



PaymentMate[®] gives you electronic funding for mailed checks with TeleCheck[®] LockBox[®]

If your customers pay by mail, or deliver checks to your business' drop box, PaymentMate[®] check processing software is ideal for you. All you need is PaymentMate, TeleCheck[®] LockBox[®] service, and a compatible check scanner.

How PaymentMate works

PaymentMate runs on computers having any edition of these Microsoft[®] Windows[®] operating systems—Windows 7, Windows Vista, or Windows XP.

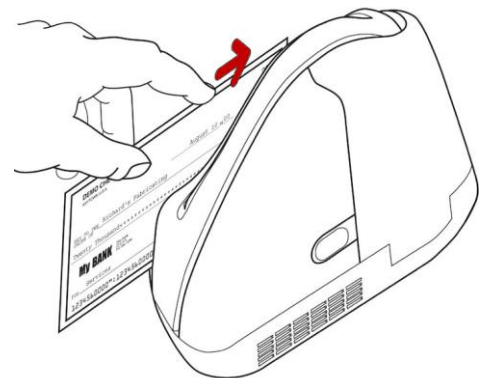
If you have a compatible check-scanning device connected to your computer (such as a MagTek[®] ImageSafe[™] or Epson[®] CaptureOne[™]) you may receive electronic funding for checks that your customers mail to you, or leave in a drop box at your place of business. PaymentMate is fast—processing checks within seconds. TeleCheck is fast, too—electronically funding most approved checks within 48 hours.



Processing a check

Follow these steps to receive electronic funding for a check, money order, or other payment document:

- 1 If PaymentMate is visible, you may click the **Minimize** button to hide it. (The software will minimize to the Windows **Notification Area**, which is next to the date and time display at the bottom-right of your computer monitor.)
- 2 Feed a check into the slot of the check scanner with the MICR number facing in the correct position.



NOTE: For instructions on the correct positioning of the check, see the documentation for your check scanner.



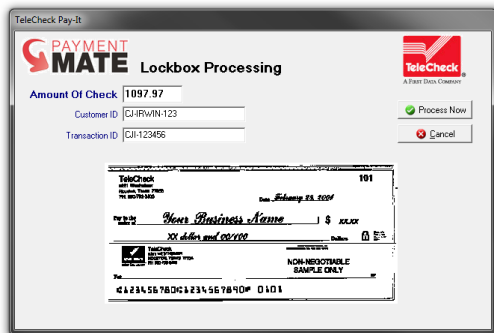
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3 If PaymentMate does not pop up, the scanner was probably unable to read the MICR number. Try feeding the check again.

4 If the **TeleCheck Transaction Type** dialog box pops up, select the correct transaction type (for example, **Mail/Lockbox**).

NOTE: You will only be prompted to choose a transaction type if you have opted to use more than one type of TeleCheck check-processing service.

5 The **LockBox Processing** dialog box pops up. In the dialog box:



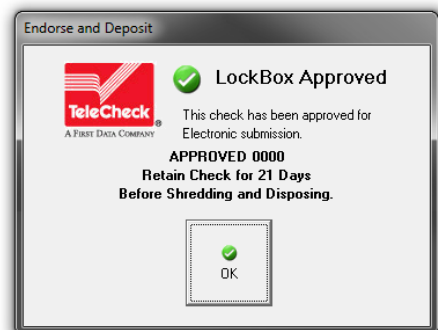
- Type the amount of the check in the **Amount of Check** box.
- If you want to save the customer's name or number in the check processing batch history, type it in the **Customer Number/Identifier** box.
- If you want to save a transaction number or identifier to the batch history, type it in the **Transaction Number/Identifier** box.

NOTE: The transaction number is sent to TeleCheck and is displayed at the PaymentMate Web Reporting website.

- Verify you have typed the information correctly and click **Process Now**. In a brief moment PaymentMate displays an authorization message.

6 **IMPORTANT:** Carefully read the instructions of the authorization message that pops up:

- If the message states, "LockBox Approved; retain check for 21 days before shredding and disposing," then it was authorized for electronic funding. Keep it for at least three (3) weeks before destroying it.



- If it reads, "Check Approved; endorse check and save for deposit," then it was authorized, but it will not be funded electronically. Endorse it and keep it for deposit at your business' bank.
- If it says, "Check Declined; return check to customer or deposit without guarantee," then it was NOT authorized. Try (1) scanning the check again, or (2) requesting a different form of payment from the customer, or (3) endorsing the check for deposit *without guarantee*.

For more information, contact your sales representative, or visit TempusPayment.com.