



## Installation and Use for In-Person Product

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### Installation

- 1.) Merchant opens Clover App Market
- 2.) Click on the Clover Check Acceptance App
  - Click on the “Install” button
  - Click on the “Open” button
  - Enter your Owner password
- 3.) Review the EULA (Terms and Conditions)
  - Click on the acceptance box
  - Enter First and Last Name
  - Click “Accept”
- 4.) A Welcome email will be sent

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### Using the Check Acceptance payment function in Clover

- 1.) Customer presents check as a form of payment
  - Confirm amount on check
- 2.) Press the “TeleCheck Check” tender button
  - The Return Check Fee notification appears
  - Customer must sign and press “AGREE”
- 3.) Check Image Capture Screen appears
  - Hold check in front of camera
  - Align with image guide marks
  - Tap the button to take the picture
- 4.) Accept the image or retake the image
  - Retake the image if it is blurry, in poor lighting, or if any information is obstructed. You can see all four corners of the check in a good image.
- 5.) The response message is displayed

### Response Types and Actions

- 1.) **Approved** - transaction is approved, write VOID on the check and return the check to the customer
- 2.) **Not Approved** - the transaction is declined, return the check to the customer and request another form of payment
- 3.) **Error** - Retry the transaction
- 4.) **Approved-1234** - the transaction is approved, write approval code on the check, keep the check for bank deposit.

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### Driver’s License Validation

- 1.) Enter the state of issuance
- 2.) Enter the driver’s license number (include letters as necessary)
- 3.) Press “Valid” button to complete the entry