A blue and white sign with white text

Description automatically generated**Tools Tab Walkthrough**

Now that we have our Bank, Company, & Employees setup…. Let’s explore the program a little further and get into the Tools tab.

A screenshot of a computer

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“**Check For Update**” will see if the latest patch has been downloaded and the program is up to date.

If you are experiencing an issue with the program, call **1-800-263-9455** to get in touch with a technician.

With the technician on the phone, you’ll click on “**Technical Support Online**”

A screen shot of a computer

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After clicking, a box will open with a six-digit code. The technician will use it to connect to your computer to troubleshoot.

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The “**Add Signature**” function will allow you load a digital copy of your signature to post on checks: 

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After clicking the “Add” button, the “Select Image” button will become active.

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You will use the select image button to navigate through your files to find the signature you want to add.

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After selecting the signature file that you want, you’ll click open and you can see a preview of how it will appear on the checks

A close-up of a sign

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Once the signature file is loaded, click okay, and your signature is now available!

A computer screen shot of a computer screen

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The next area in the Tools tab is the “**Adjust Check(s) Printer Settings**” section, which will change the placement of text and setup of checks and reports.



The next area is the Password Protection



Here, you’ll be able to set a password for entry into the application.