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# **SCR TOTALBROKERAGE PROCESS DOC: COMMISSION ECHECK ~ HOW TO ACCESS ECHECK**

Document Number 001

Release Date 06/13/2022

Last Revision 06/13/22

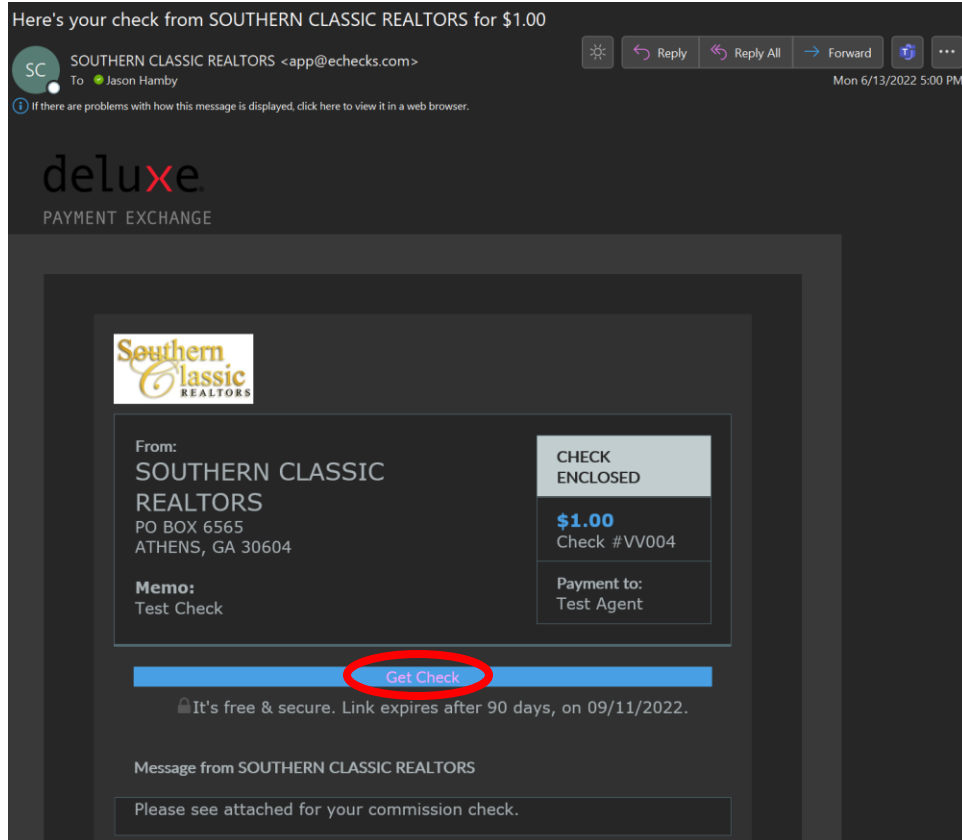
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*THE NEWEST VERSION SUPERCEDES ALL PREVIOUS VERSIONS OF THIS DOCUMENT.  
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**Step By Step Process:**

*How to Access ECheck:*

- 1.) Open E-Check Email
- 2.) Click, “Get Check” (blue button)



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Authored/Updated By:	Jason Hamby – IT Director	Release Date:	06/13/2021
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3.) Select, "Continue as a Guest" to print check for deposit

If you experience difficulty accessing content on this site, please contact us at [877-333-6964](tel:877-333-6964) or [support@deluxechecks.com](mailto:support@deluxechecks.com) and we will assist you.

The screenshot shows the Deluxe Payment Exchange interface. On the left, there is a preview of a check from Southern Classic Realtors for \$1.00, payable to Test Agent. A diagonal watermark reads "CHECK PREVIEW". On the right, there is a form to "Create an account and get payment" with fields for Username (jasonhamby@southernclassicrealtors.com), Password, and Confirm Password. There is also a checkbox for "I agree to the Deluxe terms and conditions" and a "Create account and get payment" button.

Create an account for more choices, better cash flow, and information at your finger tips

<p><b>Use Deposit Services to get funds electronically</b></p> <ul style="list-style-type: none"> <li>Guaranteed funding on qualified checks</li> <li>Free account setup</li> <li>Receive Attachments</li> <li>Additional security</li> <li>Detailed digital records</li> <li>Print checks for deposit</li> <li>You can send checks too!</li> </ul>	<p><b>Account Benefits</b></p> <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul> <p><a href="#">Create account and get payment</a></p>	<p><b>Guest Benefits</b></p> <ul style="list-style-type: none"> <li>×</li> <li>×</li> <li>×</li> <li>×</li> <li>×</li> <li>×</li> <li>✓</li> <li>×</li> </ul> <p><a href="#">Continue as a guest</a></p>
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4.) Click, "Open Check"

The screenshot shows a dialog box titled "Print the Check?". It contains a yellow warning box that says "Checks can only be presented for payment once." Below this, it asks "You have already opened this check. Are you sure you want to open it again?". At the bottom, there are two buttons: "Open Check" (circled in red) and "Cancel".

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- 5.) Agree to the Deluxe terms and conditions (click checkbox)
- 6.) Click, "Print Now"

**Print** now

Please confirm you are able to print upon viewing your check. As a guest, you will only be able to view your check once. If you are unsure whether you are able to print from your device, try [printing this sample file](#) to confirm before proceeding.

**Terms & Conditions**

I agree to the [Deluxe terms and conditions](#).

**Print Now**

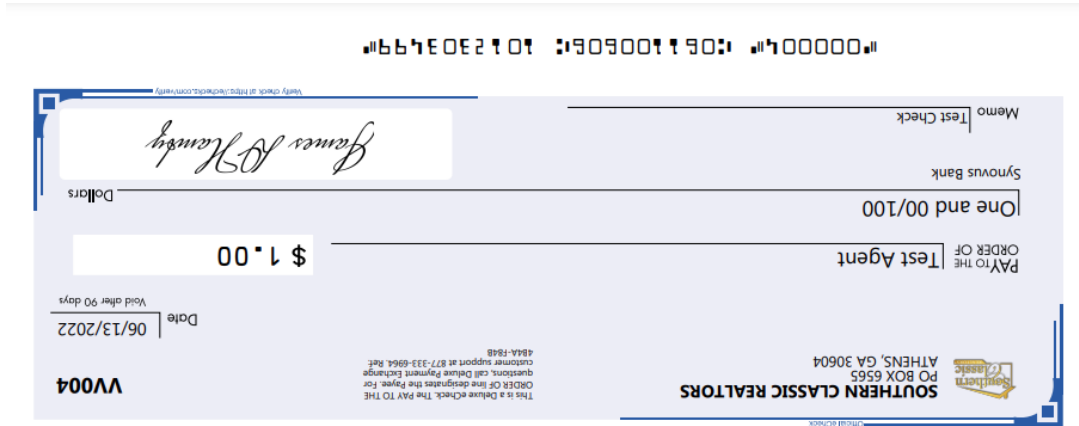
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
7.) Review and Print

a. How to use this check instruction provide below



**Check appears upside down intentionally**

**How to use this check**

Cut along this line 

**Need help?** Visit [eChecks.com](https://echecks.com) or call 877-333-6964

Step 1 Print the check	Step 2 Validate it printed correctly	Step 3 Deposit like normal
<ul style="list-style-type: none"> <li>✓ Any printer works</li> <li>✓ Black or color ink</li> <li>✓ Basic white paper</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Correct if bank numbers are:</b> Centered in white space Parallel to edge of the page Clearly printed in dark black ink</li> <li>✗ <b>Reprint if bank numbers are:</b> Cut off, skewed, or off-center Smudged or wrinkled Too light to read</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Cut on the dotted line above</b></li> <li>2. <b>Endorse the back</b></li> <li>3. <b>Deposit like normal:</b> In-person at a bank or credit union Using an ATM Via smartphone mobile deposit With an office check scanner</li> </ol>

**Does your financial institution have questions about this check?**

- This check was printed from an authorized check record. It is not a Check 21 Image Replacement Document.
- To confirm this check was issued by the account holder and details (pay to, amount, routing/account number) remain unmodified, the item's authenticity can be verified using the Deluxe Inc. Check Verification service at <https://echecks.com/verify>.

**Questions?** Visit [eChecks.com](https://echecks.com) or call 877-333-6964

**For your records**

**Issued date:** 2022-06-13  
**Check number:** VV004  
**From:** SOUTHERN CLASSIC REALTORS  
**Amount:** \$1.00  
**Payable to:** Test Agent  
**Delivery email:** [jasonhamby@southernclassicrealtors.com](mailto:jasonhamby@southernclassicrealtors.com)  
**Memo:** Test Check  
**Delivery message:** Please see attached for your com mission check.

Are you a business? To save time, money, and resources, make payments using Deluxe Payment Exchange. Call 877-333-6964 to get started today!



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