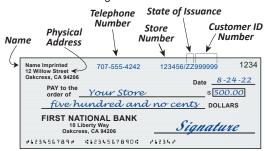
Please make sure the following information is on all checks:



- 1. Go to the Focus application on your desktop.
- 2. Enter in store # and password.
- 3. Select Process Checks.
- 4. Select Ready for Deposit.
- 5. Select Scan Check located below the image of the check scanner.
- When the light on the check scanner turns green, insert the check into the check scanner.
- Confirm the image of the check appears in the image box and the MICR line appears in the field below the check image.
- 8. Enter the Amount.
- 9. Enter in the ID Code (state code).
- 10. Enter in the ID Number.
- 11. Enter in a reference connected to the transaction in the References field.
- Select Get Approval.
- 13. A confirmation message will appear. Verify the information is correct, then select
- 14. The Authorization Response will appear and the Print Receipt option. A receipt should be printed and signed by the customer.

FOCUS CONV 9/22

State Codes

| AK | DC | IL | ME | ND | OH | TN | WV |
|----|----|----|----|----|----|----|------------------|
| AL | DE | IN | MI | NE | OK | TX | WY |
| AR | FL | KS | MN | NH | OR | UT | |
| ΑZ | GA | KY | MO | NJ | PA | VA | |
| CA | HI | LA | MS | NM | RI | VT | |
| CO | IA | MA | MT | NV | SC | WA | MP = military ID |
| CT | ID | MD | NC | NY | SD | WI | PH = business |

Business checks - must be approved with the business phone number including area code for the ID and State Code of PH. Example: 8001234567 Personal checks - must be approved with the check writer's driver's license and correspond-

Personal checks - must be approved with the check writer's driver's license and corresponding State or Numeric Code. Example: CA123456

US Territory Codes

| American Samoa | AS | Virgin Islands | VI | |
|----------------|----|----------------|----|--|
| Guam | GU | Wake Island | WK | |
| Puerto Rico | PR | | | |

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

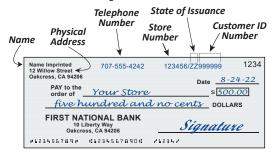
Call 1-800-552-1900 www.cross-check.com





FOCUS – Conversion

Please make sure the following information is on all checks:



- 1. Go to the Focus application on your desktop.
- 2. Enter in store # and password.
- 3. Select Process Checks.
- 4. Select Ready for Deposit.
- 5. Select Scan Check located below the image of the check scanner.
- When the light on the check scanner turns green, insert the check into the check scanner.
- Confirm the image of the check appears in the image box and the MICR line appears in the field below the check image.
- 8. Enter the Amount.
- 9. Enter in the ID Code (state code).
- 10. Enter in the ID Number.
- 11. Enter in a reference connected to the transaction in the References field.
- 12. Select Get Approval.
- A confirmation message will appear. Verify the information is correct, then select Yes to submit.
- 14. The Authorization Response will appear and the Print Receipt option. A receipt should be printed and signed by the customer.

Store #

State Codes

| AK | DC | IL | ME | ND | OH | TN | WV |
|----|----|----|----|----|----|----|------------------|
| AL | DE | IN | MI | NE | OK | TX | WY |
| AR | FL | KS | MN | NH | OR | UT | |
| AZ | GA | KY | MO | NJ | PA | VA | |
| CA | HI | LA | MS | NM | RI | VT | |
| co | IA | MA | MT | NV | SC | WA | MP = military ID |
| СТ | ID | MD | NC | NY | SD | WI | PH = business |

Business checks - must be approved with the business phone number including area code for the ID and State Code of PH. Example: 8001234567

Personal checks - must be approved with the check writer's driver's license and corresponding State or Numeric Code. Example: CA123456

US Territory Codes

| American Samoa | AS | Virgin Islands | VI |
|----------------|----|----------------|----|
| Guam | GU | Wake Island | WK |
| Puerto Rico | PR | | |

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



