Store #

1. Go to the Focus application on your desktop.
2. Enter in the store # and password.
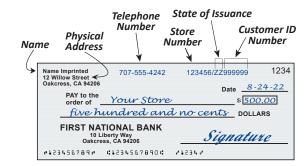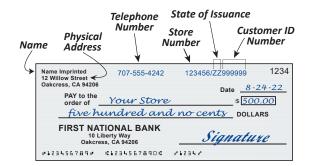3. Select Process Checks.

Pre-Approve a COD Transaction

1. Select Pre-Approve COD.
2. Estimated Amount: Enter the estimated dollar amount.
3. Telephone Number: Enter the check writer's phone number.
4. Reference 1: Enter a reference connected to the transaction.
5. Select Get Approval.
6. The Authorization response will appear with the Print Receipt option. A printed receipt should be signed by the customer.

Close a Pre-Approve a COD Transaction

1. Select Update or Complete a COD.
2. Telephone Number: Enter a phone number, or leave blank and click Search.
3. Click and highlight transaction(s) from the list; click on Next.
4. Select Scan Check located below the image of the check scanner.
5. Insert the check into the check scanner to capture the check image.
6. Confirm that (a) the check image appears in the image box, and (b) that the MICR line appears in the field below the check image.
7. Enter the Amount and then click Next.
8. Verify the information is correct, then click Get Approval to update the COD transaction.

FOCUS COD CONV 1/23

Please make sure the following information is on all checks:

This tip card is provided solely as a courtesy to YOUR STORE(s). Please refer to your Service Agreement and any applicable addenda for a complete list of requirements. All the terms and conditions of the Service Agreement, any applicable addenda and the Confirmation Letter apply.

For 24-Hour Customer Service
Call 1-800-552-1900
www.cross-check.com
SAY *Yes* TO CHECKS®

CROSSCHECK INC.®