



PaymentMate[®] gives you electronic funding for most checks with TeleCheck[®] LockBox[®] Pro21

No matter what types of checks you accept from your customers (personal checks, business checks, insurance checks, traveler's checks, money orders and more) it's simple to receive electronic funding for nearly every one of them. All you need is PaymentMate[®] software, TeleCheck[®] LockBox[®] service with Pro21 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.

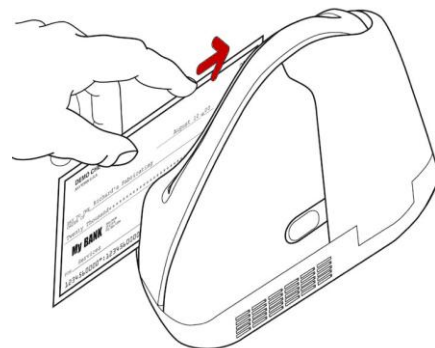
If you have a compatible check-scanning device connected to your computer (such as a MagTek[®] ImageSafe[™] or Epson[®] CaptureOne[™]) you may get electronic funding for just about any check, money order, or other payment document you receive. Personal checks, business checks, traveler's checks, insurance checks, payroll checks, government checks, money orders and more will be funded electronically, usually 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, money order, or other type of payment document 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.



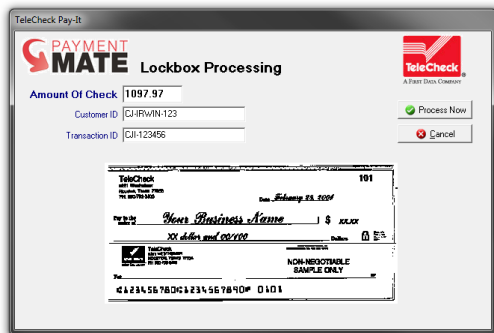
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3 If PaymentMate does not pop up, the scanner was probably unable to read the MICR number. Try feeding the check again.

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:



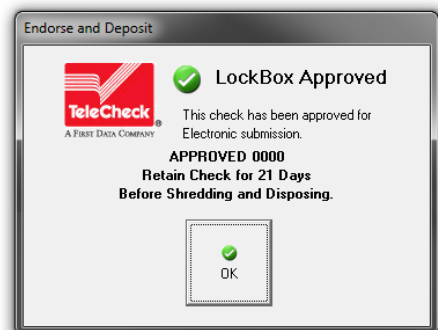
- Type the amount of the check in the **Amount of Check** box.
- If you want to save the customer's name or number in the check processing batch history, type it in the **Customer Number/Identifier** box.
- If you want to save a transaction number or identifier to the batch history, type it in the **Transaction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