
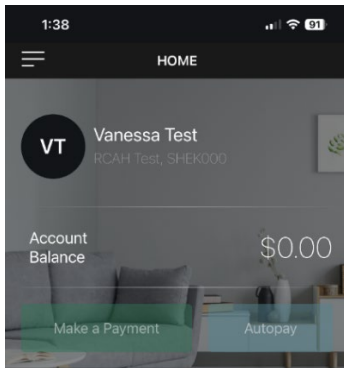
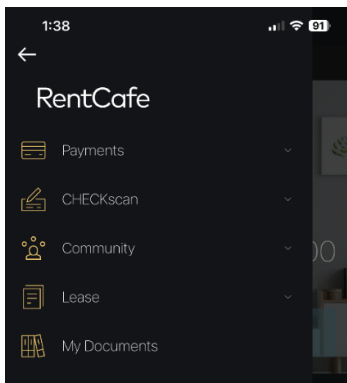


Check or Money Order Scanning via Phone App

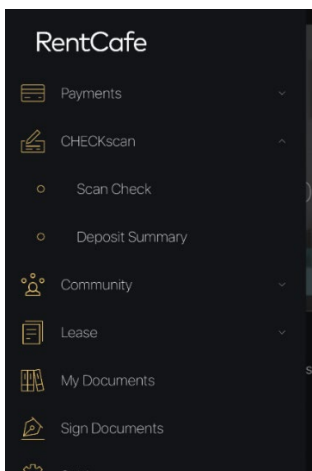
1. To scan checks and money orders click on the three lines  at the top left of the app



2. Click CHECKscan

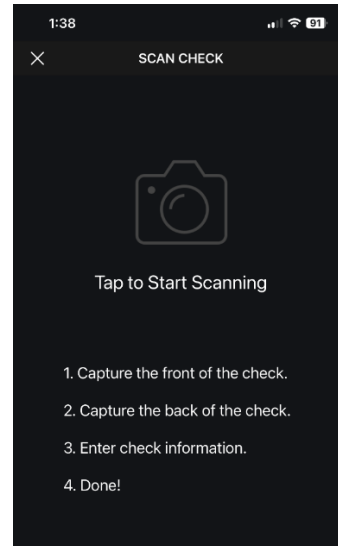


3. Select Scan Check

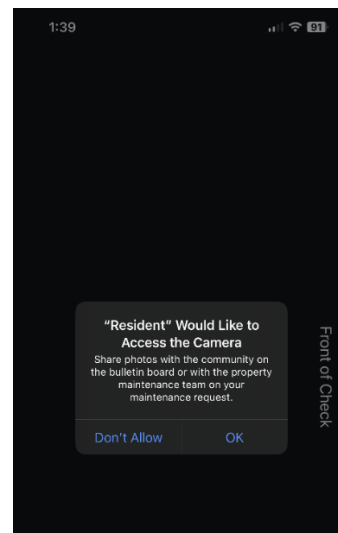


4. Tap **CHECKscan** and then **Scan Check**.

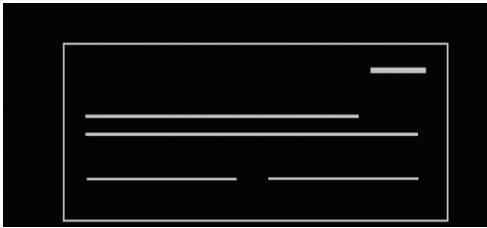
5. Tap the camera icon



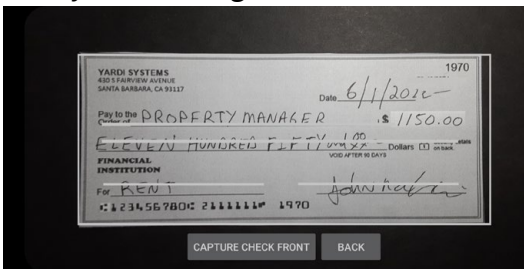
6. Click OK to allow camera access



7. The Guidelines appear

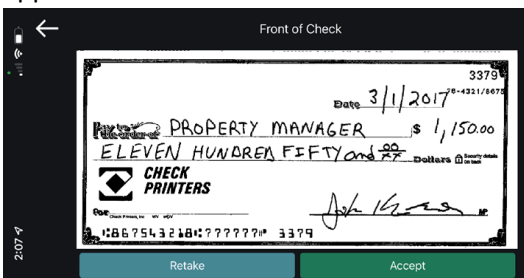


8. Line up the check within the guidelines. Make sure the check fits neatly inside the guidelines.



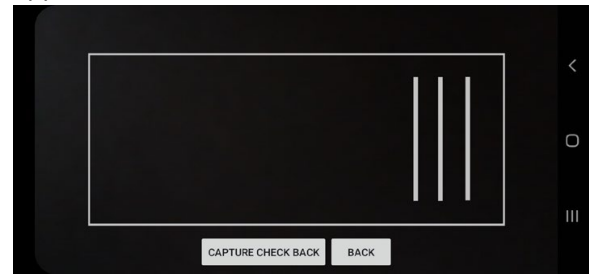
9. Tap **Capture Check Front**. If you are using an Android device, skip ahead to Step 12. Otherwise, continue on to Step 10.

10. The image that the app has captured appears.



11. If the image quality is good, click **Accept**. Otherwise click **Retake** to rescan the image. When the image quality is good, click **Accept**.

12. Guidelines for the back of the check appear.



13. Turn your rent check over.

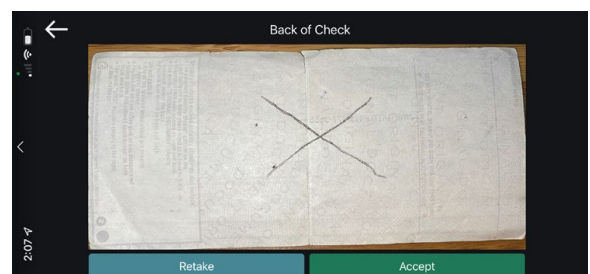
14. Line up the check within the guidelines.



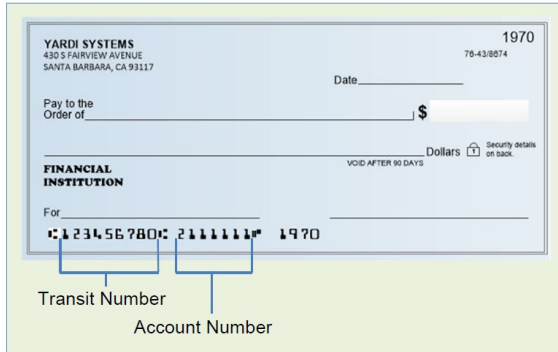
15. Tap **Capture Check Back**.

16. If you are using an Android device, skip ahead to Step 19. Otherwise, continue on to Step 17.

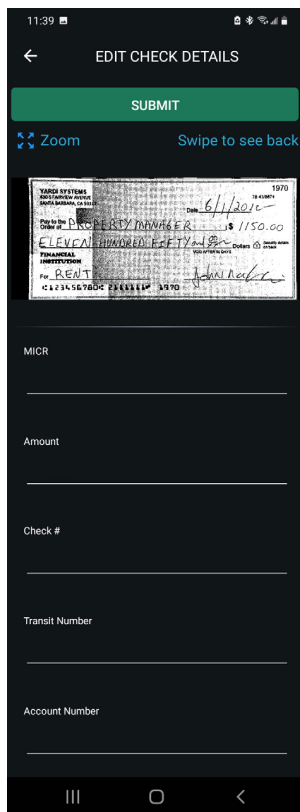
17. The image that the app has captured appears.




18. If the image quality is good, click **Accept**. Otherwise click **Retake** to rescan the image. When the image quality is good, click **Accept**.



19. The **Edit Check Details** screen opens, showing the front of the check and several fields.



20. If you are using an iOS device, skip ahead to Step 22. Otherwise, continue on to Step 21.
21. Look at the check and confirm that the black and white image is legible and of good quality. If not, rescan the check. To rescan: tap the arrow  to open the **Start Scanning** screen.
22. If the **Document Type** is empty, rescan the check. If is still empty, select the type of payment
23. If the **MICR** field is empty, rescan the check.
24. In the **Amount** field, enter the check amount.
25. In the **Check #** field, if necessary enter or correct the check number.
26. In the **Transit Number** field, if necessary enter or correct the transit number.
27. In the **Account Number** field, if necessary enter or correct the bank account number.
28. When you finish reviewing the check, click **Submit**.

Important After you scan your check, **do not write VOID** on it or discard it until you see that the check amount has been deducted from your bank account.