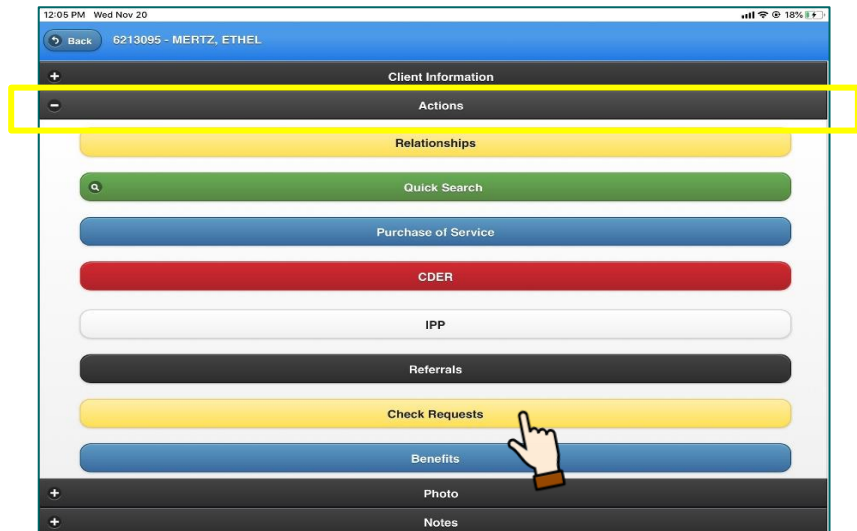


Check Requests

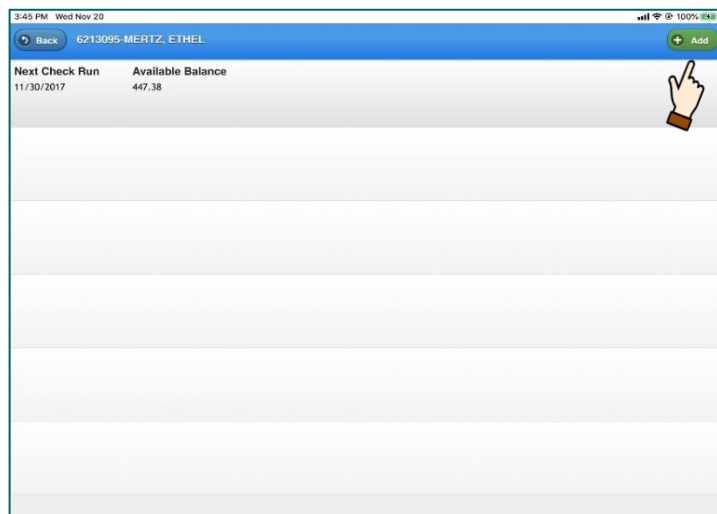
The **Check Requests** tab will allow you to add a new check request and view previous check requests.

In the **Actions** tab, TAP the **Check Requests** option.



On the **Check Request History** screen, you have the **Available Balance, Next Check Run, Back** and **Add** buttons.

TAP the **Add** button to add a new **Check Request**.

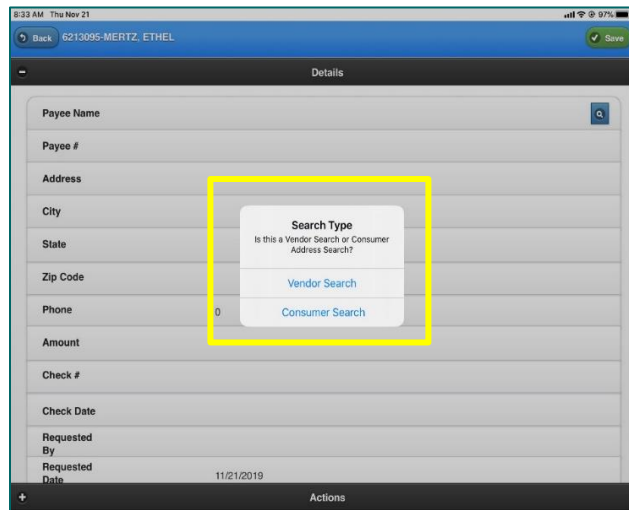


You can *manually* enter the payee's information or TAP on the magnifier to *search* the payee's information in the database. The mobile app will autofill some of the sections in the **Details** tab.

TAP the **magnifier** in the **Details** tab to search for the **Payee's Name**.

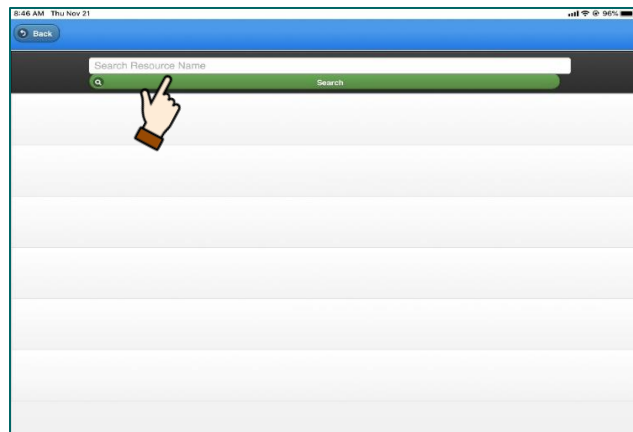


The application will prompt you to search by vendor or search by consumer. **SELECT** the appropriate option.

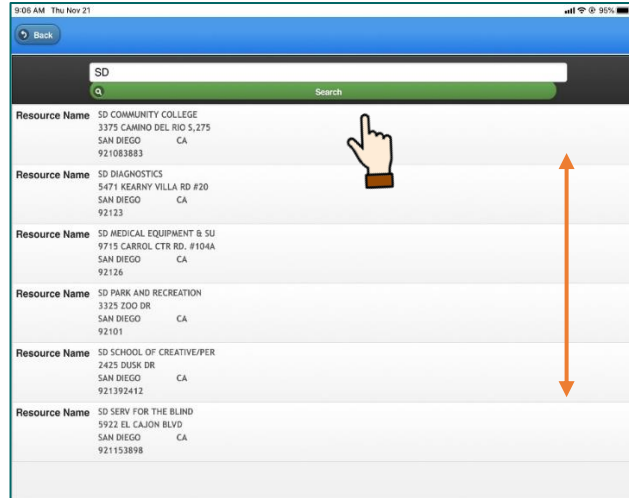


Search by Vendor

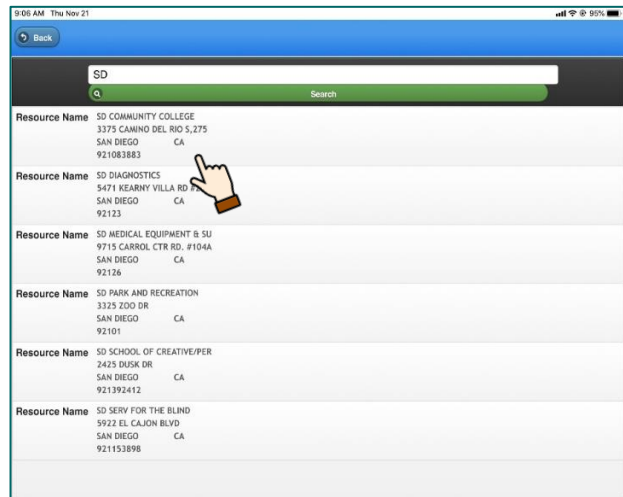
From the pop-up TAP the **Vendor Search** option, then TAP the search bar to type. Searching by vendor will locate all of the matching vendors in the database.



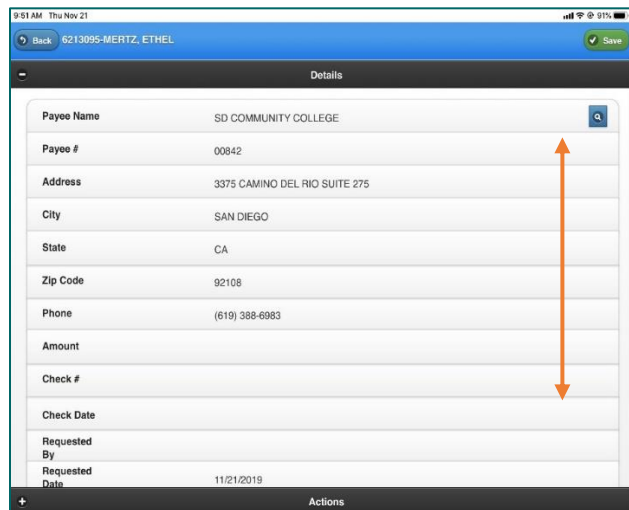
ENTER the name of the vendor and then TAP the **Search** button to view the matching vendors. You can SCROLL UP/DOWN to view more results.



TAP the desired **Vendor Name** on the result list to auto-populate the information in the **Details** section of the **Check Request**.



TAPPING a **Resource Name** will auto-fill the information in the **Details** tab. SCROLL UP/DOWN to view and enter additional information.

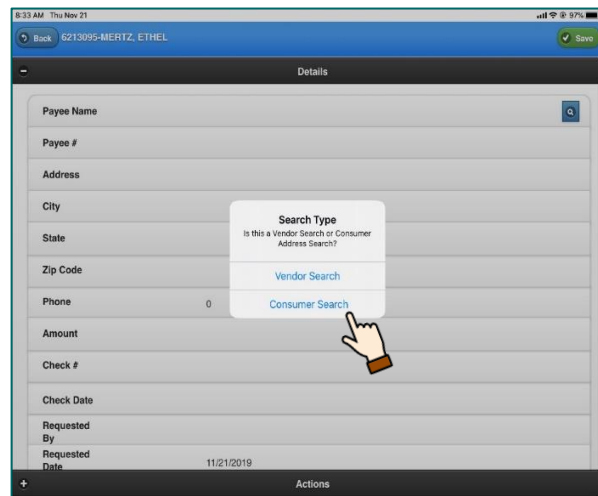


TAP the **Save** button to save the new check request.

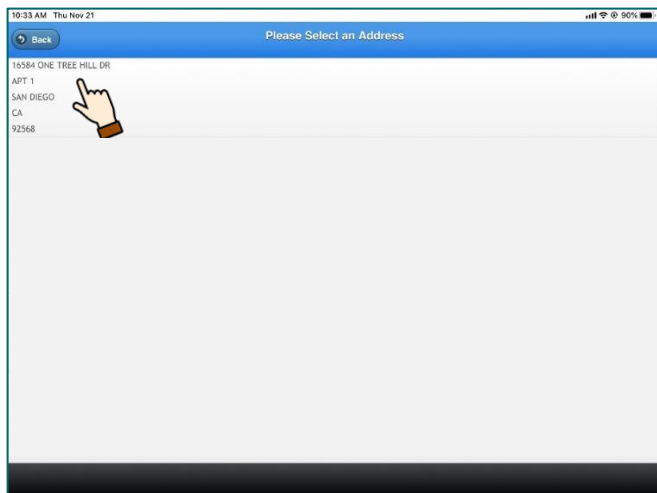


Search by Consumer

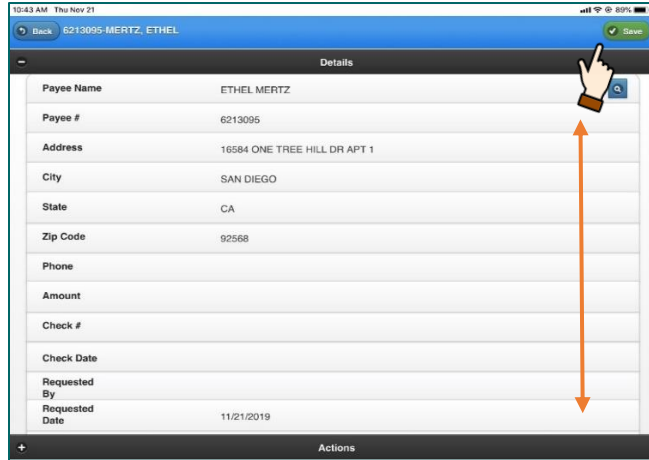
TAP the **Consumer Search** option from the pop-up.



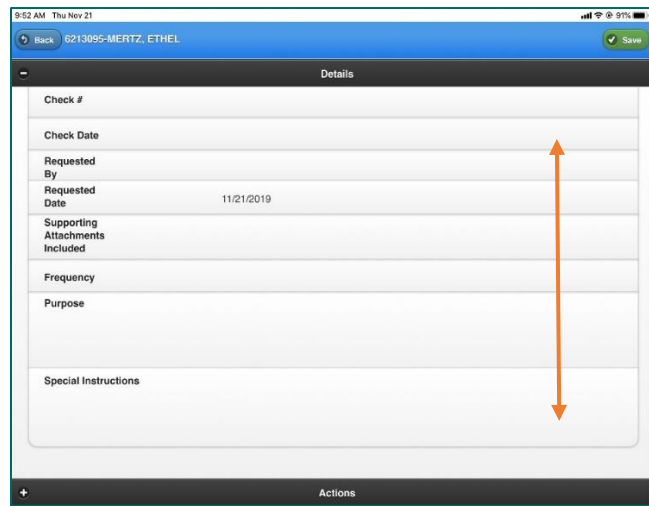
Searching by consumer will list the consumer's address. TAP the appropriate **Consumer's Info** to auto-populate the information in the **Details** tab.



Selecting the **Consumer's Info** will autofill the information in the **Details** tab.



SCROLL UP/DOWN to view and enter additional information. TAP on the **Save** button to save the check request.



Once you are done entering the necessary information, TAP the **Actions** tab, then TAP to **Copy**, **Submit**, or **Delete** a Check Request.

