

# Check on Delivery (COD) processing with PaymentMate®

To receive authorizations over the phone prior to accepting these checks for deposit at your bank, all you need is the TeleCheck® Check on Delivery (COD) service and PaymentMate® computer software.

## Processing a Check on Delivery (COD) check with PaymentMate

With the TeleCheck Check on Delivery (COD) service, you can receive an authorization for a customer's check prior to receiving it as payment. All you have to do is have your customer give you the check MICR numbers over the phone, type these numbers into PaymentMate, and click a button. Within seconds, PaymentMate lets you know if TeleCheck authorized the check. After receiving authorization for the check, you can have the customer deliver the check to you so you can endorse it and deposit it at your bank.

To process a COD check with PaymentMate:

- 1 Right-click the **PaymentMate** icon in the Microsoft® Windows® **Notification Area**, and select **Process COD Transaction** on the menu.



- 2 On the Manual Key Check Processing dialog box that pops up:

- Type the nine (9) digit routing number of the check in the first box.
- Type the account number in the second box.

- Type the check number in the third box.
- Verify the routing, account and check numbers, and click **Process Check**.



- 3 The TeleCheck Authorization dialog box pops up. On the dialog box:

- Type the amount of the check in the **Amount of Check** box.
- Type the check writer's driver's license in the **Driver's License Number** box, and type the two-letter abbreviation of the driver's license state in the **DL State** box.
- If you want to save the customer's name, or customer's number, in the batch history, type this name or number in the **Customer Number/Identifier** box.

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- If you want to record a transaction number or invoice number in the batch history, type this number in the **Transaction Number/Identifier** box.
- If desired, enter the check writer's name, address, city, state, Zip Code, and phone number in the remaining boxes.

**NOTE:** This information is optional and is not saved in the PaymentMate batch history. It is, however, sent to TeleCheck with the other transaction information.

- Under **Check Type**, select the **Personal** option button if it is a personal check, or select **Company** if it is a corporate check.
- Verify that you entered the correct information, and click **Process Now**.



**For more information about the Check on Delivery service or other TeleCheck services, contact your TeleCheck or First Data representative. Or call Tempus Technologies, Inc. toll free at 800.225.8979, ext. 3. This document and other documents are available at [TempusPayment.com](http://TempusPayment.com).**

**4**

**IMPORTANT:** Carefully read and follow the instructions of the message that pops up.

- If the message states, "Endorse check and save for deposit," then TeleCheck approved the check. Have the customer mail or deliver the check to you, and then endorse it for deposit at your bank.

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