## **Check Image Report**

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.
- 2. Under **Business Reports**, click **Check Image Report**. The *Check Image Report* 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.

Check Image Report		
This report displays the PDF file with images for user er	ntered IRNs.	
Add IRNs to the list		
IRN(s)		
A		
Ψ		
List of IRNs		
IRN	Check All / Uncheck All	
181016770211000002025		
	Cancel Add to IRN List Remove selected IRN	Submit
🔒 🛗 🔚   🛧 🌩 🚺 / 1   🕅	🖑 🍕 💿 🖲 50% -   💩 Collaborate - 🥒 Sign -   📷 🚼   Find -	
•	SENSITIVE BUT UNCLASSIFIED	-
e	#84 : 18101477021100000025	
	TEST CHECK 8534	
	2A11	
	0001.07	
	ANY BANK, USA SAMPLE - VOID	
	NON-NEGOTIABLE	
	10311002094 123456785344	
	Des 1 HEIDER AUTOMONDALES Check No. 1	

Figure 1: Click Submit to View Check Image



## **Additional Buttons**

- 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.