



*Your Internet connection to
viewing and printing copies of
imaged checks from your desktop*

A USER'S GUIDE

INTRODUCTION

Welcome to *mycheckimages.com*, your Internet connection for viewing and printing images of your paid share drafts from your desktop.

This manual contains procedures for accessing images via a link from your credit union Web site or from a URL provided to you by your credit union.

mycheckimages.com
User's Guide

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START-UP PROCEDURES

The minimum recommended hardware and software specifications are as follows:

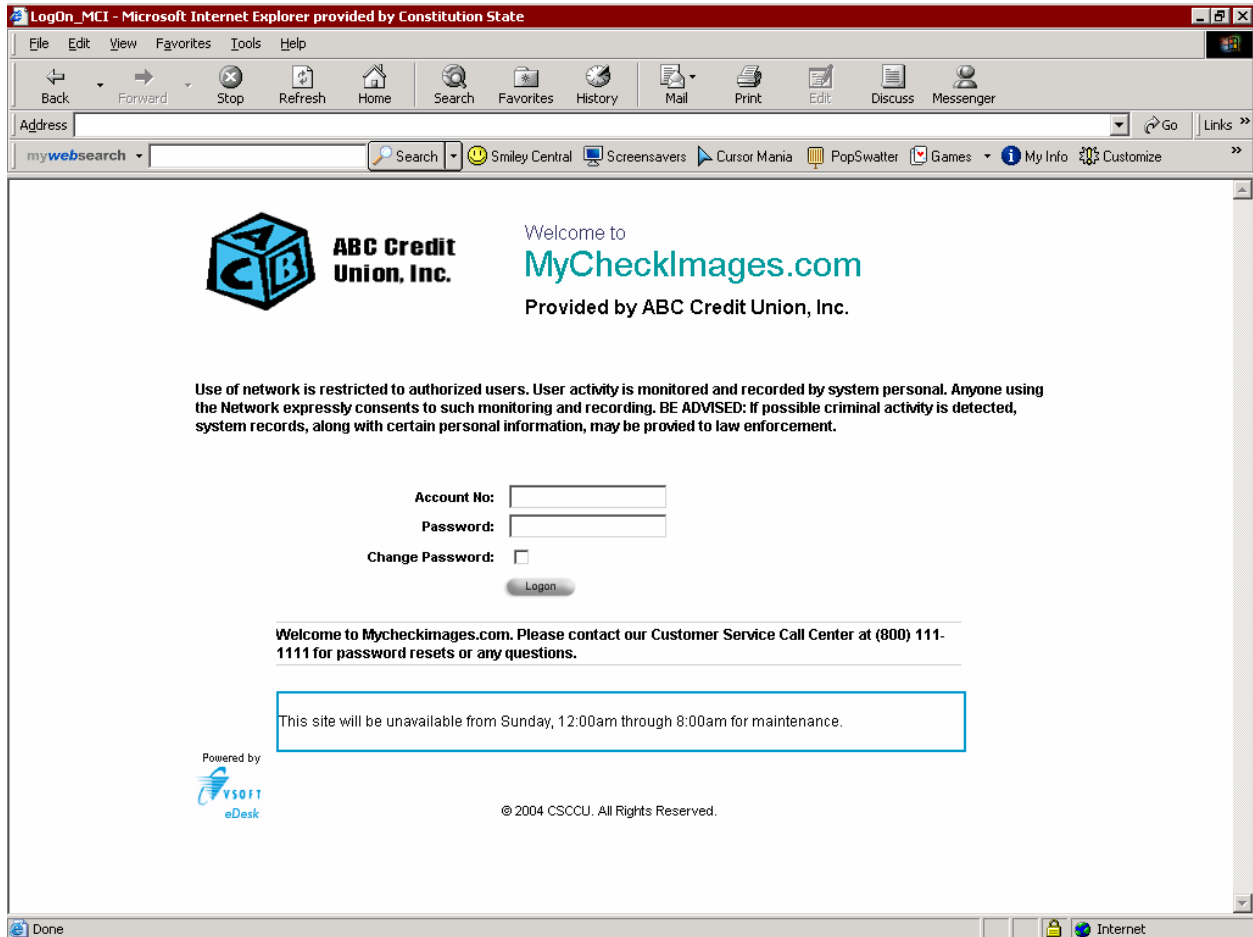
Hardware – Pentium 4 processor

Software – Windows 98 and Internet Explorer 6

1. Use the MyCheckImages icon provided to you by your credit union to connect to mycheckimages Logon page



LOGIN PROCEDURES



Field Descriptions

The following fields are displayed on this screen.

Field

Description

Security Message

Message to be accepted by any member accessing mycheckimages.com.

Account No.

Account number used to logon to mycheckimages.com

Password:

Password used to logon to mycheckimages.com

Change Password

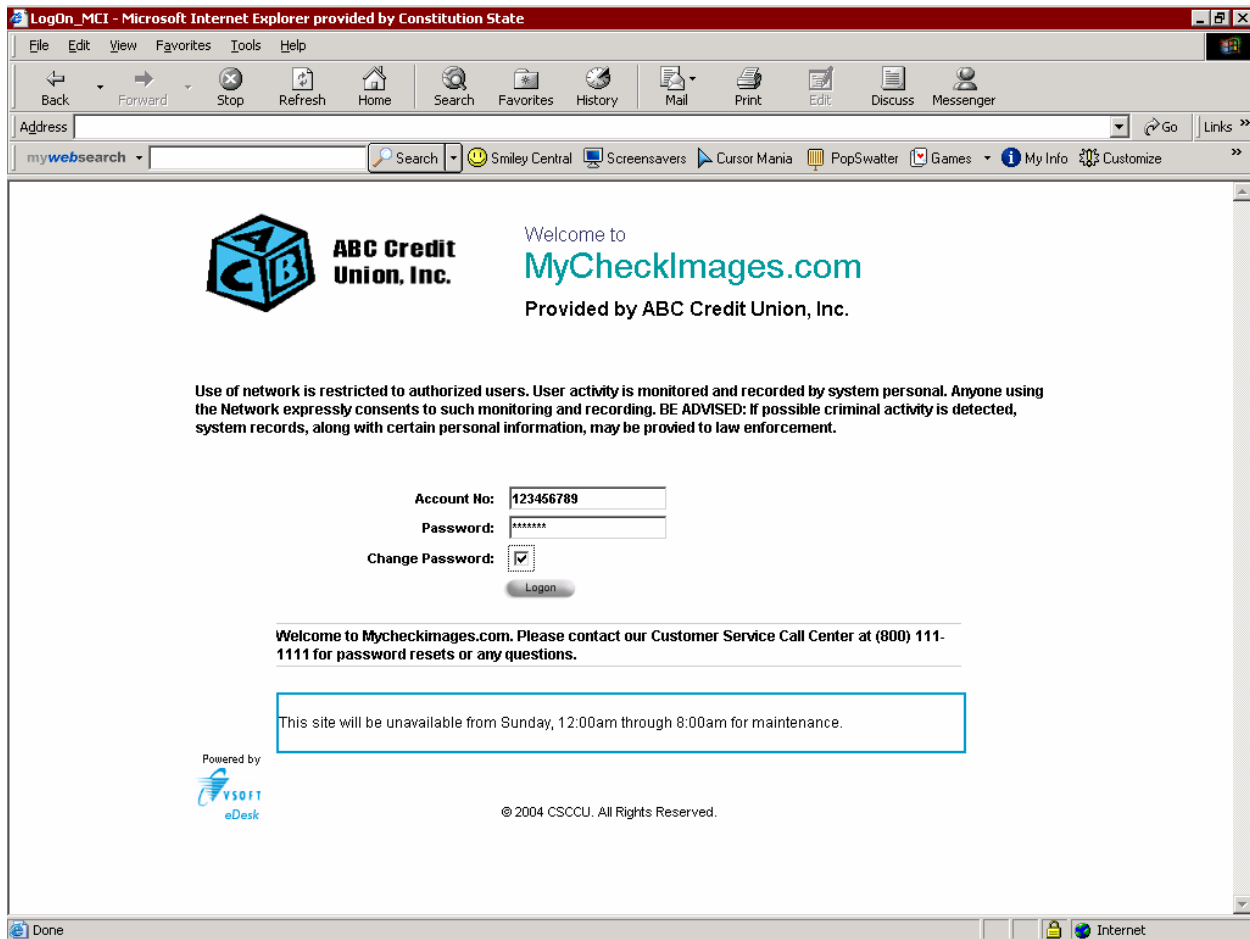
Click this box to request a password change.

Logon Message

Logon Message from your credit union.

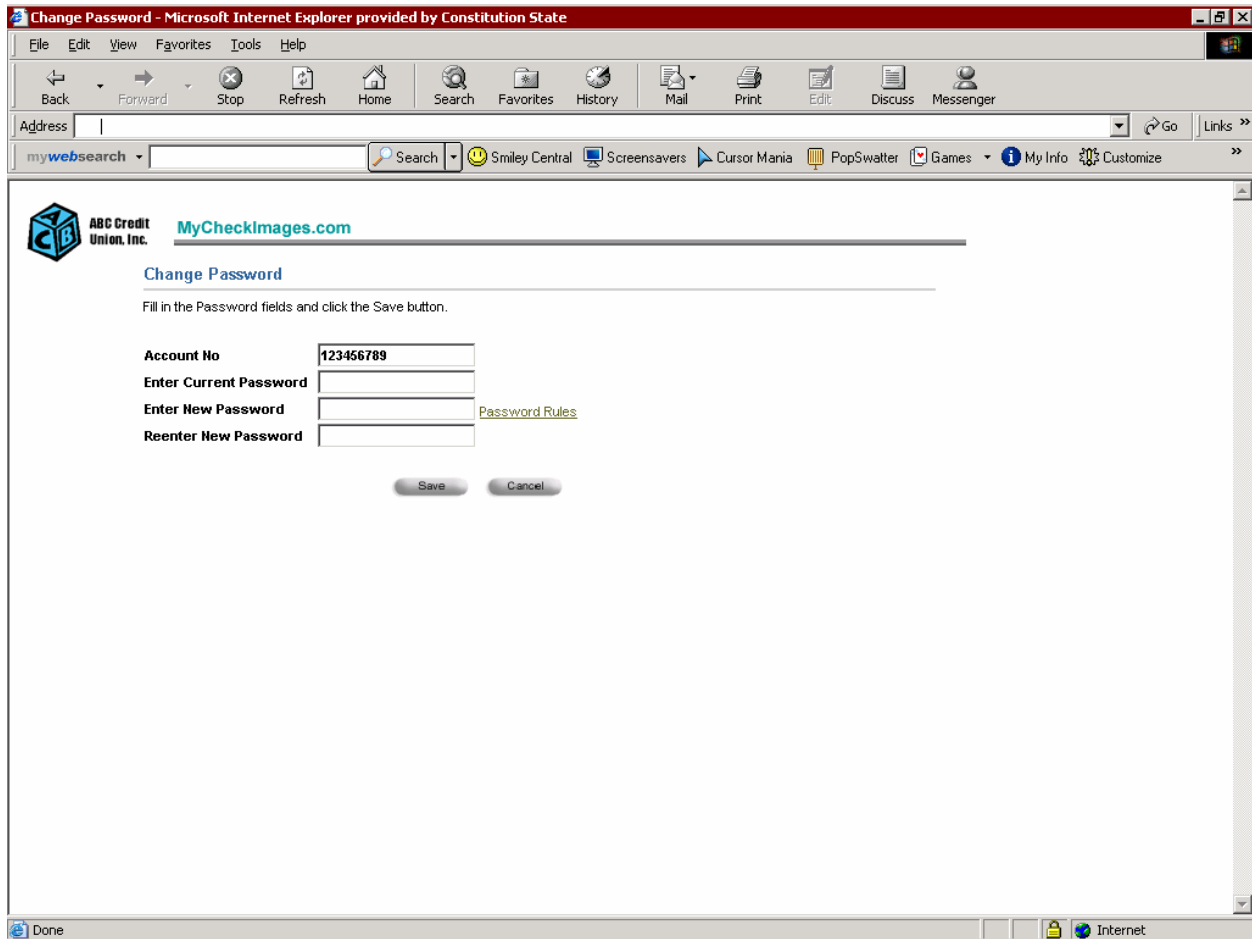
Site Message

Logon Message controlled by the site administrator. It will inform you of any system maintenance, etc.



1. Enter your **Account Number**.
2. Press <TAB> to get to the **Password** field and enter your password. The Password is case-sensitive. See Password Rules section for password rules.
3. If you want to change your Password at any time click on the **Change Password** box.
4. If your information is correct, to sign-in, click the <LOGON> button.

CHANGE PASSWORD PROCEDURES



Field Descriptions

The following fields are displayed on this screen.

<u>Field</u>	<u>Description</u>
Account Number	The account number whose password is being changed.
Enter Current Password	Enter your current password.
Enter New Password	Enter a new password.
Reenter New Password	Confirm your new password.
Password Rules	Click on this link to open window listing the rules for creating a password.
Save	Click button to save password change.
Cancel	Click to cancel the password change.

Note: Once you have clicked on the <Save> button it will change your password and then take you back to the logon page.

Password Rules

The following are the rules for any password setup for a mycheckimages.com. account.

- The initial setup of an account number forces a password change on first login.
- Password resets by an administrator forces a password change on next login
- A user can only change their password one time a day
- Account locked after 3 unsuccessful password attempts.
- Passwords must be from 6 to 10 characters
- Passwords must be a mix of alpha (a-z, A-Z) and numbers
- Passwords are case-sensitive
- Passwords can not contain blank characters
- Passwords can not contain special characters (\$,#,*, etc.)
- Passwords can not contain the account number
- Passwords can not contain more than two consecutive identical characters
- 12 Passwords are remembered (this includes passwords given during user setup, password resets, as well as those created by the user)
- Passwords can be set to expire every so many days

IMAGE SEARCH PAGE

SearchCapture - Microsoft Internet Explorer provided by Constitution State

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Messenger

Address

mywebsearch Search Smiley Central Screensavers Cursor Mania PopSwatter Games My Info Customize

ABC Credit Union, Inc. MyCheckImages.com

Search Logoff

Fill in the search criteria and click the Search button.
(date range limited to 6 month(s))

Account No:

Start Date: (MM/DD/YYYY)

End Date: (MM/DD/YYYY)

Amount from: (\$0.00) (Min)

Amount to: (\$0.00) (Max)

Check Number from:

Check Number to:

Search

Internet

Use this screen to locate a specific item or a range of items.

Field Descriptions

The following fields are displayed on the left-hand side of the Item Search Page.

Field

Account Number

Description

Drop-down box to select an account number to search for share draft images.

Start Date – End Date

These fields will allow you to query the most current 6 months worth of history. The dates can either be typed in or a calendar will popup if the calendar icon to the right of the field is clicked.

Amount from-Amount to

The dollar amount or range of amounts being queried. A decimal point is not required if searching for an even dollar amount.

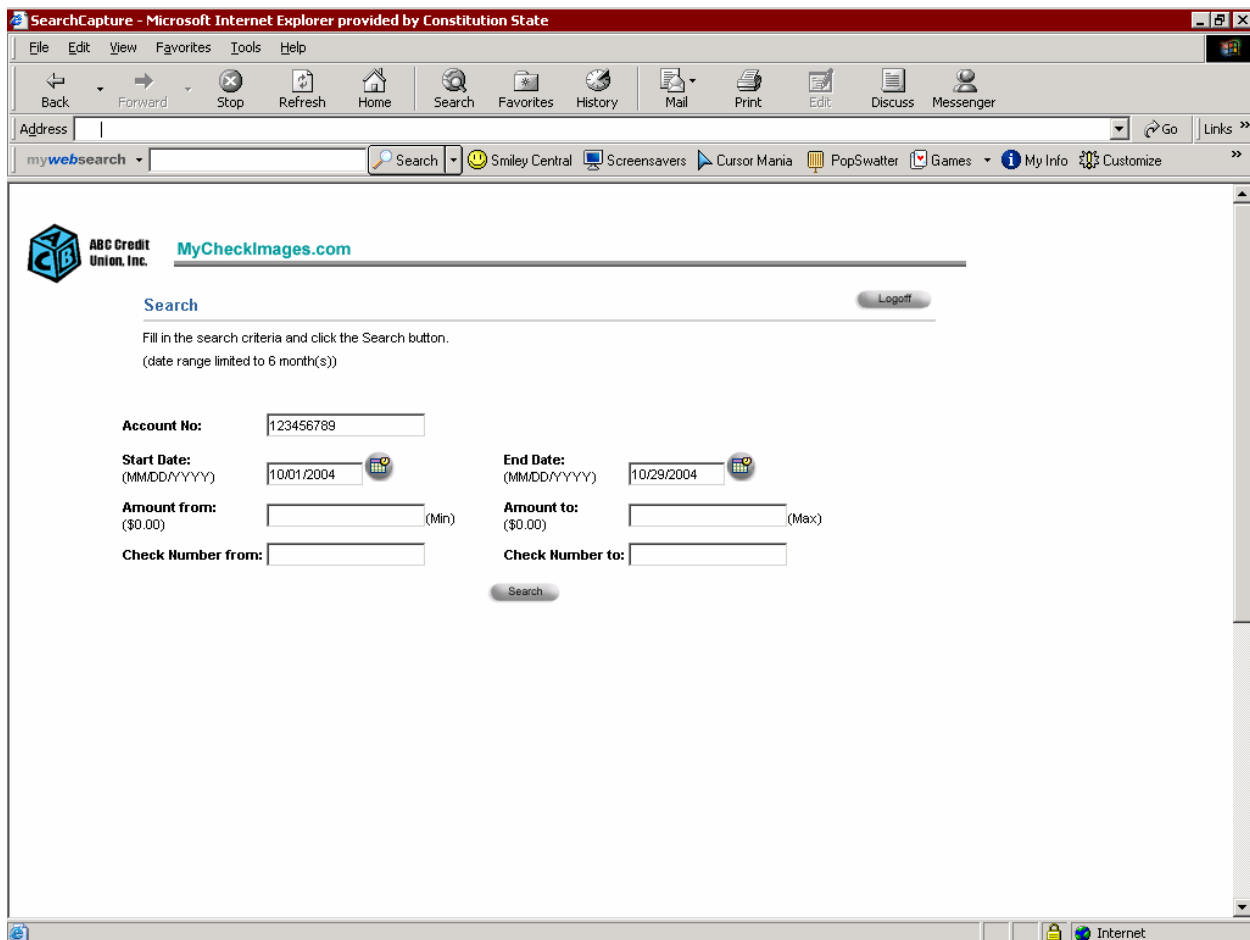
Examples:

\$50.00 = 50

\$50.01 = 50.01

Check Number from
Check Number to

The check number or range of check numbers being queried



Once you have entered your search click the <Search> button displayed to begin the search.

ITEM SEARCH RESULTS

The Item search results window is displayed after you perform a search using the Search page.

Account No:

Start Date: (MM/DD/YYYY)

End Date: (MM/DD/YYYY)

Amount from: (Min)

Amount to: (Max)

Check Number from:

Check Number to:

Search Results

To change the sort order in the lists, click the column headers. To view a check online, click the image icon.

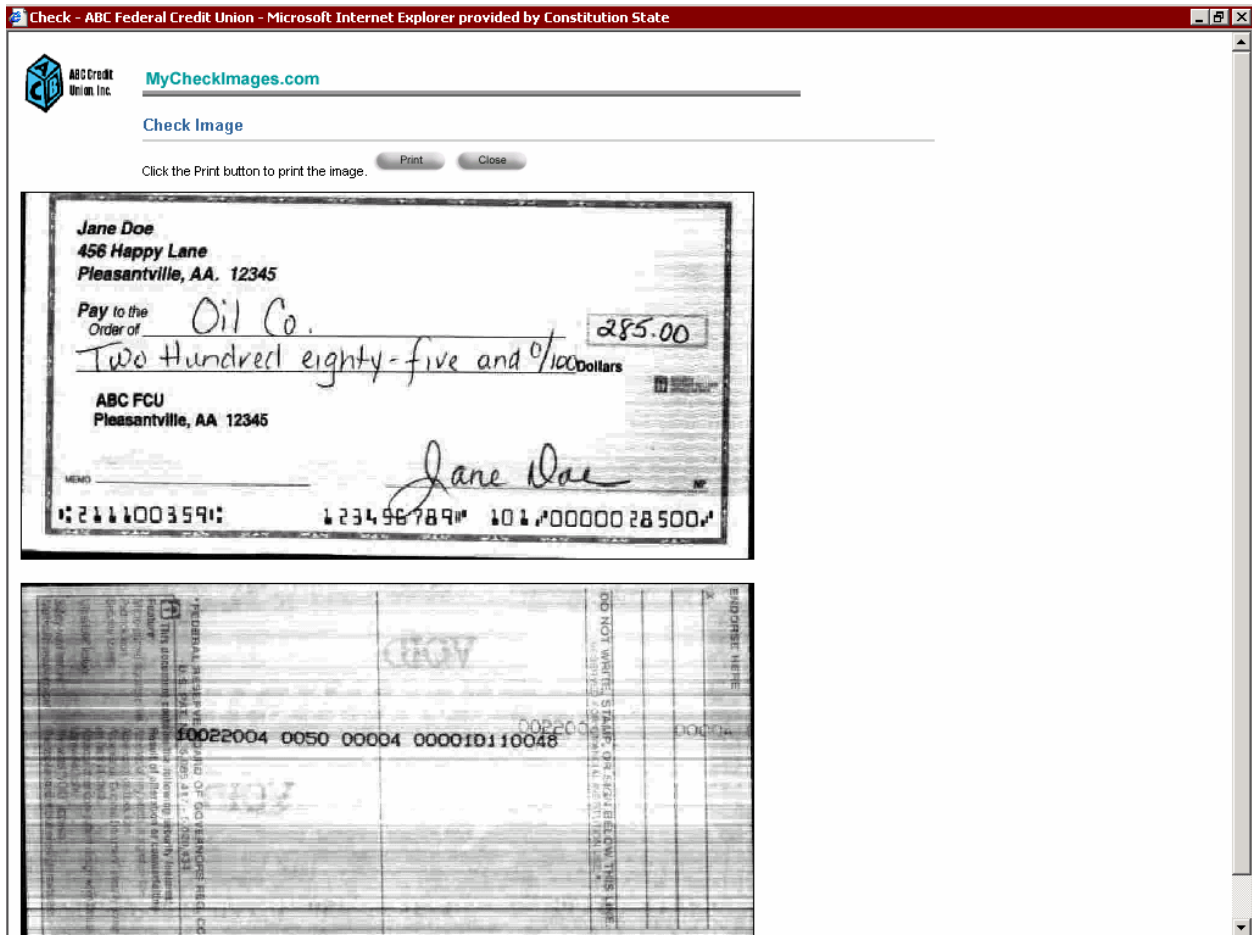
Image	Date	Check No	Amount	Account Number
	10/02/2004		\$285.00	123456789
	10/02/2004		\$200.00	123456789
	10/02/2004		\$145.00	123456789
	10/02/2004		\$55.00	123456789
	10/02/2004		\$110.50	123456789
	10/02/2004		\$80.00	123456789
	10/02/2004		\$1,350.00	123456789
	10/02/2004		\$75.00	123456789

8 item(s) found.
Thank you for using Mycheckimages.com

1. You have the ability to click on the column headings shown in **bold/underlined** letters to have the results on the current page sorted in ascending/descending order using that column's information.
2. If more than 10 items meet the search criteria specified, click on the arrow button that appears at the end of the list to see the next set of items matching the criteria.
3. In order to view the image, click on the **<Image>** button next to the check you want to see.

VIEWING AN IMAGE

Once you have clicked on the <Image> button to see the image of the selected item, a new browser window will open with a copy of the image in it.

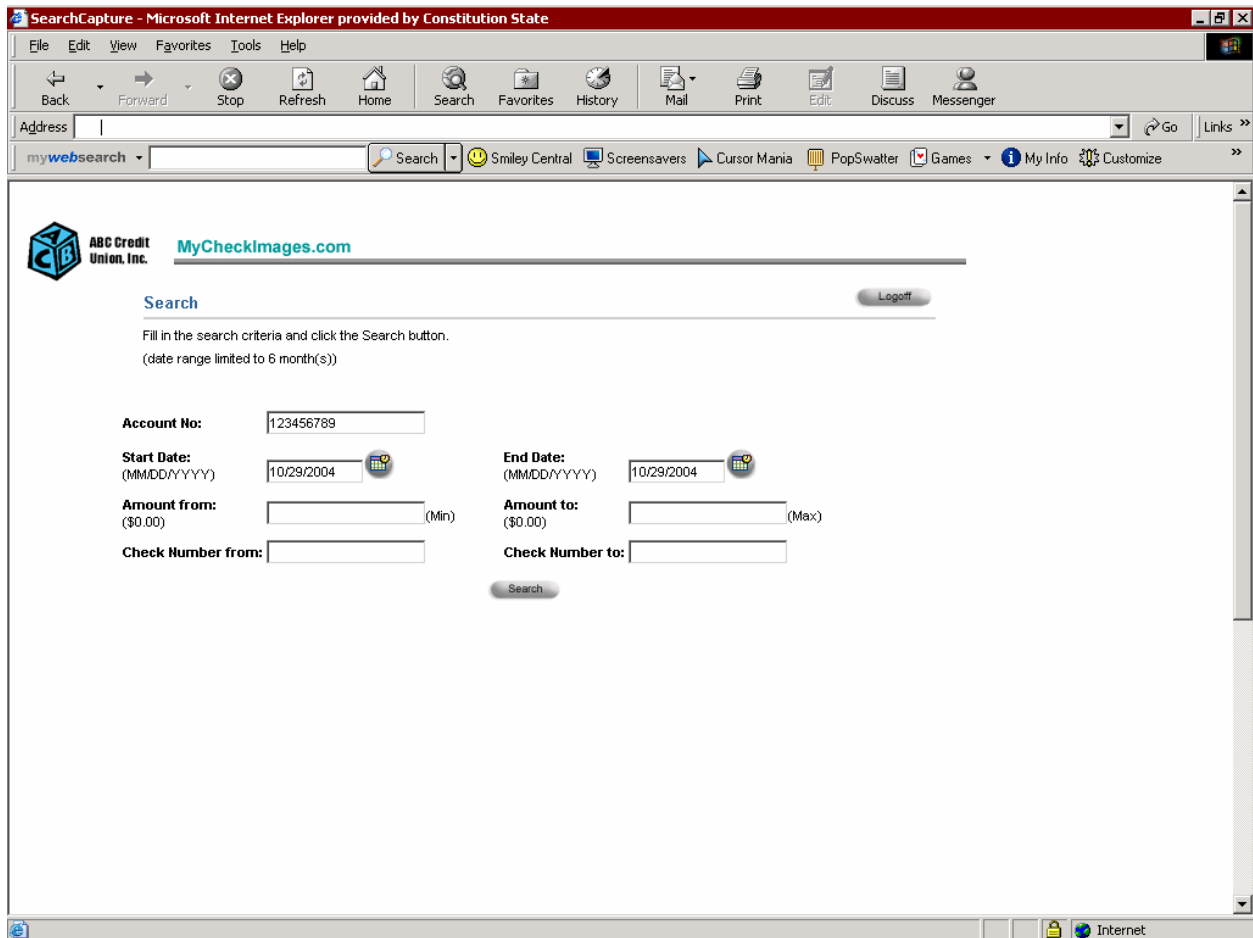


1. The image will show the front and back simultaneously.
2. To print an image, click on the <Print> button.
3. Once you are finished viewing the image, close the browser window to bring the Item Search Results page back.

To perform a new search, change the search criteria and click the <Search> button.

LOGGING OFF mycheckimages.com

1. To log off mycheckimages.com, click on the <Logoff> button located in the upper right-hand corner of the page.



Once you have logged off, you have the choice of either logging back into mycheckimages.com or closing the browser by clicking on the X in the upper right hand corner of screen. Click on your choice and continue.

Note: System will force a logout after 20 minutes of inactivity.

