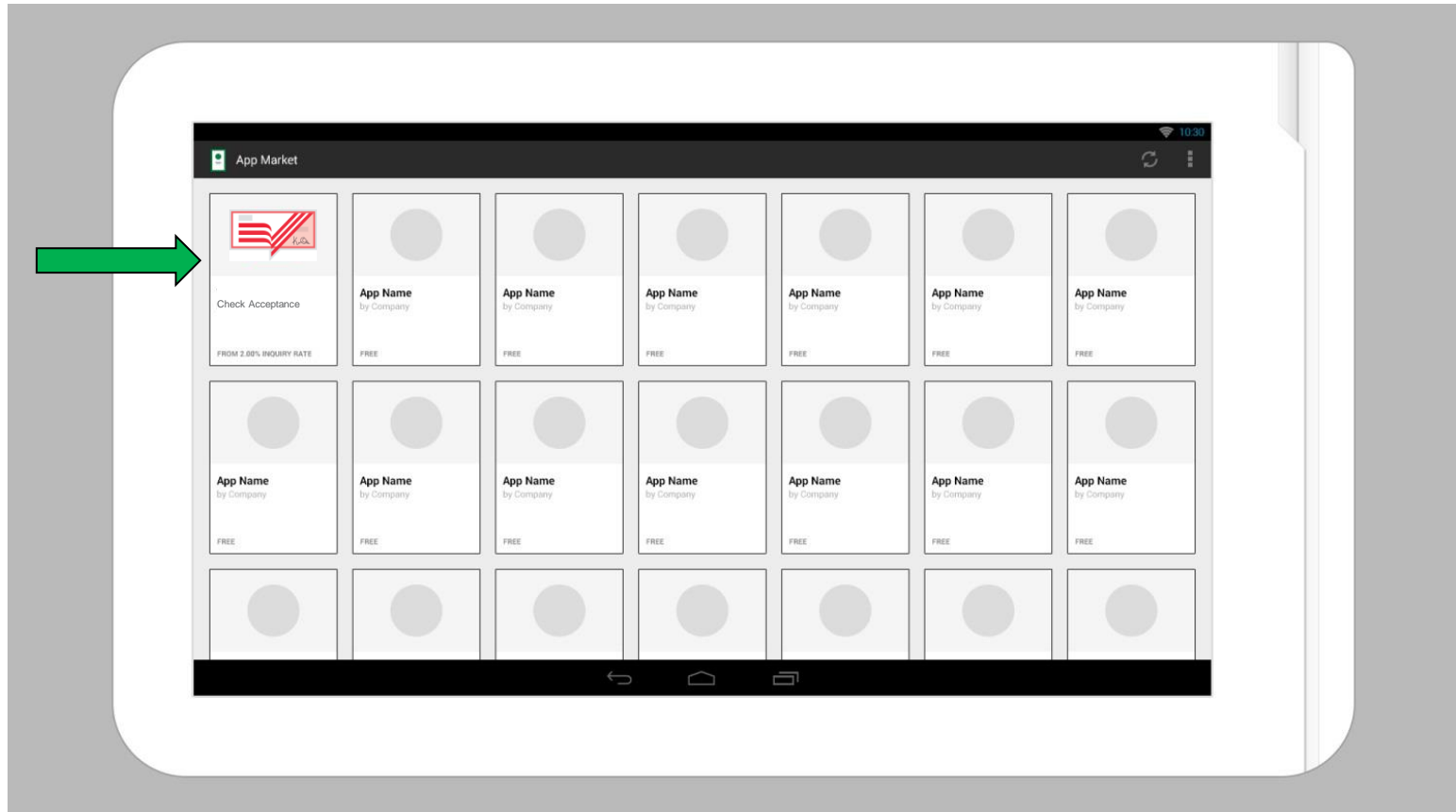


Installing Check Acceptance Start-up Guide

July 2016

Installing the Check Acceptance App

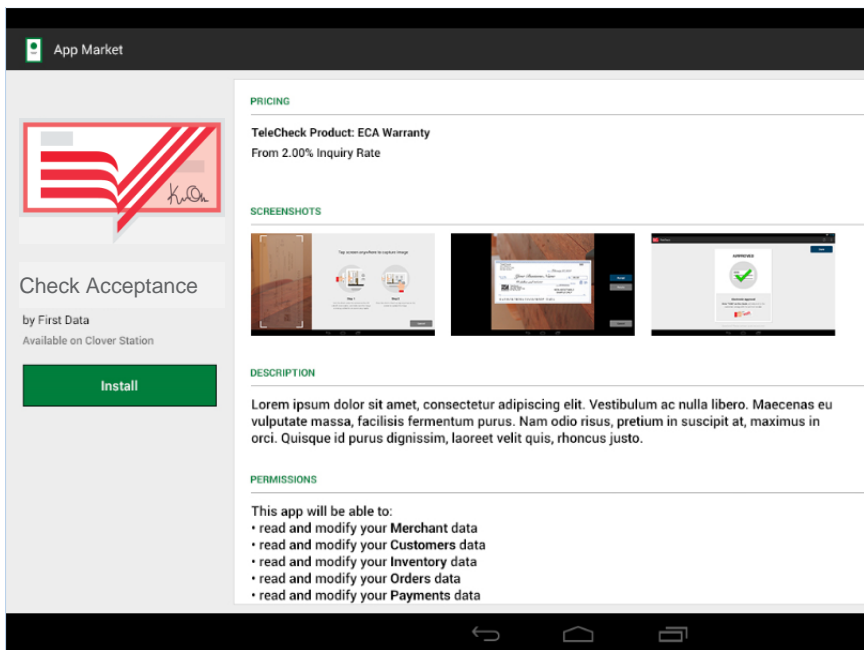
- 1 Open the Clover App Market and find the Check Acceptance App



Installing Check Acceptance

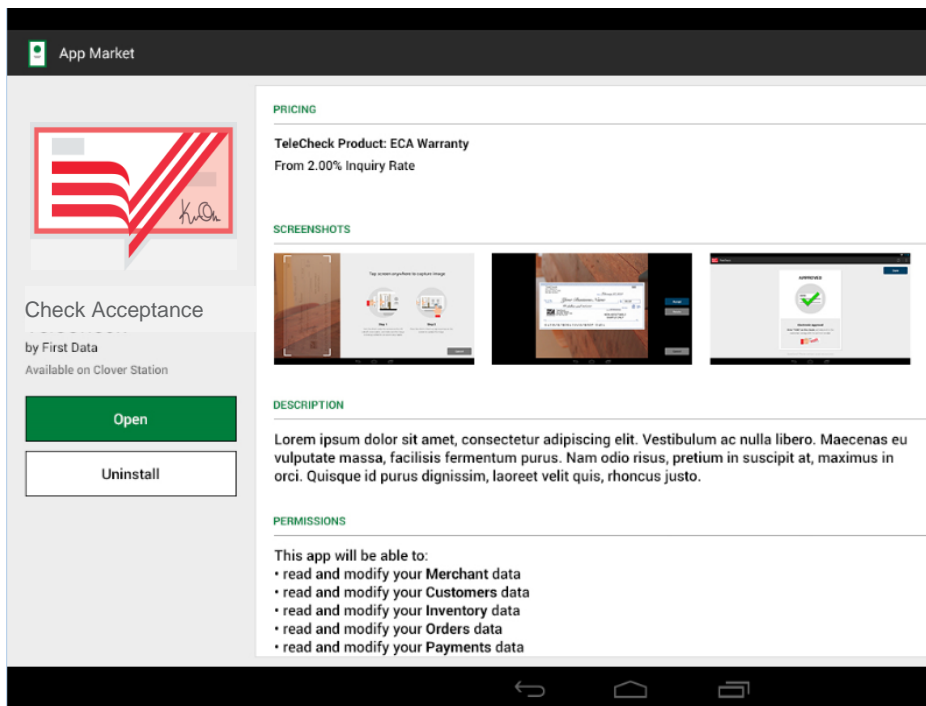
2

Click the “Install” button to download the app.



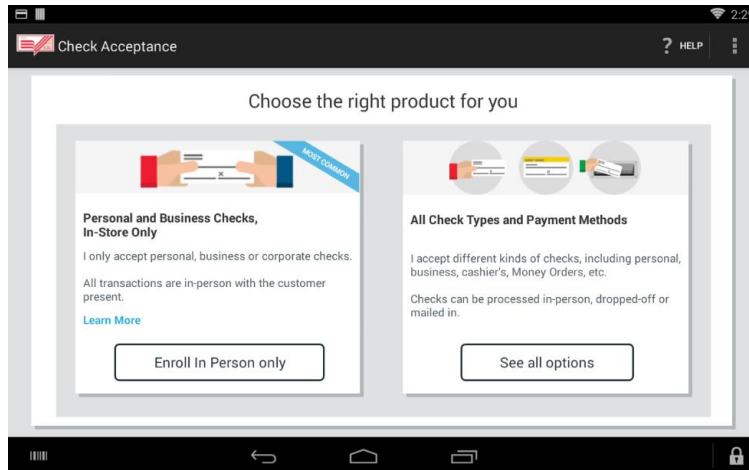
3

Click the “Open” button to open the app.

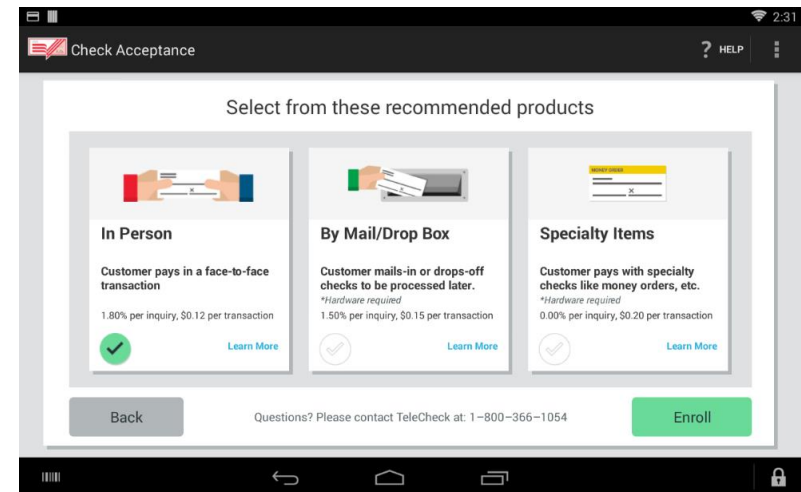


Installing Check Acceptance

- 4 The app assists with product selection through a few simple questions



The app displays recommended products. Click on the “Learn More” button for additional information



Installing Check Acceptance

- 5 After downloading the app, accept the Terms and Conditions by checking the box and typing your name, a copy will be emailed to you.

Thank you for choosing TeleCheck

MERCHANT INFORMATION
Merchant Name: Universal Mind

BANKING INFORMATION
Routing #: *****1234
Account #: *****4321

TeleCheck Product	Inquiry Rate	Transaction Fee	Monthly Minimum Fee
In person	1.50%	\$0.20	\$0
Mail In/Drop Box	1.50%	\$0.20	\$0
Specialty Items	N/A	\$0.20	\$0

[Refer to section 2.1 of the EULA for other potential fees](#)

I, as the duly appointed representative of _____, have read and agree to the terms of the TeleCheck

Please enter your First and Last Name to agree (this will serve as your electronic signature):
/s/ First and Last Name
Owner, _____

A Welcome to TeleCheck email will be sent to the address(es) below. The email will include links to training information and important reference materials to ensure your success using TeleCheck.

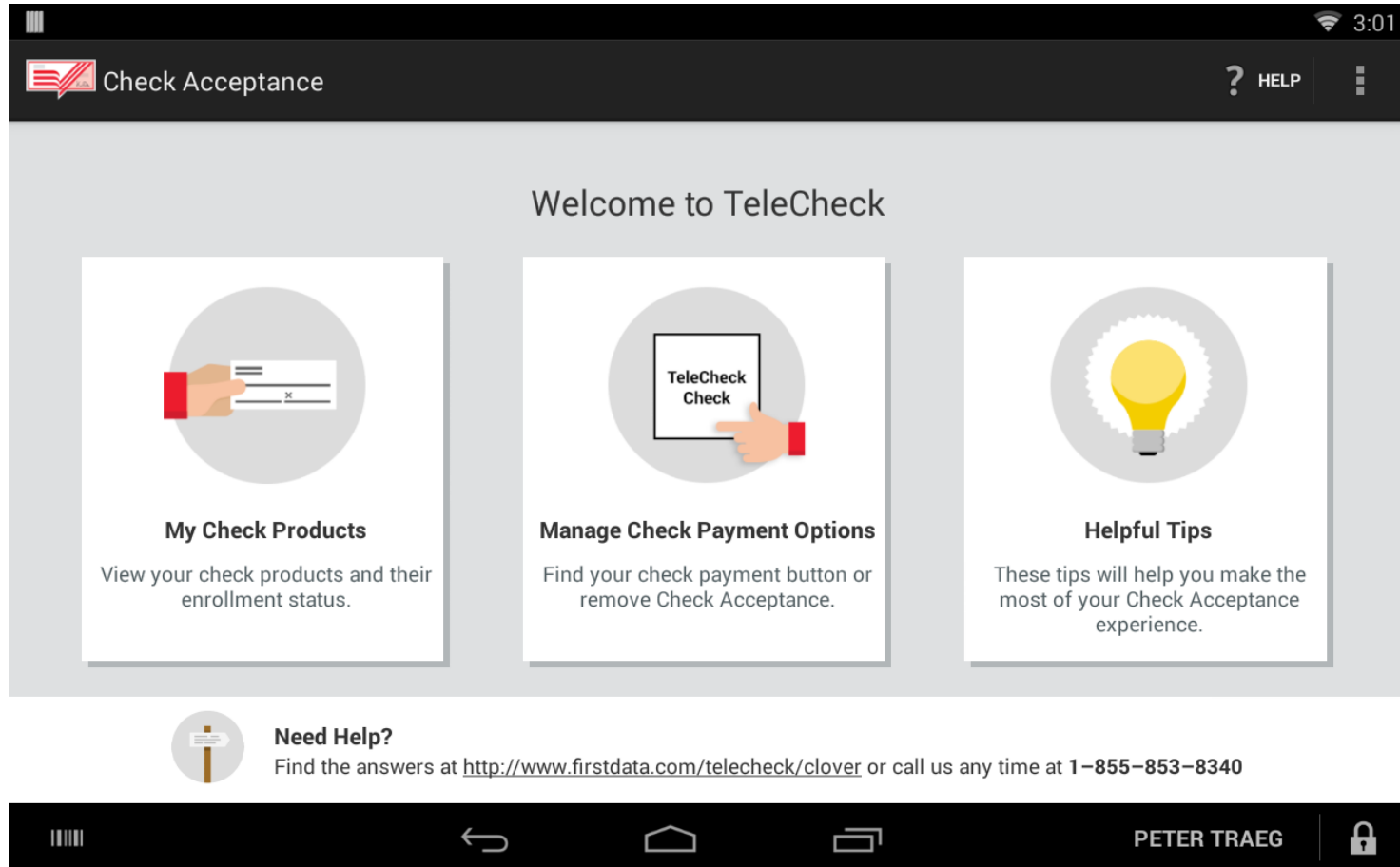
[Add a second email address](#)

Decline Accept

Installing Check Acceptance

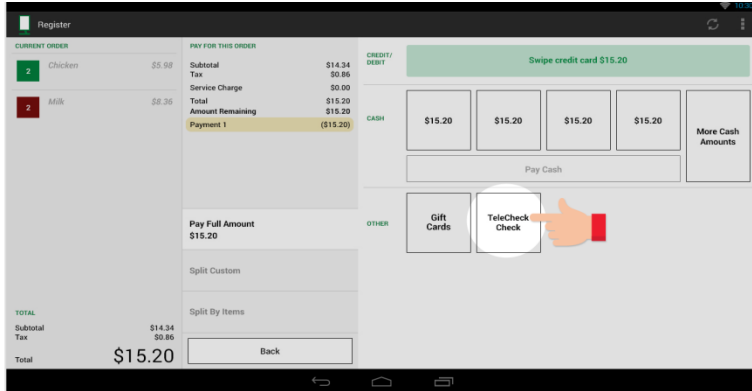
6

Once registration is complete, the welcome message will appear and the TeleCheck button is added to the register.

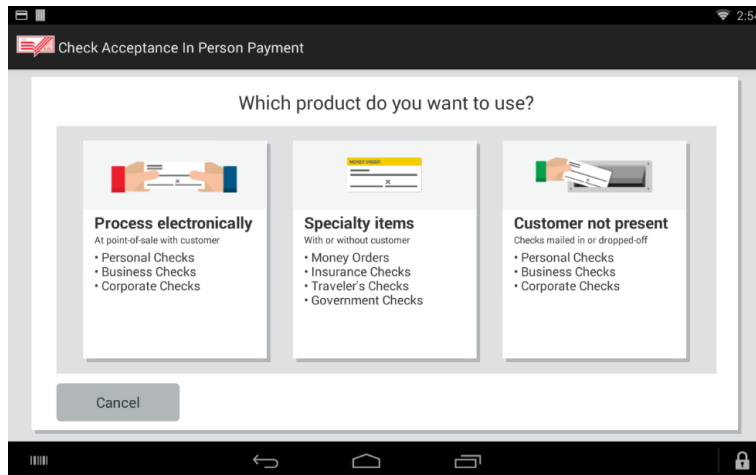


Processing Checks on Clover

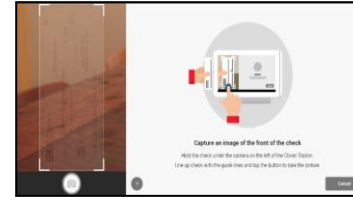
- 1 When a customer presents a check, press the TeleCheck button to start the payment



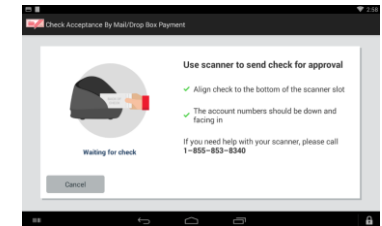
- 2 Select which product you would like to use (Only currently enrolled products will display)



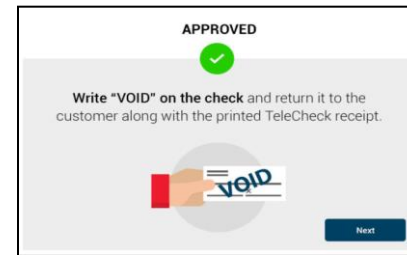
- 3 Capture the check image for In-person transactions or use the scanner for other products



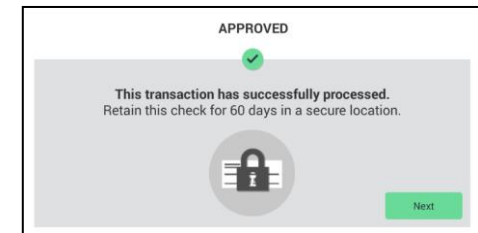
Note: You will be prompted to use the built-in camera or scanner to take an image of the check.



- 4 The response is displayed



Note: Response screens may vary from product to product. Be sure to follow the on-screen prompts.



Check Image Tips

Capturing the proper image is crucial to the approval process. The help screen below provides tips for proper picture taking and is located on the image capture screen by clicking the “?” button.

The screenshot displays a mobile application interface for check acceptance. At the top left, there is a logo for 'Check Acceptance' with a red and white checkmark icon. The main content area shows a sample check with the following details:

- Top left: TeleCheck logo and address: 14141 SW FREEWAY, SUITE #300, SUGAR LAND, TEXAS 77478, PH. 800-733-3400.
- Top right: Check number 101.
- Center: Date *February 28, 2015*.
- Pay to the order of: *Your Business Name*, amount \$ *XX.XX*.
- Below the amount: *XX dollar and 00/100* Dollars.
- Bottom left: Consumer Bank logo and fields for Bank Address, City, State Zip Code.
- Bottom center: NON-NEGOTIABLE SAMPLE ONLY rev. 2015.
- Bottom right: Security logo.
- Bottom: For field and MICR line: ⑆ 23456780⑆ 234567890⑆.

Two callout boxes provide instructions:

- Top callout: 'Ensure the check writer's details are clear in the photo' (pointing to the top of the check).
- Bottom callout: 'Make sure the routing and account numbers are legible and unobstructed in the photo' (pointing to the MICR line).

On the right side of the screen, three green checkmarks list tips:

- ✓ Take the photo in good lighting
- ✓ Make sure your fingers aren't obstructing any information
- ✓ Line up the check so that it fits within the guide lines

The bottom of the screen shows a mobile navigation bar with back, home, and recent apps icons.

Questions?
Call Clover Support
(855) 853-8340