

## ARC LOCKBOX WITH MAGTEK PROGRAM

*“Electronically process paper checks that are received through the mail or drop box!”*

### Procedure of Merchant initiating transaction

1. Merchant will receive customer's check through the mail or from a drop box location.
2. Merchant will logon to the web interface.
3. Merchant will be prompted to swipe the front & back of the check through the Magtek imager while connected online. **IMAGER REQUIRED.**
4. Image appears on web site and merchant will input amount of check along with other optional data for the transaction.
5. Merchant will repeat this for each check.
6. Merchant will be funded in 3 banking days (provided merchant inputs the transaction by 3:00pm Eastern time).

### ISO Requirements to Setup

1. ARC Check Services Application
2. Voided Check
3. Check Processing Company must receive a sample of merchant's notification statement on consumer's bill before activation.

### Merchant Requirements

- Magtek or RDM Imager with specialized cable attached to a PC with internet access. **IMAGER REQUIRED.**
- Must notify customer on his/her bill with the following statement: "Checks received for payment of goods and services via mail or drop box will be deemed sufficient authorization to clear checks electronically through the Automated Clearing House Network".
- Paper check must be destroyed in 14 days.
- Process only Personal checks. NO Corporate Checks, Money Orders, Third Party checks, Cashier's checks, Travelers checks, Starter checks, checks drawn on credit card accounts and Drafts from Government Agencies can be processed through the ARC program.

- Magtek or RDM Imager with specialized cable connects to PC with internet connection
- ACH Conversion of funds—NON GUARANTEE
- Designed for lower volume merchants
- Merchant can process approximately 50 checks per hour



### Merchant Benefits

- Reduced handling of paper check costs. (trips to the bank, deposit slips, deposit and NSF fees from local bank, lost checks and employee handling).
- Software downloads to PC with easy to follow directions the first time the merchant logs onto the web site.
- No setup fees (optional)
- NSF items can be automatically resubmitted electronically to attempt collection.
- Faster availability of funds.
- ACH transactions take precedence over paper checks at the consumer's bank
- Detailed Online Reporting of all activity and ability to view check images.



Magtek Imager with PC