Getting Stated with Checkbook

In this guide we will help to get your Checkbook.io account up and running and ready to disburse your first round of Digital Checks!

Onboarding Guide

1. Creating Your Checkbook.io Account

2. Adding a Bank Account

4. Adding a Signature

4. Raising Limits

5. Recipient Experience Customization

6. Outbound Email Customization

WITH CHECKBOOK, YOU CAN..

SEND INSTANT PAYMENTS
Push to Card OCT transactions with RESTful API VISA Direct and MasterCard Send.

BUILD A MARKETPLACE
Create your own white-label Marketplace for Payors and Receivers.

SEND MULTI-PARTY CHECKS
Checks made to multiple payees, with a single API call. Dual sided endorsement.

PROCESS CHECK21
Complete online clearing and settlement, no need for printing Checks.

COMPANY NAME
.

COMPANY CONTACT
.

SUBSCRIPTION PERIOD
.

RAW ACH
.

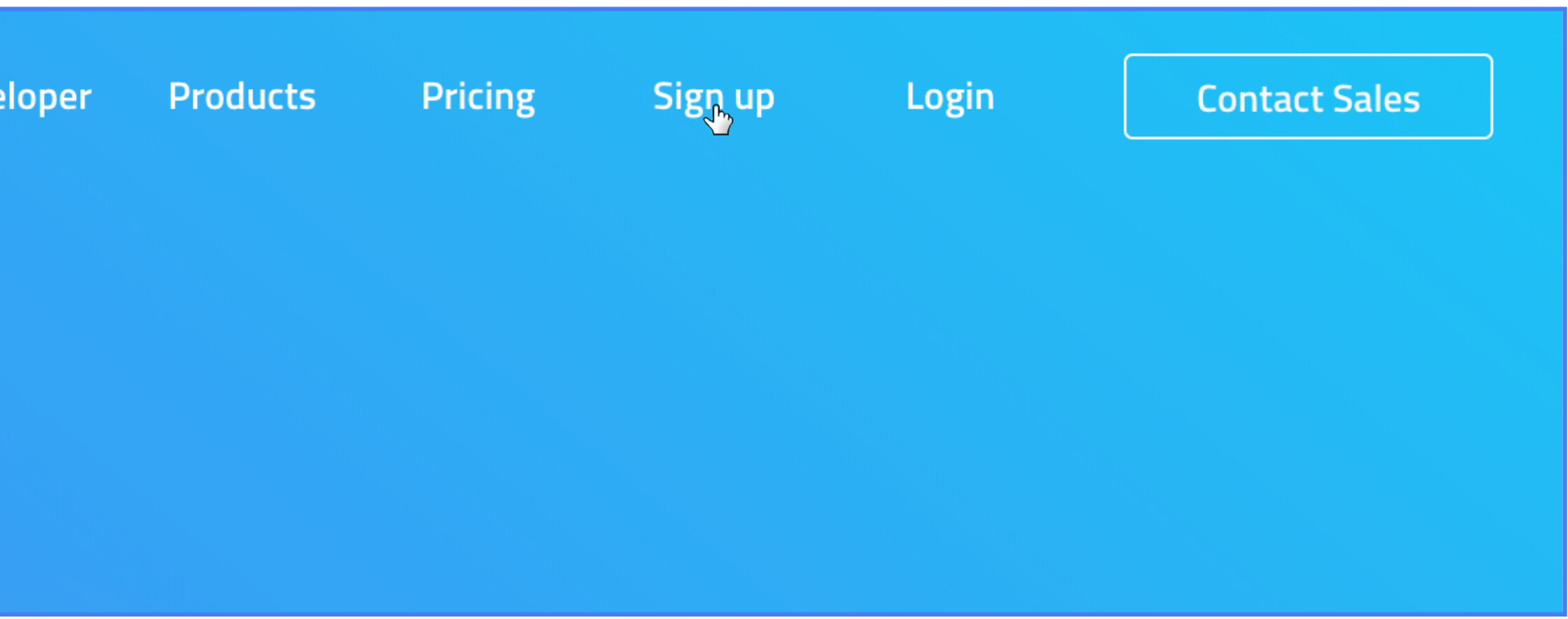**DEPOSIT ONLINE AND PRINT**
.

VIRTUAL CREDIT CARD
.

USPS MAIL
.

INSTANT PAY
.

1. Creating Your Checkbook.io Account

Creating your Checkbook.io account is quick and easy.

STEP 1

Start by visiting our homepage at www.checkbook.io. At the top right of the page click the "Sign up" button.

STEP 2

Here you will fill out the necessary information to create your primary account. Most businesses use standard email addresses like accounting@, accountspayable@, checks@, etc. Please ensure you have access to the email you provide.

STEP 3

Once the sign up is complete you will be brought to the main Checkbook dashboard. Click "settings" at the bottom left hand corner of the page to begin adding a bank account (or multiple bank accounts)

STEP 4

Once in settings, click on the "Accounts" tab then "Add Account"
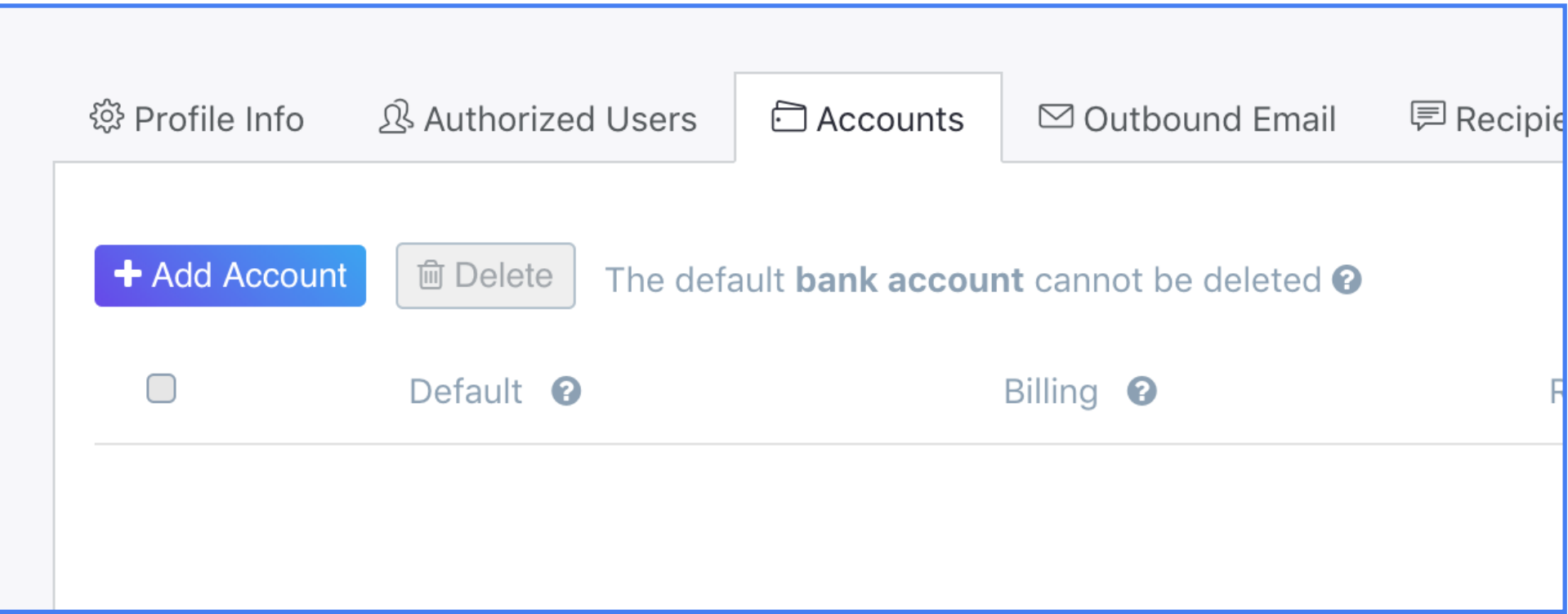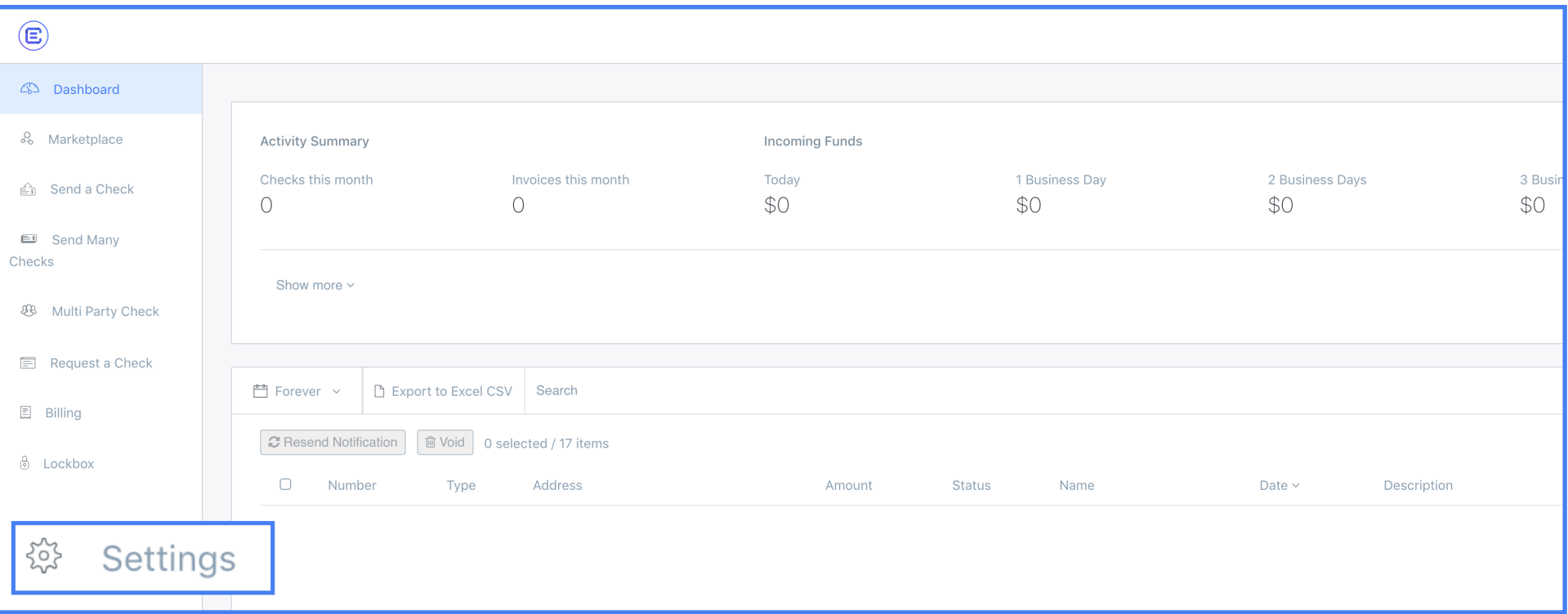
2. Adding a Bank Account

Now that your account is created, it's time to add a bank account. Note that you can add multiple bank accounts per one Checkbook.io account.

Are you adding a Personal or Business bank account?

- Business >
- Individual >

STEP 1

You will be prompted to choose a whether to add a Business or Personal bank account. In this example we will walk through the steps of adding a Business bank account.

Business name
Your company name

Website
www.your-company.com

Tax-ID
00-0000000

Business phone
00-0000000

Industry

Business incorporation date
MM DD YYYY

Business address (no P.O. Box)
Street

City   State   Zip code

STEP 2

Next, enter the information included on the form. Please accurately fill out all of the requested information.

Principal officer info ?

First name
First name

Last name
Last name

Last 4 digits of SSN
0000

Birthdate
MM DD YYYY

Occupation ?
Principal officer's occupation

Citizenship status ?
Principal officer's citizenship

Principal officer address
Street

City   State   Zip code

Back   Submit

STEP 3

Also necessary is the information of at least one principal officer of your business.

STEP 4

After submitting your business information, you will be prompted to choose between Instant (via secure bank tokens) and Manual Verification (via micro deposit). In this example we will go through Instant Verification.

STEP 5

Enter the bank name in which your business bank account is held under

STEP 6

You will then be prompted to login to your business bank account via an online banking portal.

STEP 7

Select the correct bank account that you want linked to your Checkbook account and hit submit.

STEP 8

After submission you will see a success message in the top right to confirm the bank account was added successfully. Repeat steps 1-8 if you wish to add multiple bank accounts.

3. Adding a Signature

A signature is mandatory to send payments that meet or exceed $2,000. Have an authorized user of the bank account at hand or a .PNG of their signature to complete this process.

STEP 1

Back on the dashboard, return to "Settings" which you can find in the bottom left hand corner.

STEP 1

On the "Profile Info" tab, you will see a "Signature" button. Click the pencil icon to continue.
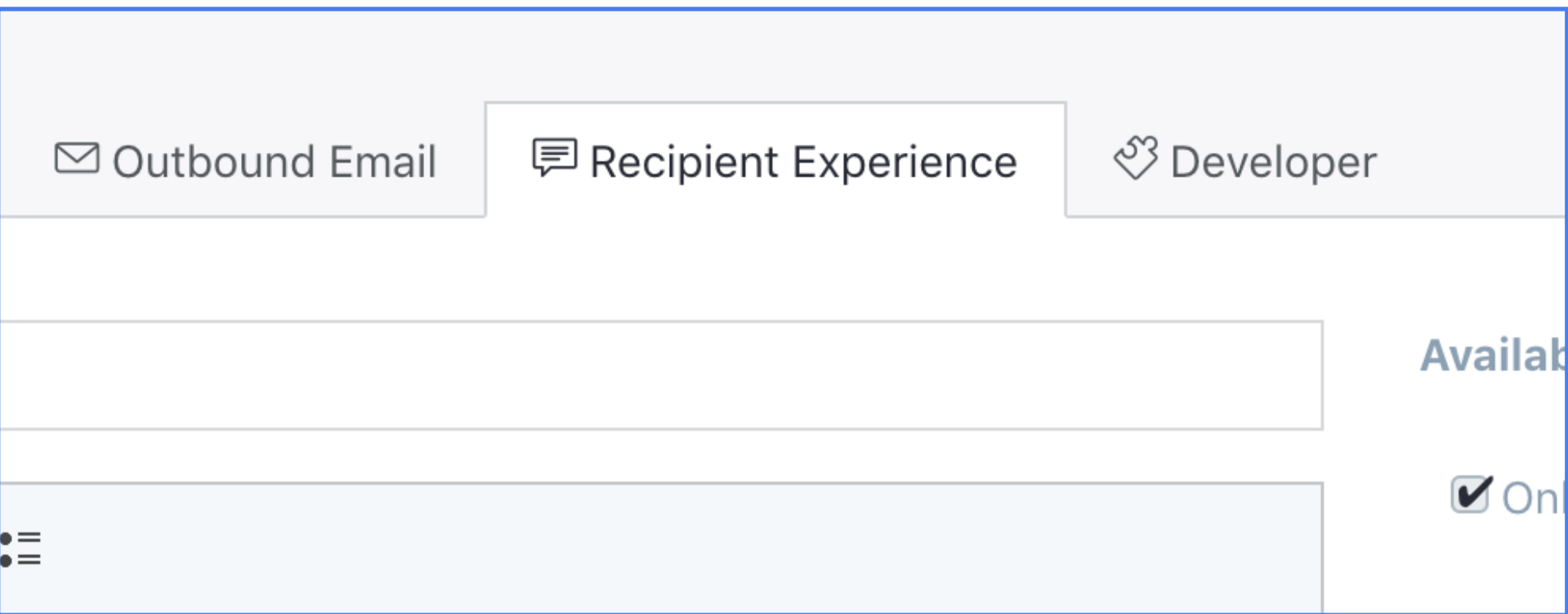
STEP 1

Have one of the authorized users of the bank account that is on file to sign via mouse/touchpad or upload a .PNG image of the signature. Click "Submit"

4. Raising limits

Default sending and invoice limits are $2,000/transaction, $2,000/day, and $15,000/month. To increase your limits please contact your account manager or support@checkbook.io with the subject "limit increase"

4. Recipient Experience Customization

In this section we will demonstrate how to change verbiage, logos, colors, and deposit options to better suite your company.

STEP 1

In your settings, click the recipient experience tab

✉ Outbound Email	💬 Recipient Experience	🏷 Developer

Availab

☑ On

STEP 2

Once there, you will see various settings that correspond to items on the check page as shown below.

⚙ Profile Info	👥 Authorized Users	🗂 Accounts	✉ Outbound Email	💬 Recipient Experience	🏷 Developer

Title — Page title

Description

B I U I_x ≔ ⋮≔

Description text goes here

Ⓖ

Theme color — #0472f7

Email notifications

☑ Sender email notification enabled ❓

☑ Recipient email notification enabled ❓

Update   Preview

Available deposit options ❓

☑ Online deposit — Online deposit button — Online deposit button subitle

☑ Print and deposit — Print button — Print button subtitle

Custom text on the printed check (max 300 characters)

☑ Mail via USPS ❓ — Mail button — Mail button subtitle

Logo (JPEG or PNG) — Choose File No file chosen
Copy email logo ❓

Logo placement — ○ Left ● Center ○ Right

COMPANY LOGO

COMPANY LOGO

Page title

THIS IS A PREVIEW IMAGE DO NOT DEPOSIT

Taylor Rich   MERIWEST CREDIT UNION

DATE Feb 5, 2020

PAY TO THE ORDER OF   Recipient preview $1.00

One and 00/100   US DOLLARS

Check preview
MEMO   Taylor Rich
                                 AUTHORIZED SIGNATURE

⑈ ⑈⑈⑈ ⑈ 100 ⑈ ⑈ ⑈ 3 2 1 1 7 6 8 3 3 ⑈   0 0 0 0 0 0 0 0 0 ⑈

Online deposit button
Online deposit button subitle

Print button
Print button subtitle

Mail button
Mail button subtitle

Description text goes here

5

4. Outbound Email Customization

In this section we will demonstrate how to change verbiage, logos, colors, and deposit options to better suite your company.
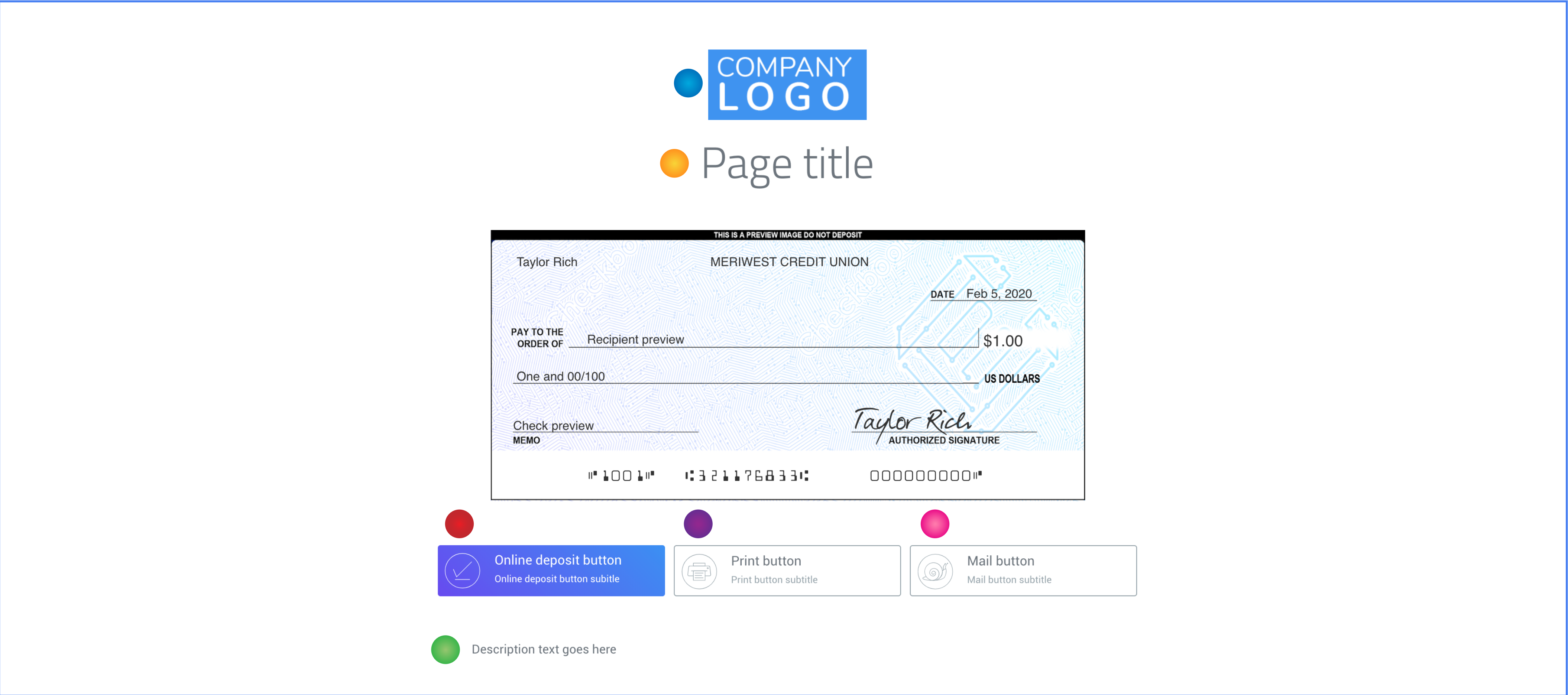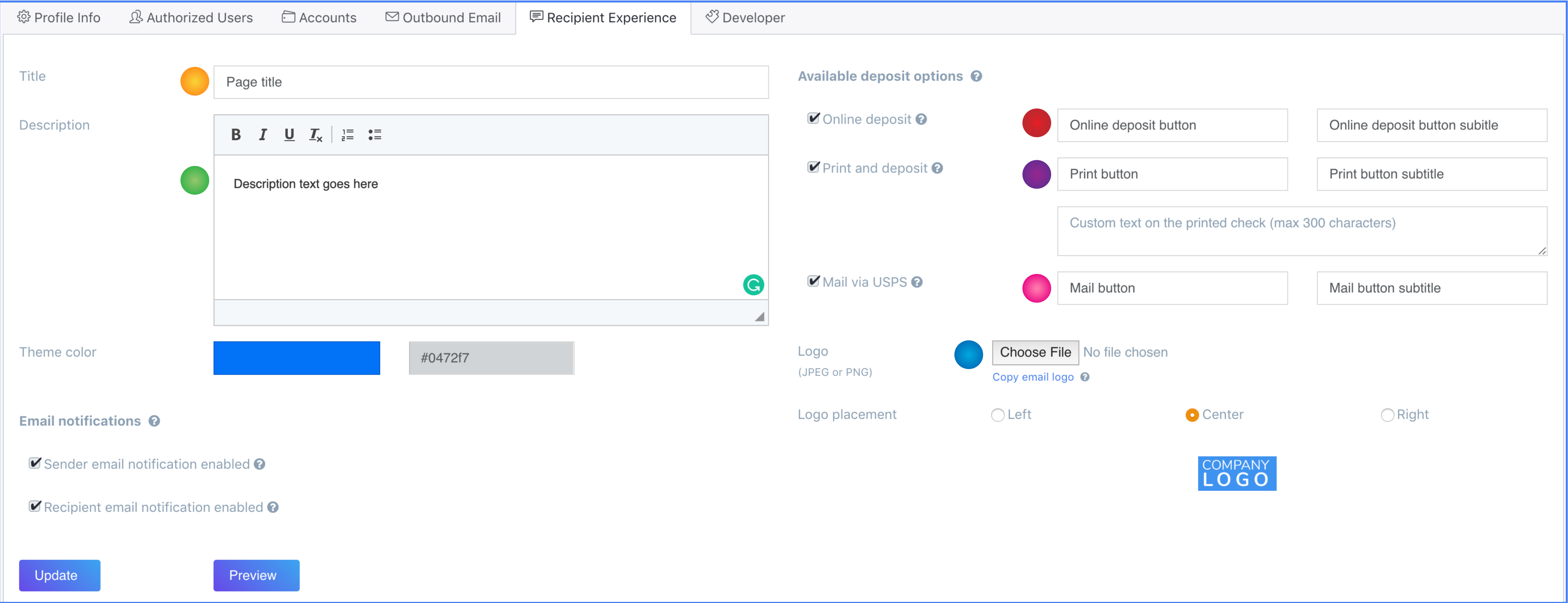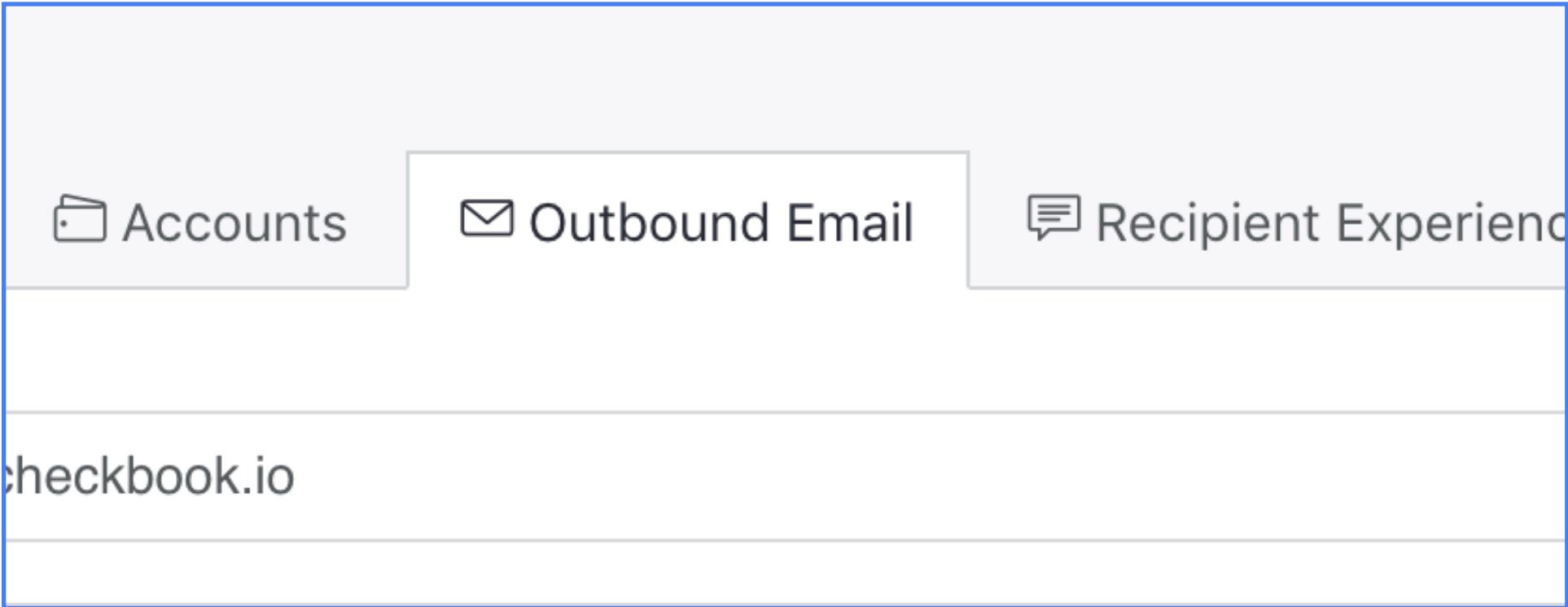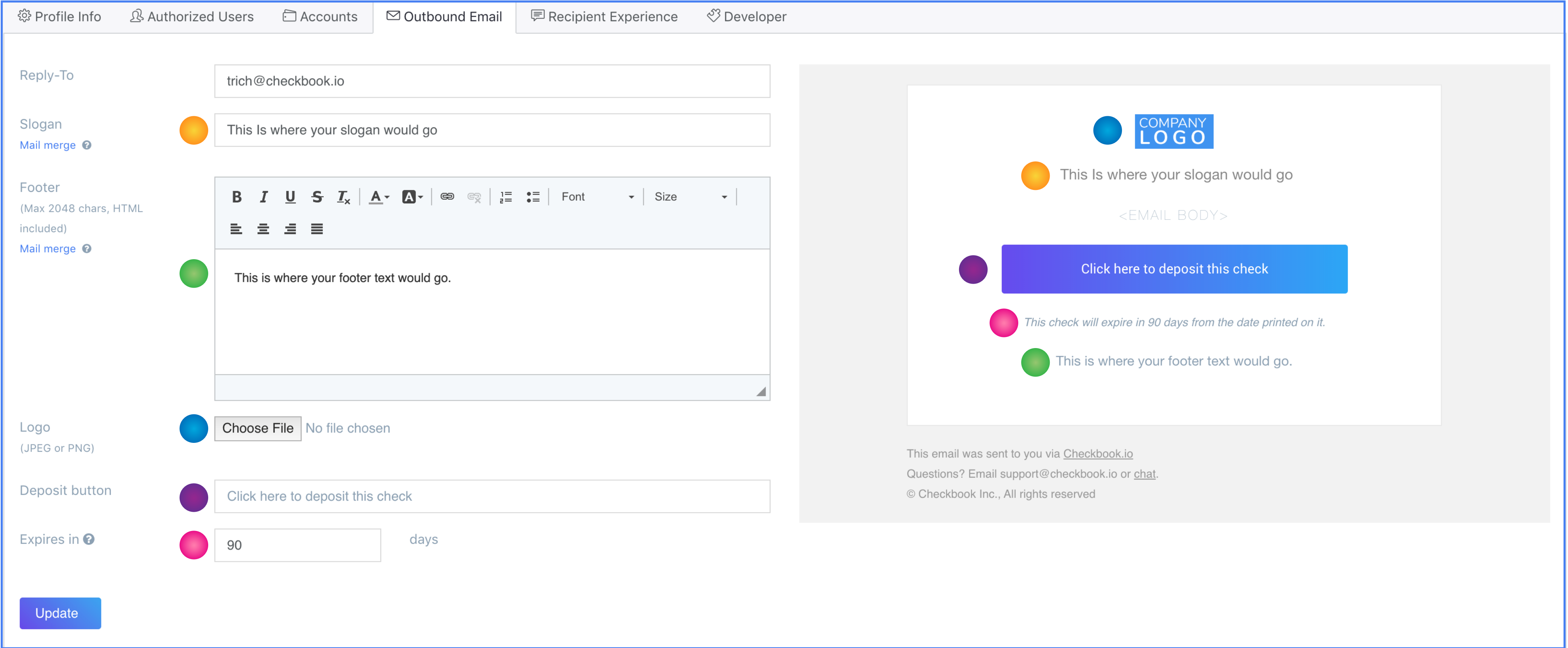

STEP 1

In your settings, click the Outbound Email tab

STEP 2

Once there, you will see various settings that correspond to items on the check email as shown below.

Checkbook.io Onboarding Checklist

1	CREATING YOUR CHECKBOOK.IO ACCOUNT	

2	ADDING A BANK ACCOUNT	

3	ADDING A SIGNATURE	

4	RAISING LIMITS	

5	RECIPIENT EXPERIENCE	

6	OUTBOUND EMAIL CUSTOMIZATION	

Addittional Items

7	SET UP PRE-FUNDED ACCOUNT	