# FIRST MERCHANTS COMMERCIAL BANKING
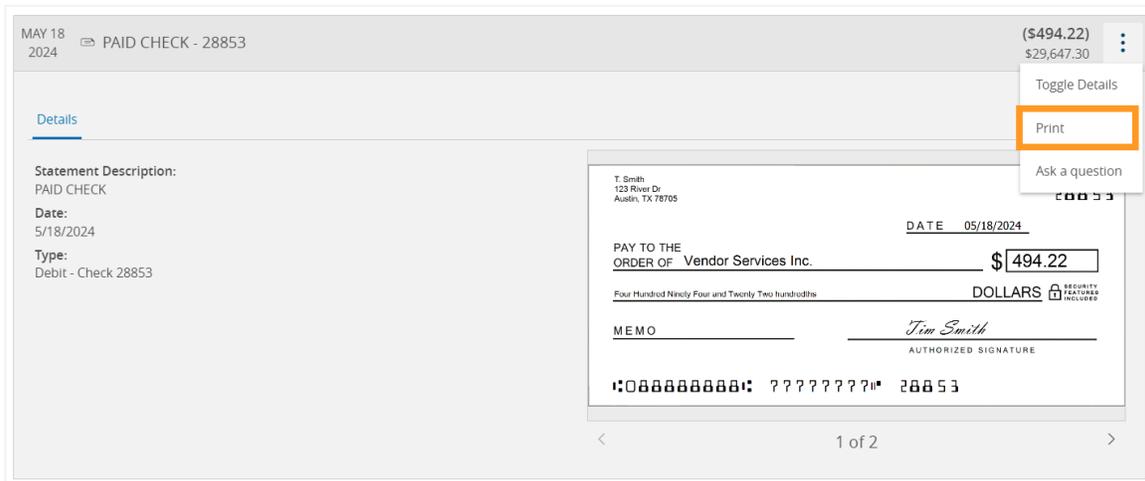
## Check Services
## Online Banking User Guide

Check services allow you to print, stop payments on checks and make mobile deposits. Features may vary based on the device used.

## Printing a check image

To print a check image on the Deposited Checks page:

1.  From Account Details, click the transaction to view the expanded details.



2.  Use the ellipsis menu in the top right-hand corner. Click Print. The Print window displays the check image.

3.  Select your printer and click Print.

## Reordering checks

You can use the Check Reorder page to repeat your most recent check order. You can only submit a reorder request for one account at a time.

To reorder checks:

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## Services

### DEPOSIT SERVICES

**Lockbox Services**
A convenient and secure way to manage and process your receivables faster

**Remote Deposit Capture**
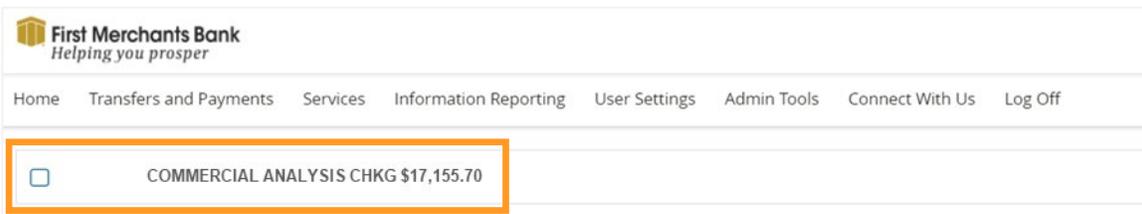Scan and deposit checks

### ACCOUNT SERVICES

**Positive Pay**
Validate check payments & automate check processing

**Check Reorder**
Reorder paper checks for any checking account

**Stop Payment**
Place a stop payment on a check

**eStatements**
View and download your documents

1. Click Account Services > Check Reorder.

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Home    Transfers and Payments    Services    Information Reporting    User Settings    Admin Tools    Connect With Us    Log Off

☐    COMMERCIAL ANALYSIS CHKG $17,155.70

2. Check the box next to the account.

3. You will be redirected to the Check Reorder site. You may see a notice stating you are leaving the First Merchant Bank's website.

4. Click Continue if you are not automatically re-directed.

If you are using the same style of check previously ordered

5. Click Confirm and Checkout.

## Creating a stop payment request

Based on your entitlements, you can request a stop payment on one or more paper checks. A stop payment request cannot be performed on check(s) that have been processed and posted to your account.

To create a stop payment request:

1. In the navigation menu, select Services

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2. Under Account Services, click Stop Payment.

## Stop Payment

Complete the fields below to make a stop payment request based on known payment information.

**Request type**

◉ Single Check

○ Multiple Checks

**Account**

Select an account ⌄

**Check number**

**Check amount** (optional)                    **Check date** (optional)

$0.00

**Payee name** (optional)

**Note** (optional)

**Request stop payment**

3. On the Request Type tab, click one of the following:

- Single Check

- Multiple Checks

4. In Account, select the account from the drop-down menu.

5. For a Single Check, enter the following check information:

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## Stop Payment

Complete the fields below to make a stop payment request based on known payment information.

**Request type**

◉ Single Check

○ Multiple Checks

**Account**

Select an account ⌄

**Check number**

**Check amount** (optional)                    **Check date** (optional)
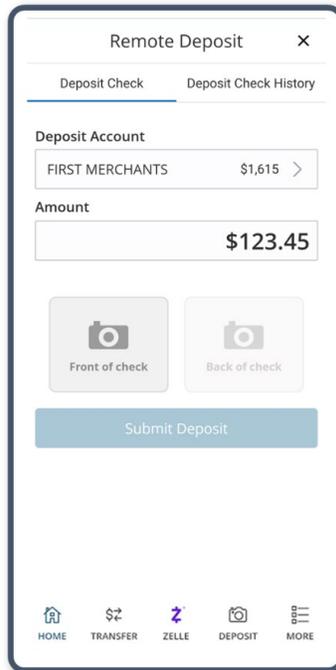
$0.00

**Payee name** (optional)

**Note** (optional)

Request stop payment

- Check Number

- Payee

- Amount

- Date

- Note

6. For Multiple Check, enter the following information:

## Stop Payment

Complete the fields below to make a stop payment request based on known payment information.

**Request type**

○ Single Check

● Multiple Checks

**Account**

Select an account ▼

**Starting check number**

**Ending check number**

**Starting date** (optional)

**Ending date** (optional)

**Note** (optional)

**Request stop payment**

- Starting Check Number, then click or tap Save.

- Ending Check Number

- Start Date

- End Date

- Note

7. Click Request Stop Payment to complete the stop payment action.

# Depositing a check on your mobile device

The mobile banking app enables your business to scan checks and deposit them into your account(s) from your mobile device.

To deposit a check on your mobile device:

1. In the navigation menu, click Pay and Transfer > Deposit.

2. On the Deposit Check page, select the Deposit Account

3. Enter the Amount and follow the instructions on your mobile device

4. Click Front of check using the camera in your mobile device to take a picture

   **Note:** Guides on the screen help you align the check for the image. If the image of the check is blurry, you can click Retake Front or Retake Back to take a new picture.

5. Click Back of check using the camera in your mobile device to take a picture.

6. Click Submit Deposit.

7. Click Close.

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