

A large, stylized logo for CheckLogic Lite. It features a blue sphere with a white 'i' inside, and a blue band wrapping around it. The text 'CheckLogic Lite' is overlaid on the sphere.

CheckLogic *Lite*

User Guide



edoclogic.com 800.425.7766
1197 Exchange St. Middlebury, VT 05753



STATEMENT RETRIEVER™; ProDOC Receipts™; ProDOC Forms™; CheckLogic™; idocVAULT™; 2020eDOC™; 2020iDOC™; RENAMER™; ProDOC™; PrxPay™; ProDOC Packages™; CheckLogic Manager™; CheckLogic Lite™; REED2020™; PAPERLESS RECEIPTS™; PrxPay™; eDOCMobile™; eUpdate™; 2020iSYNC™; CheckLogic Mobile™; 2020COLD®; EMAIL-4-STATEMENTS®; Click. Close. Technology.® ; 2020DOC®; eDOC Innovations®; eDOCSignature®, mDTM® are all trademarks of eDOC Innovations. All other trademarks are the property of their respective owners.

eDOC Innovations, Incorporated (EDI) makes every reasonable effort to ensure the accuracy of the material described herein. EDI, however, makes no warranty, expressed or implied, with respect to the quality, correctness, reliability, recentness, accuracy, or freedom from error of this document or the products it describes. EDI makes no representation or warranty with respect to the contents hereof and specifically disclaims any implied warranties of fitness for any particular purpose. EDI disclaims all liability for any direct, indirect, incidental, consequential, special, or exemplary damages resulting from the use of the information in this document or from the use of any products described in this document. Mention of any product does not constitute an endorsement of that product by EDI. Data use in examples and samples are intended to be fictional. Any resemblance to real persons or companies is entirely coincidental.

Copyright © 2020 eDOC Innovations, Inc. All Rights Reserved. No part of this document may be reproduced, copied, stored in a retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written consent of eDOC Innovations Inc.

TABLE OF CONTENTS

CheckLogic Lite Overview 4

The Merchant Portal 4

Install CheckLogic Lite 5

Add Accounts to CheckLogic Lite 7

Scan a Check..... 10

View a Check or Status of a Check 12

 Check Status Definitions 14

 Reasons for Rejection 15

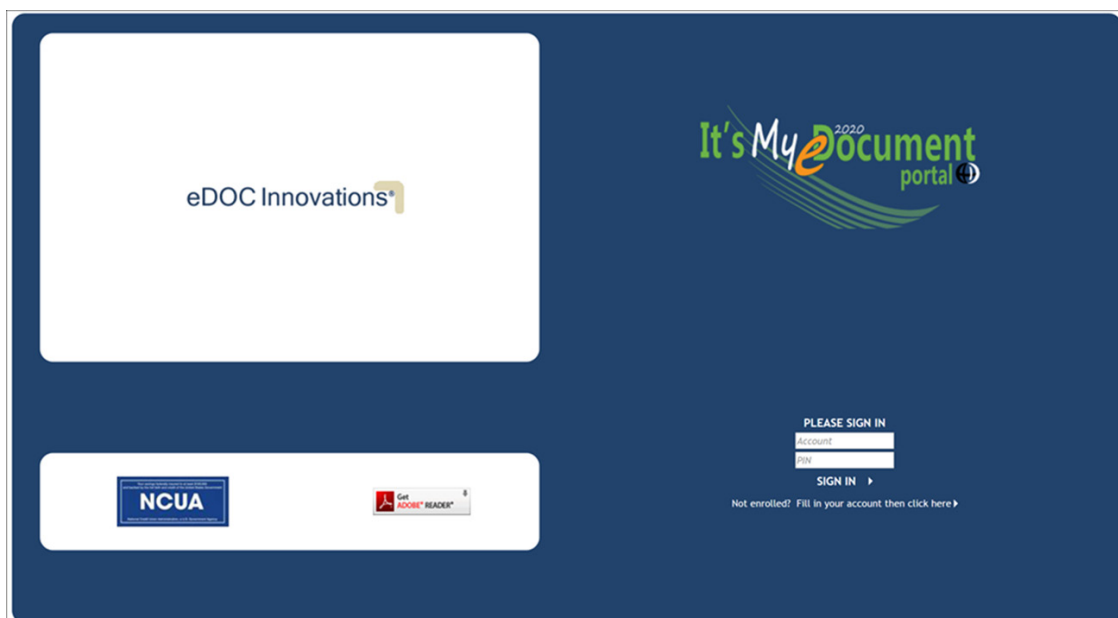
Support 16

CheckLogic Lite Overview

The CheckLogic Lite scanning client allows merchants to easily scan and deposit batches of checks to multiple accounts. Submitted items can be reviewed and fixed from within the Merchant Portal. Downloading and installing CheckLogic Lite is as simple as accessing the download link from the Merchant Portal home page and following the installation prompts. This user guide details how to install CheckLogic Lite, add multiple accounts, scan a check, view the status of submitted checks, and also includes check status and rejection reason definitions.

The Merchant Portal

The Merchant Portal is the website merchant members use to view the status of their remote deposits. The Merchant Portal can be accessed any time from either the member's Home Banking page or the 2020 eDOC website.

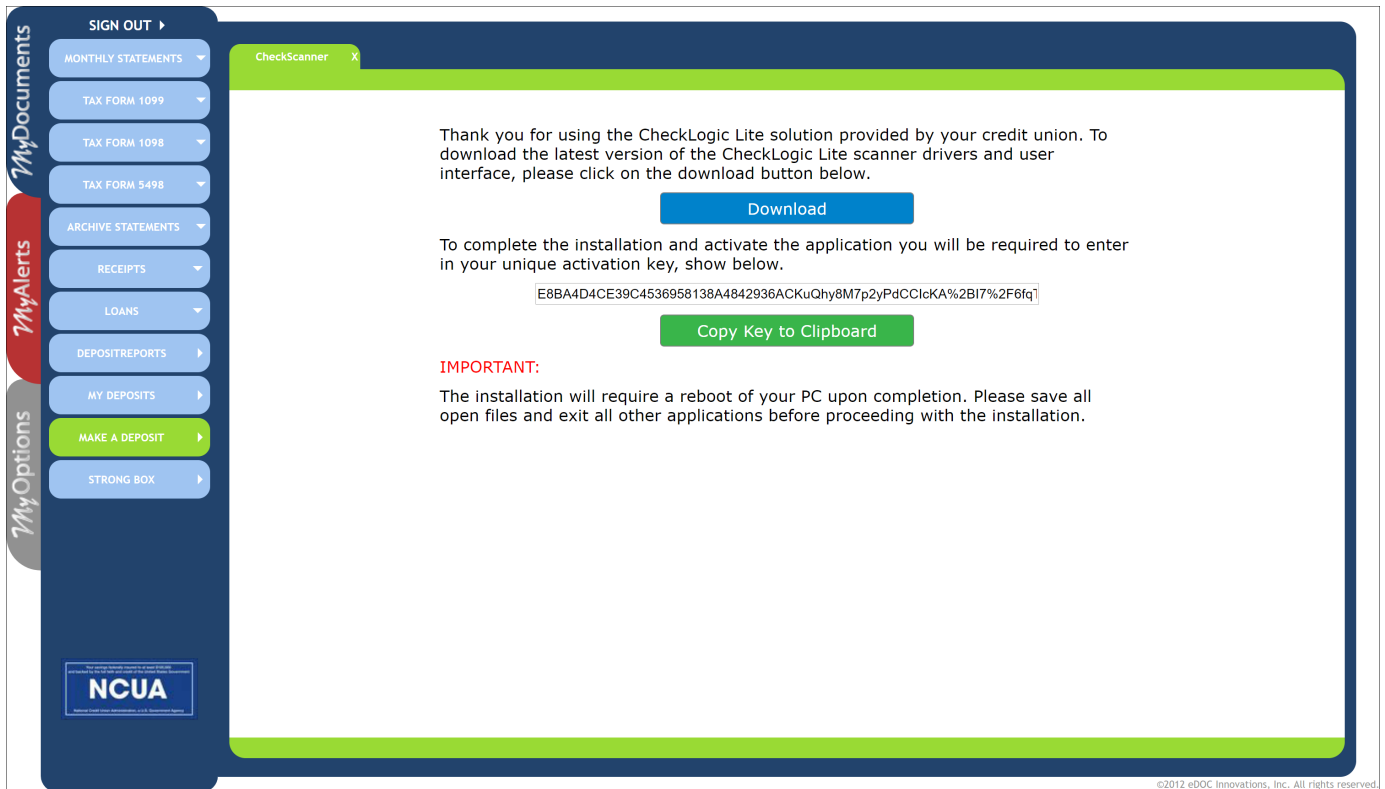


To sign in, enter an account number and PIN number. Click **SIGN IN**. The home page appears.

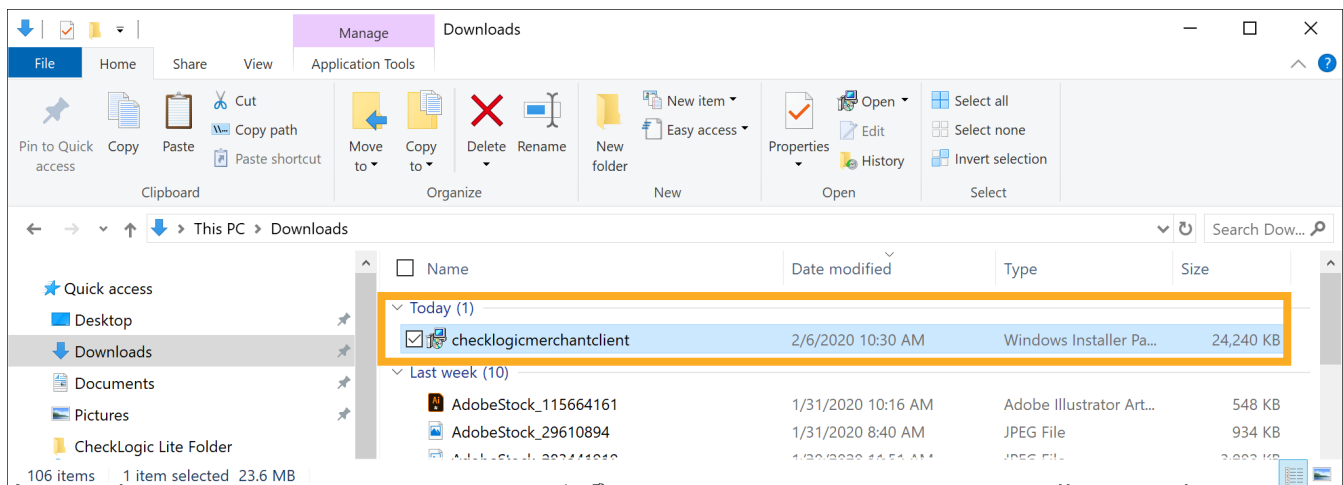


Install CheckLogic Lite

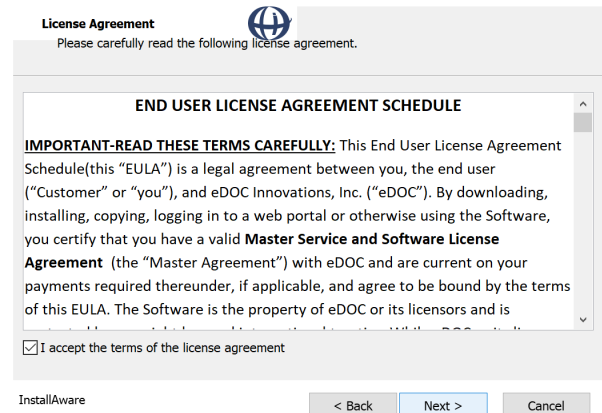
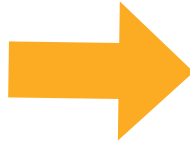
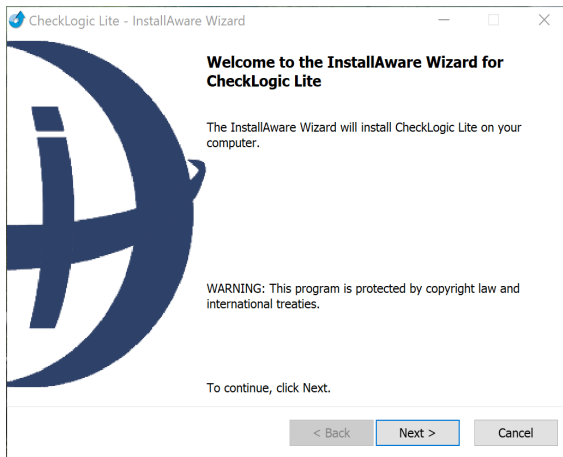
1. From the Merchant Portal home page, click **Make a Deposit**. The **CheckScanner** tab appears showing a link to download CheckLogic Lite and a unique activation key.



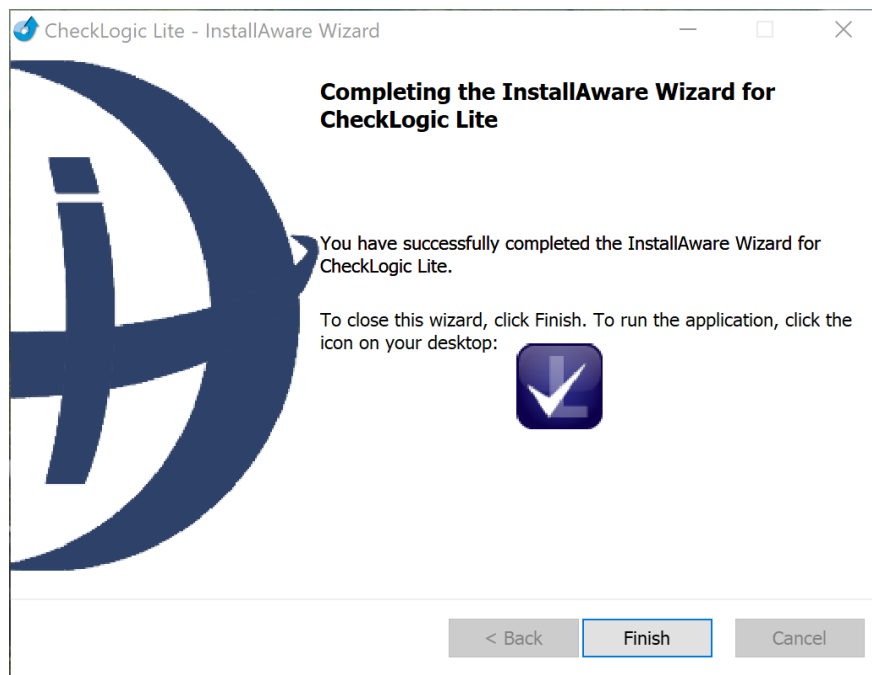
2. Click **Download**. The most recent version of the CheckLogic Lite scanning client installer is downloaded to the Downloads folder on your computer.
3. Navigate to the Downloads folder on your computer and double-click on the installer labeled **checklogicmerchantclient**.



- The CheckLogic Lite InstallAware Wizard appears. Click **Next** to advance to the license agreement terms. Check the **I accept the terms of the license agreement** box and click **Next**.




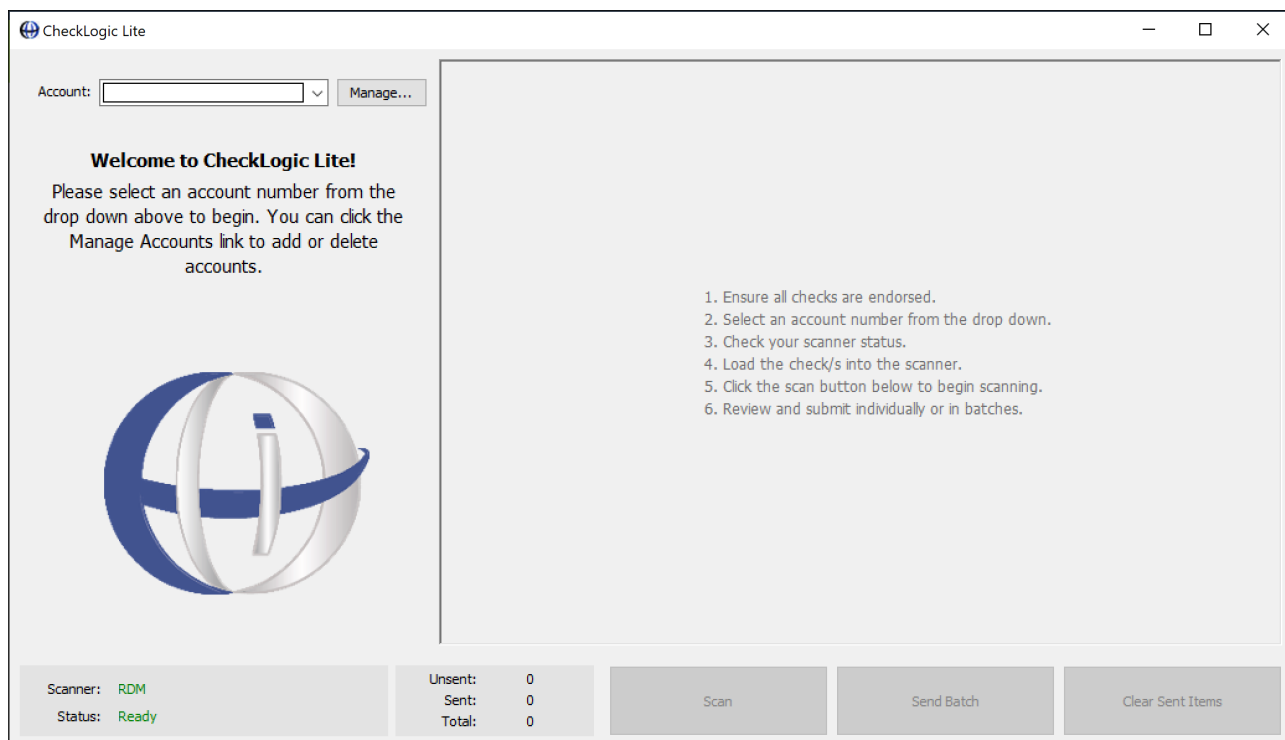
- The Activation Key screen appears. In the **Activation Key** field, enter the activation key found in Step 1. Click **Next**.
- Allow the installer to complete the installation process. Once CheckLogic Lite has successfully finished installing, the following screen appears:



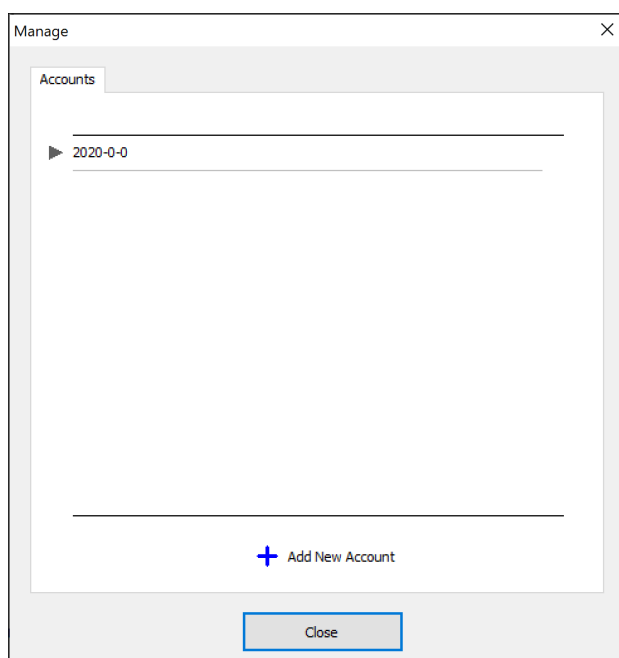
Click **Finish**.

Add Accounts to CheckLogic Lite

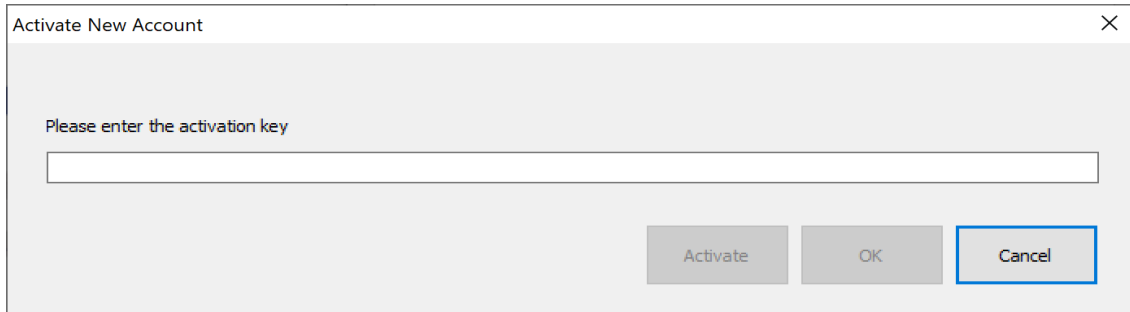
1. Navigate to where CheckLogic Lite is installed on your computer or server.
2. Double-click the **CheckLogicLite** icon . The CheckLogic Lite home screen appears.



3. To add a new account to CheckLogic Lite, click **Manage**. The **Manage** screen appears.

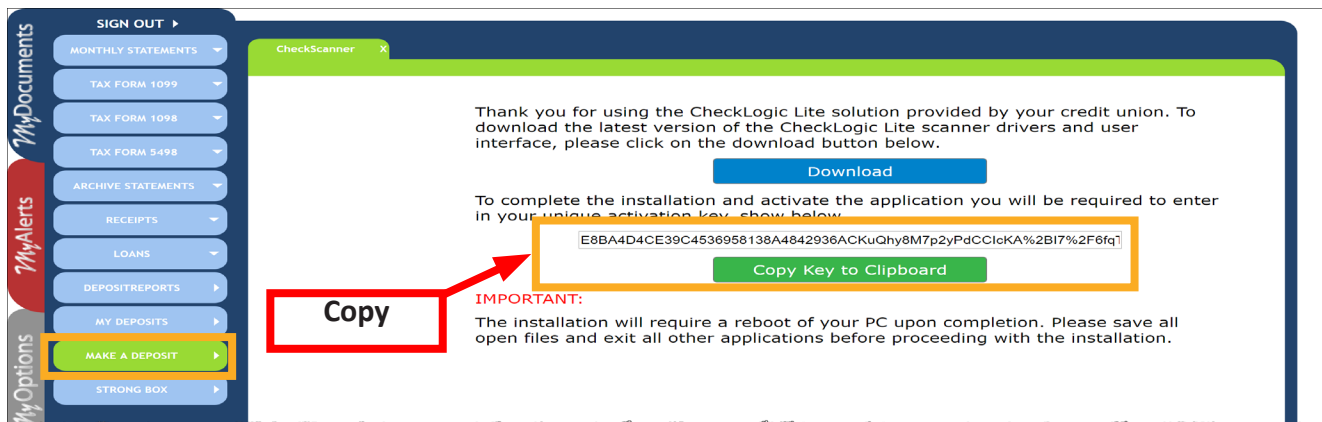


- At the bottom of the screen, click + **Add New Account**. A new window appears requesting an activation key.



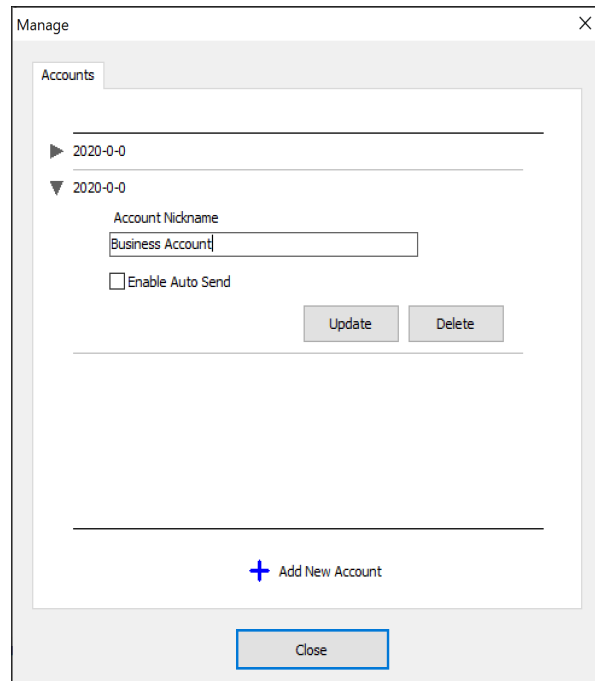
The screenshot shows a dialog box titled "Activate New Account" with a close button (X) in the top right corner. Inside the dialog, there is a text prompt "Please enter the activation key" above a single-line text input field. At the bottom right of the dialog, there are three buttons: "Activate", "OK", and "Cancel". The "Cancel" button is highlighted with a blue border.

- Log into the Merchant Portal using your account number and PIN number. On the Merchant Portal home page, click **Make a Deposit**.
- In the window that appears, find the unique activation key associated with your account and copy the key.



The screenshot displays the Merchant Portal interface. On the left is a sidebar with navigation options: "SIGN OUT", "MONTHLY STATEMENTS", "TAX FORM 1099", "TAX FORM 1098", "TAX FORM 5498", "ARCHIVE STATEMENTS", "RECEIPTS", "LOANS", "DEPOSITREPORTS", "MY DEPOSITS", "MAKE A DEPOSIT" (highlighted with an orange box), and "STRONG BOX". The main content area is titled "CheckScanner" and contains the following text: "Thank you for using the CheckLogic Lite solution provided by your credit union. To download the latest version of the CheckLogic Lite scanner drivers and user interface, please click on the download button below." Below this is a blue "Download" button. The next line reads: "To complete the installation and activate the application you will be required to enter in your unique activation key, show below:". This is followed by a text box containing the activation key: "E8BA4D4CE39C4536958138A4842936ACKuQhy8M7pzyPdCClcKA%2BI7%2F6fq". A green button labeled "Copy Key to Clipboard" is positioned below the key. A red box with the word "Copy" and a red arrow points to the activation key text box. Below the key, there is an "IMPORTANT:" section stating: "The installation will require a reboot of your PC upon completion. Please save all open files and exit all other applications before proceeding with the installation."

- Paste the activation key into the CheckLogic Lite window found in Step 4. Click **Activate**. When the OK button is illuminated, click **OK**. The **Manage** screen reappears.

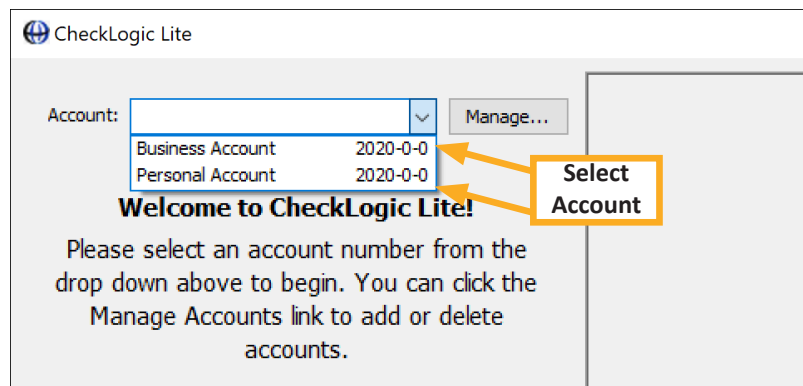


- On the **Manage** screen, in the **Account Nickname** field, enter a name for the account.

Auto Send enables you to submit individual checks during the check scan process by pressing **Enter** once a valid check amount has been entered. To enable *Auto Send*, check the **Enable Auto Send** box.

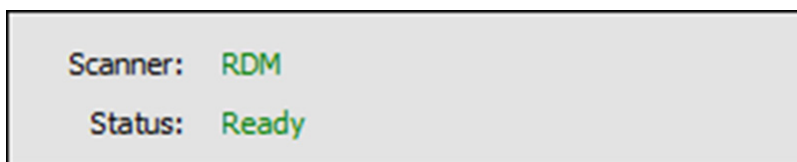
- To save the account nickname and *Autosend* configuration options, click **Update**.
To delete the account from CheckLogic Lite, click **Delete**.
- Continue to add accounts to CheckLogic Lite by repeating steps 1-9 until all desired accounts have been added.

Note: If more than one account has been added to CheckLogic Lite, the program will **not** default to a specific account when opened. The user must manually select the desired account from the **Account** drop-down list when CheckLogic Lite is first launched. This is to prevent checks from accidentally being scanned and sent to the wrong account.

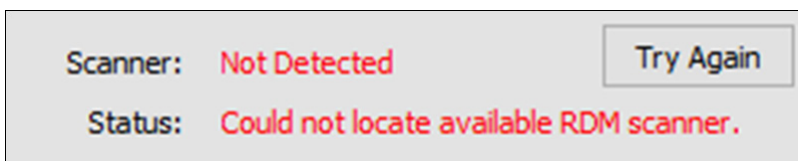


Scan a Check

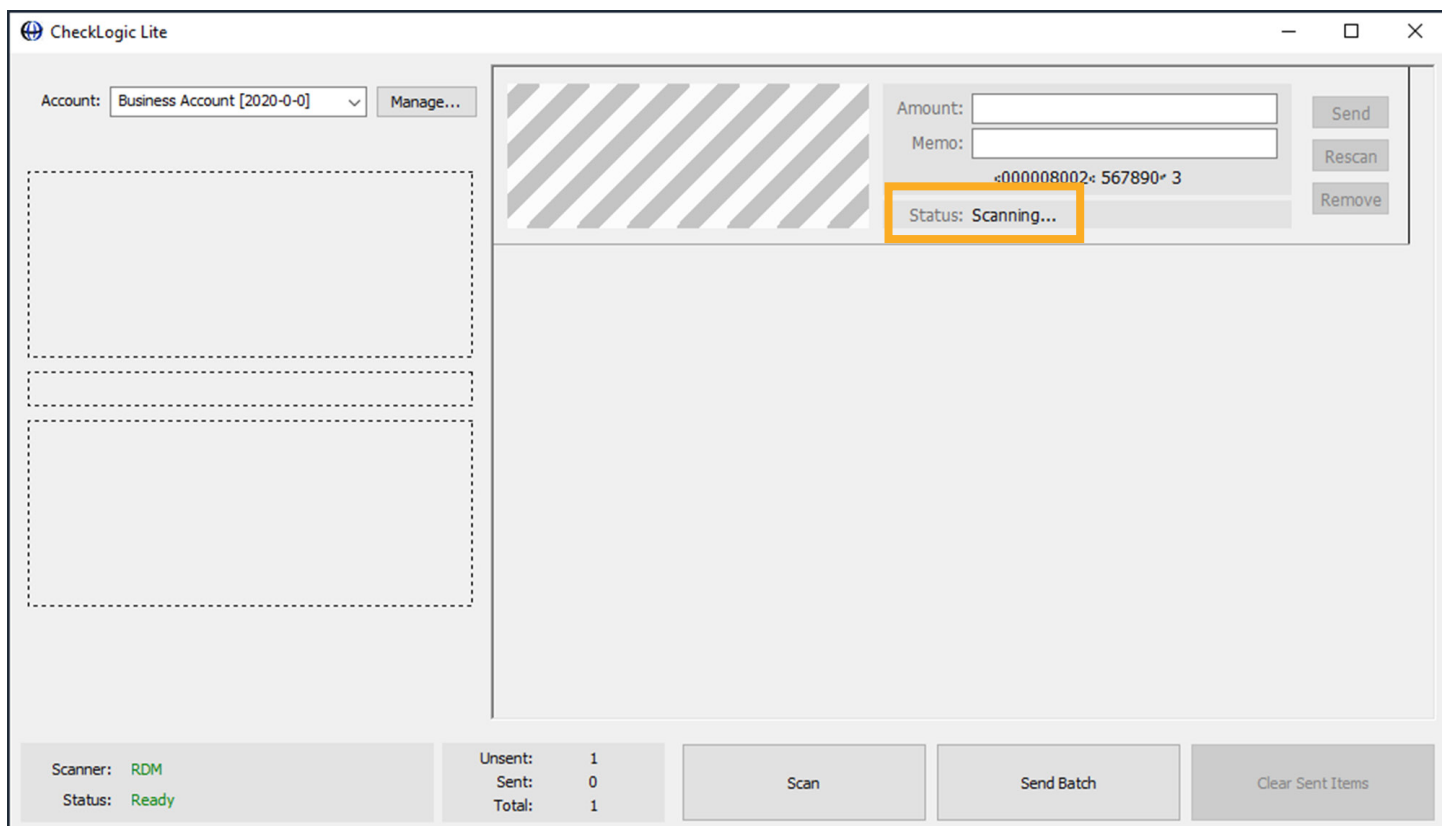
1. Launch CheckLogic Lite. If no account is selected in the **Account** drop-down list, select the account to which you would like to scan checks.
2. Ensure your scanner is plugged in and the **Ready** status is displayed in the bottom-left corner:



If you receive the following error message, reconfigure your scanner and click **Try Again**:



3. When the scanner is ready, insert the check into the scanner and click **Scan**. The status of the scan is shown at the top of the screen.



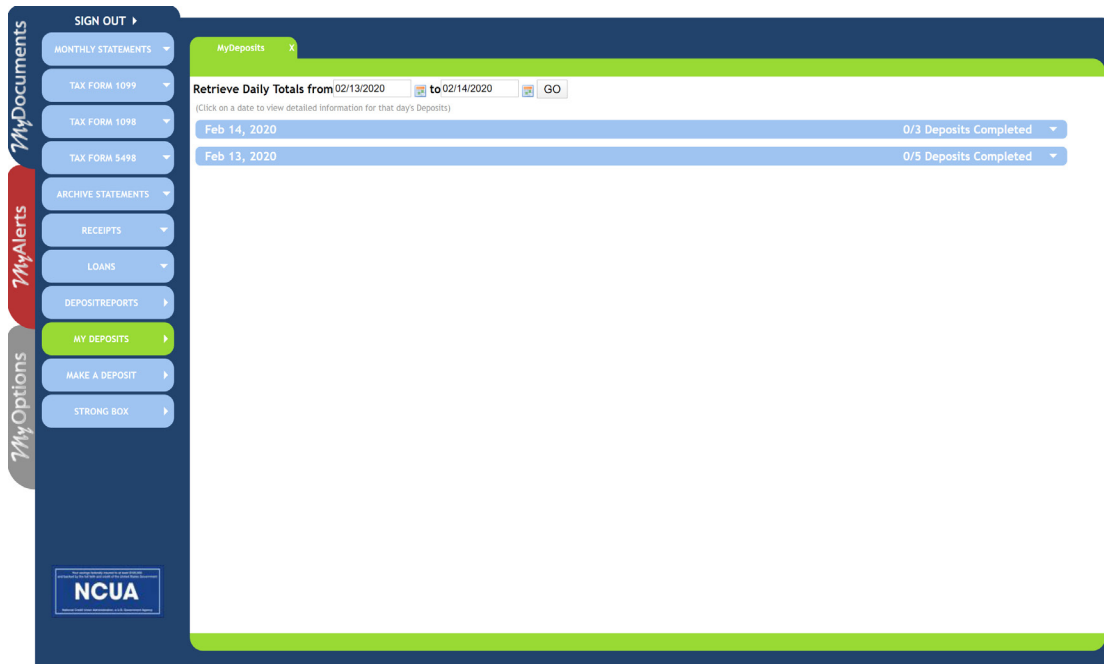
- If the check status shows as **Unable to read MICR**, re-insert the check and click **Rescan**.
- When the check is successfully scanned, the check status is listed as **Unsent** and an image of the check appears. In the left-hand panel, the front and back of the check are displayed along with the MICR number.

The screenshot displays the CheckLogic Lite application window. On the left, a large panel shows the front and back of a scanned check. The front of the check is from Simon Jamieson, dated 7/24/20, for \$24.26, payable to Global Impact. The back of the check shows the signature and MICR line. To the right of the check image, the software displays the check's details: Amount: \$ 0.00, Memo: (empty), and MICR: <000090007<23 01234567< 8. The status is listed as 'Unsent'. Below the check image, there is a 'Manage...' button. At the bottom of the window, a status bar shows 'Scanner: RDM', 'Status: Ready', and a summary of 'Unsent: 1', 'Sent: 0', 'Total: 1'. There are buttons for 'Scan', 'Send Batch', and 'Clear Sent Items'.

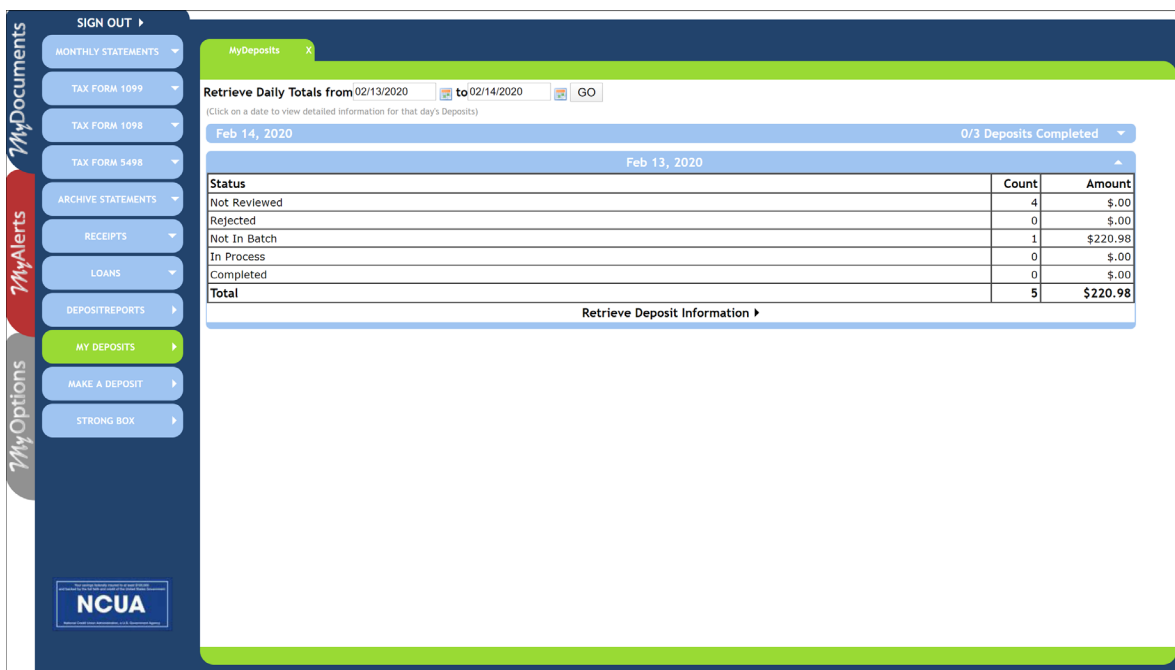
- To rescan the check, re--insert the check into the scanner and click **Rescan**.
- To remove the check from the list of checks, click **Remove**.
- To send *only* the first scanned check, in the **Amount** field, enter the exact check amount. Optionally, in the **Memo** field, enter a related memo. Click **Send**. If successful, the check's status is shown as **Sent**. Alternatively, if *Auto Send* was enabled for this account during setup, press **Enter**. If successful, the check's status is shown as **Sent**.
- To send this check as part of a larger batch of checks, insert the next check into the scanner and click **Scan**. Continue to scan checks until all desired checks are scanned into the system. For each check, in the **Amount** field, enter the exact check amount. Optionally, in the **Memo** field, enter a related memo. When all required information has been entered, click **Send Batch**. If successful, the check's status is shown as **Sent**.
- To clear items from the list of checks that have already been submitted and accepted, click **Clear Sent Items**.

View a Check or Status of a Check

1. From the Merchant Portal home page, click **My Deposits**. The **My Deposits** tab appears showing the daily total of submitted checks for today and the previous day.



2. To see additional daily totals of submitted checks, in the **Retrieve Daily Total from** fields at the top of the page, enter a broader date range. Alternatively, you can click on the corresponding calendar icons to select a set of dates.
3. To review the status of the deposits, click on a line item. The line item expands to show the number of *Completed*, *In Process*, *Not In Batch*, *Rejected*, and *Not Reviewed* deposits for that date and their corresponding amounts.



- To see the status of a specific check, click **Retrieve Deposit Information**. The checks submitted on that date are listed beside their Check Number, Amount, and current Status. If a check has been rejected, the Reject Reason and Reject Explanation are also provided.

To see an image of a specific check, click on that check.

Note: The current Status of the check will change as it is processed through the system.

MyDeposits X

Retrieve Daily Totals from 02/13/2020 to 02/14/2020 GO

(Click on a date to view detailed information for that day's Deposits)

Feb 14, 2020

| Status | Count | Amount |
|--------------|----------|---------------|
| Not Reviewed | 3 | \$0.00 |
| Rejected | 0 | \$0.00 |
| Not In Batch | 0 | \$0.00 |
| In Process | 0 | \$0.00 |
| Completed | 0 | \$0.00 |
| Total | 3 | \$0.00 |

| Check # | Amount | Status | Reject Reason | Reject Explanation |
|---------|---------|------------|----------------|--------------------------|
| 10 | \$24.26 | Rdy_Review | Duplicate | Possible Duplicate Check |
| 3 | \$27.13 | Rdy_Review | CAR_LAR_Failed | Possible Duplicate Check |
| | \$5.00 | Rdy_Review | | IQA_Failed |

Retrieve Image 1 / 1

Simon Jameson
Savings Bonds
1200 E. 35th St.
Washington, DC 20003-2343
202-874-7420

PAY TO THE ORDER OF: *Global Impact*
Date: *2/14/20*
\$ *24.26* DOLLARS

Simon Jameson

000090007123 01234567810

Feb 13, 2020 0/5 Deposits Completed

NCUA

Check Status Definitions

| | |
|-------------------|---|
| Uploaded | The check was successfully uploaded. |
| Valid_Acct | The check came from a valid account. |
| Valid_Img | The check image is the correct size and type and is ready for automated amount recognition and image quality analysis |
| Valid_IQA | The check passed image quality analysis. |
| Rdy_Review | The check is ready for review by a teller. |
| Dat_Repair | The check MICR has been repaired by a teller. |
| Rdy_Batch | The check has been approved by a teller and is ready for submission into a check batch. |
| In_Batch | The check has been put into a Check 21 batch. |
| Imported | The check batch has been successfully imported. |
| Batch_Rvw | The check has exceeded certain security requirements and must be reviewed by a manager. |
| Rdy_Submit | The check is waiting to be prepared for Check 21 electronic clearing. |
| Assembling | The check is being prepared for Check 21 electronic clearing. |
| Submitted | The check has been submitted to the Check 21 network for clearing. |
| ICL_Reject | The check has been rejected by a member of the Check 21 clearing network. |
| Completed | The check has been successfully submitted to the Check 21 network for clearing. Note: The check may still be returned by the paying institution for reasons such as “Insufficient Funds.” |
| Img_Repair | The check failed image processing and will be rejected or corrected and resubmitted for image processing. |
| Rejected | The check has been rejected. For more information, please see the reject reason. |

Reasons for Rejection

| | |
|---------------------------|--|
| Duplicate | The check appears to be a duplicate of a previously scanned check. |
| Invalid_Account | The check was submitted for a non-existent account or one that does not have remote deposit authority. |
| Invalid_MICR | The magnetic link on the bottom of the check was not read properly. The check needs to have the magnetic ink characters repaired or entered manually. |
| Over_Max_Amount | The check amount exceeds the permitted amount to be deposited remotely without a Bank Secrecy Act security review. |
| Zero_Amount | The check has a zero amount. The courtesy and/or legal amount were incorrectly read, or the check has an invalid zero dollar amount. |
| Invalid_Image_Size | The image is too large or small to be a valid check. |
| File_Not_Found | The check image file is missing. |
| CAR_LAR_Failed | Check courtesy and legal amount automated recognition failed. A financial institution staff member will need to manually enter the correct legal amount. |
| IQA_Failed | The check image quality analysis failed. |
| Not_USA_Check | The check does not appear to be a check drawn from a U.S. Institution. It is either a foreign check or the magnetic ink on the bottom of the check was read incorrectly. |
| Bad_Image | The check image is bad. The check will need to be re-scanned with a better quality image. |
| Forgery | The check has been flagged as a possible forgery. |
| Other | The check was rejected for a reason other than those listed above. Additional information should be available in the reject explanation. |

Support

eDOC comprehensive support is our warranty to you and is available 24 hours a day, seven days a week.

Our professionally trained, skilled, and motivated Client Service Representatives are available Monday through Friday from 8:00 AM – 7:00 PM EST to assist with all your service and support needs. They can be reached by filling out our web form. After-hours and federal holiday support* is also available.

To contact support, visit <https://edoclogic.com/email-our-client-service-team/>.

For after-hours support, visit <https://edoclogic.com/after-hours-support/>.

*** Additional charges may apply**



edoclogic.com