FOCUS
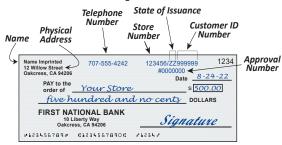
Please make sure the following information is on all checks:

1. **Go to the Focus application on your desktop.**
2. **Enter in store # and password.**
3. **Select Process Checks.**
4. **Select Approve Single Check.**
5. **Enter the Check Number.**
6. **Enter in the Amount.**
7. **Enter in the ID Code (state code).**
8. **Enter in the ID Number.**
9. **Enter in a Reference connected to the transaction in the References field.**
10. **Select Get Approval.**
11. **A confirmation message will appear. Verify the information is correct, then select Yes to submit.**
12. **The Authorization Response will appear.**

FOCUS STD 09/22

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		
AZ	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 corresponding State or Numeric Code. Example: CA123456

US Territory Codes

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

Canadian Province Codes

Alberta	AB	Northwest Territories	NT	Prince Ed. Island	PE
British Columbia	BC	Nova Scotia	NS	Quebec	QL
Manitoba	MB	Nunavut	NU	Saskatchewan	SK
New Brunswick	NB	Ontario	ON	Yukon Territory	YT
Newfoundland	NL				

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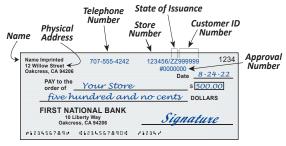
For 24-Hour Customer Service
Call 1-800-552-1900
www.cross-check.com
SAY *Yes* TO CHECKS®

CROSSCHECK INC.