paper check must be completely filled out and signed by your customer

Your customer must sign the ECT authorization receipt

The signature on the authorization receipt must match the signature and name on the check

Make sure all of the required information is on the **FRONT** of the check

If your customer does not sign the authorization receipt allowing the ECT Transaction, you must **VOID** the item and keep the check for manual deposit

It is required that all ECT signed authorization slips be kept on file for at least two years. You may file them along with your credit card receipts. EZCheck may request that the ECT signed authorization slip be mailed to them at any time.

STOP PAYMENT CHECKS ARE NOT GUARANTEED



EZCheck

Total Solutions System OMNI 3750 & Check Reader

INSTRUCTIONS FOR CHECK SALE

Step 1 The following information is required and must be recorded on the authorization slip, invoice or work order:

- Name of the check-writer
- Driver's license state and DL number of the check-writer
- Phone number with area code of the check-writer
- Physical address of the check-writer

Also:

- The transaction date must match the date on the check
- The signature must match the name on the check
- The written dollar amount must match the numerical dollar amount on the check

Step 2 Select EZ Check

Step 3 From the EZCHECK menu, select "Check Sale" (The LED light on the check reader should be green.

Step 4 The terminal will now display "ENTER CHECK." Insert the check, face up with the MICR information to the right.

Step 5 Type the dollar amount of the check, then press the green "ENTER" key.

Step 6 Enter DL State Code and press "ENTER." (Your state code is automatically defaulted to your particular state)

Step 7 Enter the DL Number including any letters, press the green "ENTER" key. (If the DL has a Mag-Stripe, you may swipe the DL) The terminal will dial out for authorization.

Step 8 After the Omni 3750 has received authorization, tear off the Authorization slip and give it to the check writer for signature. Inform the check writer that the authorization gives the merchant permission to process the check electronically, much like a credit card.

Step 9 Press the green "ENTER" key to print the customer's receipt.

Step 10 After the check writer has signed the authorization slip, stamp or write, "VOID" on the front of the check. The terminal will print a duplicate receipt for your check writer. Place the signed authorization slip in your cash drawer for reconciliation at the end of the day. Hand the duplicate receipt and the voided check back to the check writer.

If the check writer refuses to sign the receipt authorizing the ECT transaction, see page 2 to void transaction.

TERMINAL INFORMATION

EZ Check INFORMATION

How to VOID a transaction:

- Step 1** Press the "MORE" key (first purple key) until "EZCHECK" appears, then select "EZCHECK."
- Step 2** Key in the sale amount of transaction to void, press "ENTER." Key in the Manager Password, "74837" and press "ENTER."
- Step 3** Key in the Reference # located on the printed receipt, then press "ENTER."
- Step 4** The terminal will now display your transaction. If it is correct press "VOID," if it is incorrect press "CANCEL."
- Step 5** Your terminal will now dial out and print out a void receipt. Press "ENTER."

How to CLOSE your BATCH:

- Step 1** Press the "MORE" key (first left purple key) until "BATCH MENU" appears, select "BATCH MENU."
- Step 2** Select "BATCH REPORT." A batch report will print showing each check transaction for that batch. Reconcile this report with your checks. After you have reconciled press the "MORE" key again.
- Step 3** Now select BATCH MENU again, press "CLOSE BATCH."
- Step 4** Key in the manager password as "74837."
- Step 5** Press "CLOSE BATCH."
- Step 6** Terminal will now dial to EZCheck to batch out.
- Step 7** Once that batch has updated, a receipt will print.

State Codes

AL 01	AK 02	AZ 04	AR 05	CA 06
CO 08	CT 09	DE 10	DC 11	FL 12
GA 13	HI 15	ID 16	IL 17	IN 18
IA 19	KS 20	KY 21	LA 22	ME 23
MD 24	MA 25	MI 26	MN 27	MS 28
MO 29	MT 30	NE 31	NV 32	NH 33
NJ 34	NM 35	NY 36	NC 37	ND 38
OH 39	OK 40	OR 41	PA 42	PR 72
RI 44	SC 45	SD 46	TN 47	TX 48
UT 49	VT 50	VA 51	WA 53	WV 54
WI 55	WY 56	MILITARY ML		

CANADIAN PROVINCE CODES

AB 81	BC 82	MB 83	NB 84	NF 85
NS 86	ON 88	PE 89	PQ 90	SK 91
YT 92				

Merchant #: _____

Customer Service/Tech Support (800) 797 5302
(281) 647 6911

Mailing Address PO Box 219219
Houston, TX 77218

Physical Address 16211 Park Ten Place
Houston, TX 77084

TERMINAL MESSAGES

Decline Messages:

- ID is Flagged** The ID presented has been flagged because it reflects negative information in our database; or, is affiliated with another ID or ABA number with negative information. Decline the check and refer the check writer to the number listed at the bottom of the decline slip.
- ERROR in ID** The ID was entered incorrectly. Please re-run the transaction entering ID correctly. (Make sure that you DO enter all ALPHA characters using the "ALPHA" key located above the green "ENTER" key).
- ERROR in MICR** The check reader read the Routing, Account, or Check number incorrectly. Re-Run transaction.

Re-Presented Chk Call Customer Service

Activity Alerts:

- Day/Loc/Amnt Call Customer Service
- Win/Loc Call Customer Service
- Manager Needed Call Customer Service

Other Messages:

- No ACH Call Customer Service
- Canceled Call Customer Service