



## Correct a MICR Line

To correct a MICR line, complete the following steps:

1. From the Check Scan – Perform Check Scan page, the *Check Processing Error: Reject Characters Detected* message appears. Click **Yes** to correct the codeline.

Or

Click **Rescan** to rescan the check.



### Application Tip

Click **Rescan** if the check image is skewed, illegible, or upside down.

Or

Click **Cancel** to completely cancel the transaction.

2. The *Login ID and Password* dialog box appears. Enter the **Login ID** and **Password** and click **Login**.



### Application Tip

If a **Check Capture Operator** scanned the check, OTCnet will prompt the operator for authorization. Only a **Check Capture Supervisor (CCS)** or **Check Capture Lead Operator (CCLO)** can perform MICR line corrections. The **CCS** or **CCLO** must key in his/her Login ID and Password before correcting the MICR line. If a **CCLO** scanned the check, additional authorization is not required.

3. The *Code line Correction box* appears. Enter the correct numbers and click **OK**.



### Application Tip

It is important as the **CCS** or **CCLO** that if you opt to make a MICR code line correction that you look at the MICR line image closely to ensure all the characters are correctly entered in the Code Line Correction box.



### Application Tip

OTCnet will indicate the character(s) that are illegible by replacing it with a question mark(s). Look at the MICR line image closely to ensure all the characters are correctly captured. If they are not captured or marked with a question mark, click **Cancel** and rescan the check.

If the scanner continues to have difficulty reading the characters in the code line, the operator can create a deposit using the Deposit Processing tab within OTCnet. Note the Deposit Processing tab only appears if your agency and appropriate users have permission to create deposits for over-the-counter collections.



### Application Tip

The following illustrates what symbols are within the MICR line.

Code	Symbol	Description
T		Beginning or ending of a transit number, also known as a Routing number or ABA number.
O		The On-Us field contains the account number and may also contain a serial number and transaction code.
A		Displays the amount of an amount-encoded check.
D		Dash separates the values of the other fields.

4. The *Code Line Correction* box closes and the scanned check image appears.