

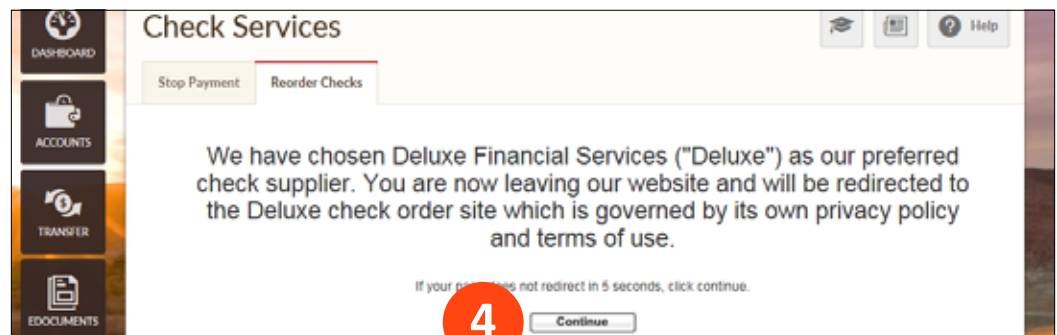
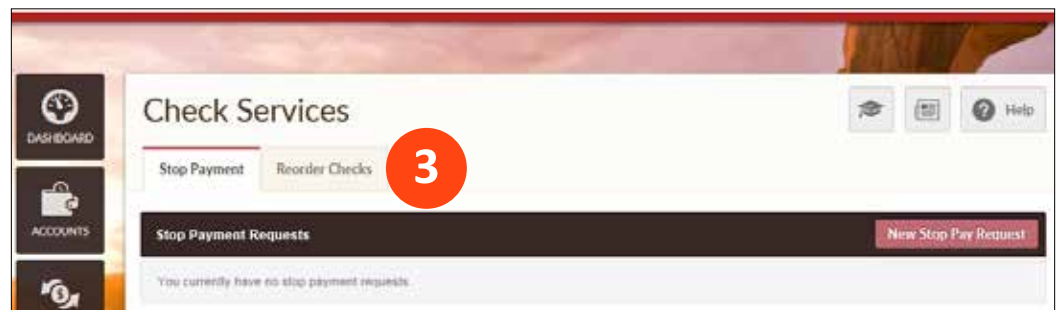
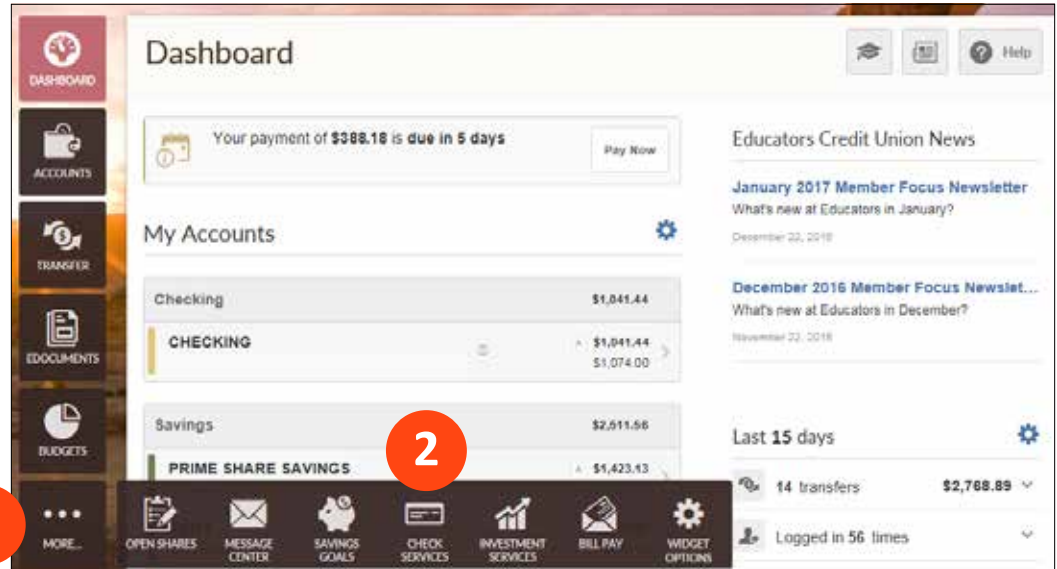
# Online Banking

## How to Order Checks



Login to Educators Online Banking.

1. Click on the “More” widget.
2. Click on the “Check Services” widget.
3. Click the “Reorder Checks” tab.
4. A screen to proceed to the Deluxe check order site may appear. Click “Continue”.



# Online Banking — How to Order Checks

5. Your order will default to the last order placed. If you would like to make changes **click “Edit”** next to the “Order Details” section.
6. When you are ready to place your check order, **click “Confirm and Checkout”** button at the bottom of the “Order Details” section.

The screenshot shows the Educators Credit Union website's 'Check Services' page. The user is logged in as JOHN TEST. The page has a sidebar with navigation options: DASHBOARD, ACCOUNTS, TRANSFER, EDOCUMENTS, BUDGETS, and MORE. The main content area is titled 'Check Services' and includes tabs for 'Stop Payment' and 'Reorder Checks'. Below the tabs, there are links for 'Home', 'My Orders', 'Customer Service', and 'Sign out' with the phone number 877-838-5287. The Educators Credit Union logo is visible, along with a 'View Cart' button showing 0 items. A breadcrumb trail shows 'Personal Products > Check Enhancements > Home Office / Desk Books'. The main section is 'Reorder This Style Again', featuring a preview of a check with the following details: 'PAY TO THE ORDER OF', 'EDUCATORS CREDIT UNION', and MICR line '⑆ 275981378 ⑆ XXXXXX8488 ⑆'. A note below the preview states: '\* Please note that the personalization placement, size and lettering style presented here are examples. The actual product you receive and its features (such as personalization and enhancements) may appear larger, smaller or in a different lettering style/format than shown here.' To the right of the preview is the 'Order Details' section, which is highlighted with a red circle containing the number 5. This section includes: 'Your Total \$ 9.50', 'Selected Design: Specialty Gray Checks - Dupl - 1 Box - \$ 9.50', 'Font: Artisan- Included', 'Symbol or Monogram: None Selected.', 'Shadow Print: None Selected.', 'Messages: None Selected.', 'Additional Signature Lines: None Selected.', 'Discount \$ -0.00', and 'Add Accessories' with options for 'Vinyl Cover - Free of charge' and 'Box - Free of charge'. At the bottom of the 'Order Details' section, there is a 'Confirm and Continue Shopping' link and a green 'Confirm and Checkout' button, which is highlighted with a red circle containing the number 6.

## NOTE:

This feature is not available for new check orders, change of address, phone number change or name change. Call us at 262.886.5900 or use Educators Live Chat to place an order.



For the teacher in you.

262.886.5900 | ecu.com