Correct a Magnetic Ink Character Recognition (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/Unsupported Bank Number message appears. Click Yes to correct the code line.
   
   Or
   
   Click Rescan to rescan the check (applies only to Reject Characters Detected message).

   ![Application Tip]

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

   Or
   
   Click Cancel to cancel the transaction.

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

   ![Application Tips]

   - If a Check Capture Operator (CCO) 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.

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