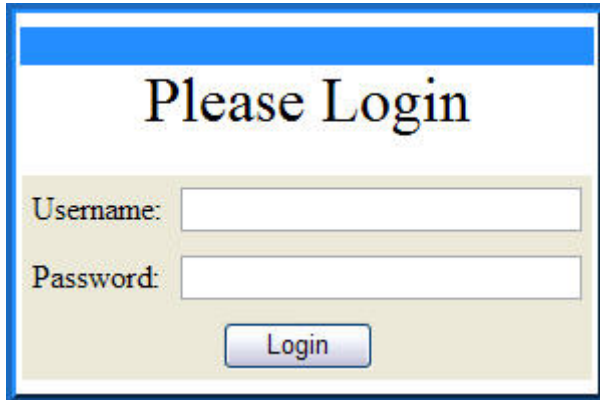


To create a new ARC transaction (you must have a supported scanner installed on the COM (serial) port of your computer to perform this operation)

1. Go to [www.myonlinereports.com](http://www.myonlinereports.com)
2. Enter the Username and Password



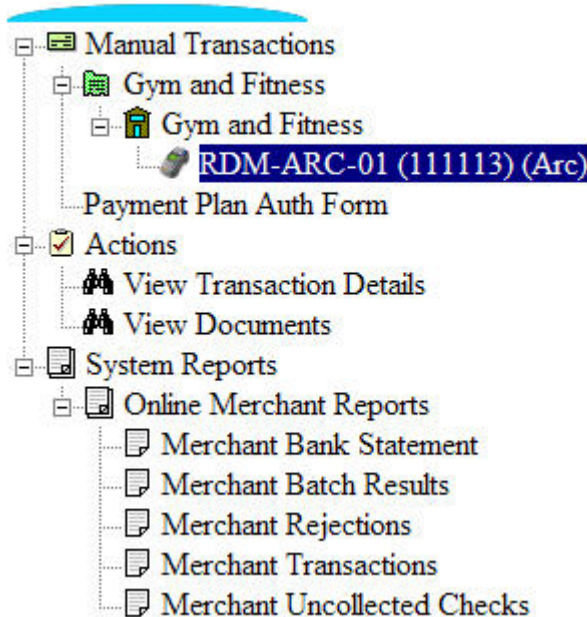
A screenshot of a web form titled "Please Login". The form has a blue header bar with the text "Please Login" in white. Below the header, there are two input fields: "Username:" and "Password:". Below the "Password:" field is a "Login" button.

3. \*First time users, proceed to step 4, otherwise, skip to step 9.
4. \*A window will appear stating that the password has expired and that it must be changed.
5. Enter the Username and the Old Password.

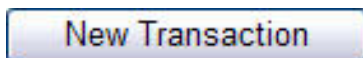


A screenshot of a web form titled "Change Password". The form has a blue header bar with the text "Change Password" in white. Below the header, there is a section titled "Please Fill All Fields". This section contains four input fields: "Username:" (with the value "demoARC"), "Old Password:", "New Password:", and "Retype New Password:". Below these fields is a section titled "All Passwords must meet the following requirements for security reasons:" with a list of requirements: "--Must be at least 8 character long", "--Must be less than 50 characters long", "--Must not contain any common words", "--Must contain at least one numeric digit", and "--Must contain at least one letter". At the bottom of the form are two buttons: "Update" and "Cancel".

6. Enter the New Password and Retype the New Password. (This password MUST be arbitrary in nature containing NO common words, have at least 8 characters, contain at least 1 numeric digit, and 1 letter.)
7. Click on Update.
8. Log in with the New Password.
9. Under *Manual Transactions*, click on RDM-ARC



10. \*A list will appear displaying all pending ARC transactions.
11. Click on *New Transaction*.



12. Entering the customer information is optional, however, you must enter

the routing and the account number of the check.

List Transaction

**Customer Information**

First Name:  Last Name:

Company:

Address 1:

Address 2:

City:  State, Zip:

Home Phone: (  )  -  Work Phone: (  )  -

DL State, Number:  DL Expiration:

**Account Information**

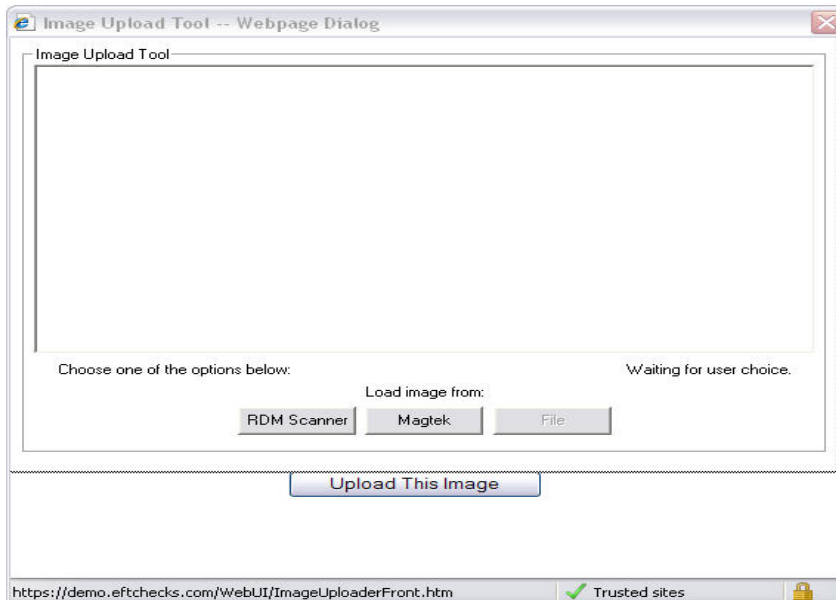
Routing Number:  \*

Account Number:  \*

Scan Check Front

13. Click on *Scan Check Front*.

14. \*A new window will appear. Please ensure that your pop-up blocker is turned off or the window will not appear.



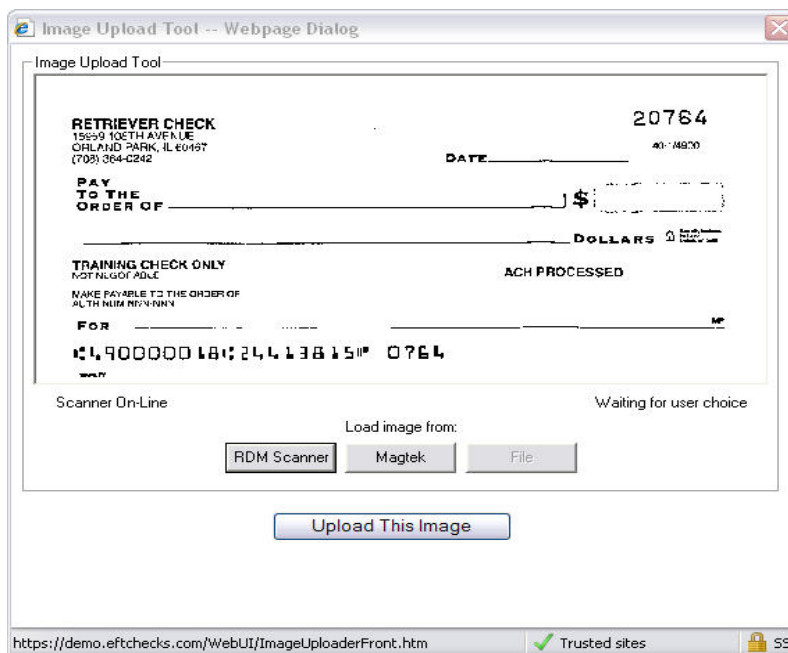
14. Based on the type check imager that you have, select from the options

*RDM Scanner or Magtek*

15. Once the imager type has been selected, it will then state *Scanner On-Line, Insert Item Now*. At this point, the light on the imager will turn green.
16. Swipe check.
17. Once the check has been successfully scanned, the picture of the check will appear and a box that states *Image Captured*. Click *OK*.



18. Click *Upload This Image*.



19. Enter the Amount of the check..

**Account Information**

Routing Number:  \*

Account Number:  \*

---

**Debit Information**

Internal Reference:

Check Number:

Terminal Check Limit:

Amount:  \*

20. Click *Submit*.

21. Click *OK*.



22. You will then see the transaction on the Pending Transactions List:

List

**Pending Manual Transaction List for Terminal #: 111113**

ID	Name	Reference	Routing Number	Account Number	Check Number	Amount
<input type="button" value="Edit"/> 13681			490000018	24413815	764	\$1.00

