To view a Check Image report, complete the following steps:

1. From the Reports tab, click Check Processing Reports. The View Check Processing Reports page appears.


3. Enter the search criteria for the report you would like to view.
   - Under Add IRNs to the list, enter the Individual Record Numbers (IRN) for the checks you would like to view.

**Application Tips**

- IRNs are between 20 and 32 alphanumeric characters in length and can contain the following characters:
  - The special characters of *, __, #, @, and -, surrounded by only alpha characters
  - The special characters of $ and |, surrounded by alphanumeric characters
- To enter multiple IRNs, separate each IRN by a space and/or comma.
- Check images for IRNs belonging to neutralized OTC Endpoints can be retrieved in the Check Image Report. These images can be retrieved by Agency Managers, Check Capture Administrators, View Reports, Master Verification Database (MVD) Editors, or MVD Viewers who are provisioned to:
  - An OTC Endpoint level higher than the neutralized OTC Endpoint associated with the images
  - The highest level OTC Endpoints associated with the images

4. Click Add to IRN List.

5. Under List of IRNs, check the check box(es) of the IRN(s) you would like to submit.
6. Click **Submit**. Check image(s) appear on the same page as shown in Figure 1.

**Figure 1: Click Submit to View Check Image**

![Check Image Report]

- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.