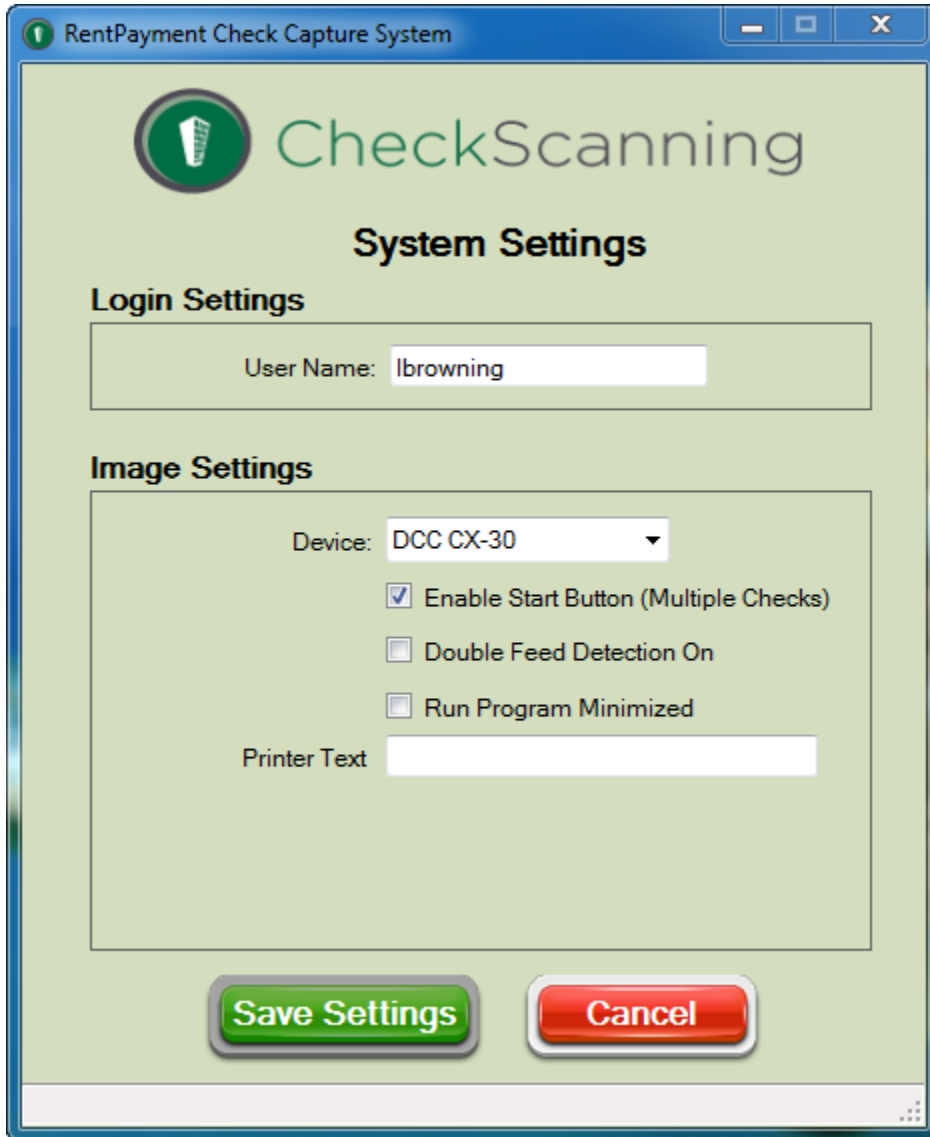



How to use the RentPayment Check Driver

Once you open the check driver for the first time, you will need to enter your RentPayment username in the “Login Settings” section. Select the device being used from the drop down menu and check any other options that apply to your setup in the “Image Settings” section.

Click “Save Settings.”



RentPayment Check Capture System

 CheckScanning

System Settings

Login Settings

User Name:

Image Settings

Device:

Enable Start Button (Multiple Checks)

Double Feed Detection On

Run Program Minimized

Printer Text



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Once the settings are saved, the window below will appear. Enter your RentPayment username and password and click “Login.”

RentPayment Check Capture System

 CheckScanning

LOGIN

Property Manager User ID : lbrowning

Password :

Login

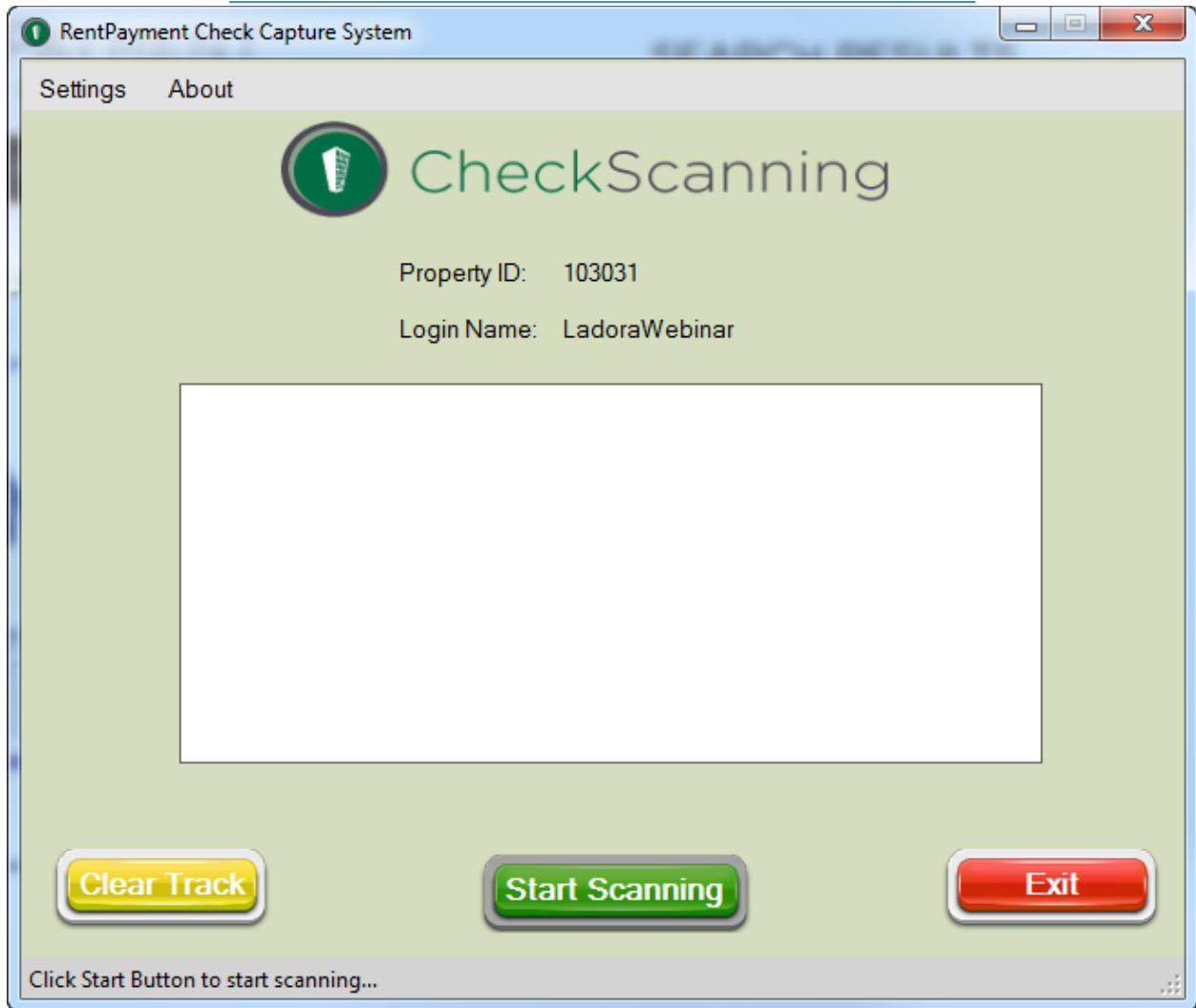
Please Enter Password

Once logged in, the driver is ready to begin scanning checks. At this time, place the check in the scanner and select “Start Scanning.”



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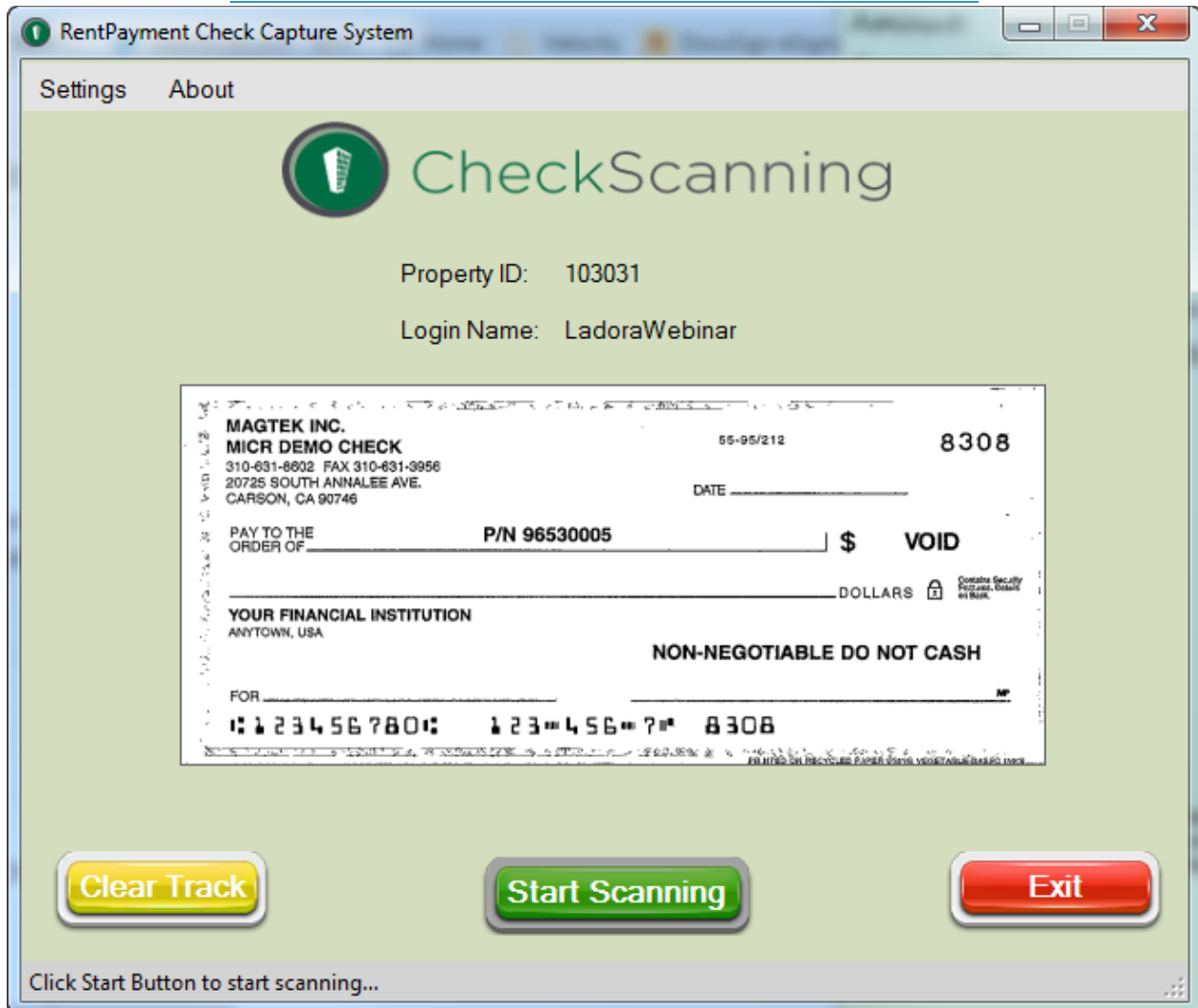


After the check is scanned, the check image will appear on the screen as shown below. Once the image is transmitted to the RentPayment portal, the start scanning button will appear again.



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Assigning Checks

Once all checks are scanned, log in to [RentPayment](#) and select “Check Scanning” from the main menu. The checks that were scanned in will appear under “Unassigned Scanned Checks.” Select “Assign >>” next to the first check to start assigning the checks to residents.



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Unassigned Scanned Checks Section

13 UNASSIGNED SCANNED CHECKS

[Account Mappings >>]

	Scan Date	Amount	Check #	Account #	Routing #	Action
1	9 Dec 2014 11:50:58 PST	To be Keyed	8301	#4567	123456780	Assign >> Delete >>
2	9 Dec 2014 11:51:05 PST	To be Keyed	8302	#4567	123456780	Assign >> Delete >>
3	9 Dec 2014 11:51:17 PST	To be Keyed	90	#0874	091916187	Assign >> Delete >>
4	16 Jan 2015 12:18:23 PST	\$500.00	0155	#5527	321070007	Assign >> Delete >>
5	16 Jan 2015 14:27:33 PST	To be Keyed	0172	#5527	321070007	Assign >> Delete >>
6	20 Jan 2015 10:27:04 PST	To be Keyed	0172	#5527	321070007	Assign >> Delete >>
7	20 Jan 2015 10:37:15 PST	\$500.00	2675	#2607	101005027	Assign >> Delete >>
8	19 Mar 2015 10:17:28 PDT	To be Keyed	2677	#2609	101005027	Assign >> Delete >>
9	19 Mar 2015 11:07:23 PDT	To be Keyed	2677	#2609	101005027	Assign >> Delete >>
10	19 Mar 2015 11:11:59 PDT	To be Keyed	2687	#2619	101005027	Assign >> Delete >>
11	2 Oct 2015 15:41:49 PDT	\$460.29	2673	#2605	101005027	Assign >> Delete >>
12	28 Jul 2016 07:20:43 PDT	To be Keyed	8308	#4567	123456780	Assign >> Delete >>
13	28 Jul 2016 07:23:15 PDT	To be Keyed	8308	#4567	123456780	Assign >> Delete >>

Note: Property Managers can edit the amount or Key In the amount on Check Assign Page in case of any discrepancy

The driver will read the check amount when the check is scanned in most cases. If the writing is unclear or there are smudges on the check you will need to manually input the dollar amount on the check. Click “Assign Check” at the bottom of the screen once the fields are complete. The system will provide the next unassigned check on the list until no more unassigned checks remain.



<< Previous | Check #8308

ASSIGN SCANNED CHECK

Payment

* Amount \$ 1 .00

Note: Please review the amount before submitting. If the Amount displayed is not correct, please change it

Assign Check

* Existing Person [Click here to select a Person](#)

OR

* New Person First John Last Smith Unit 123

Checks scanned for a new person field are non-integrated and must be manually entered into your accounting software.

Check Info

* Name on Check John Smith

Comment

Check # 8308

Routing # 123456780

Account # 1234567

MICR 123456780t 123d456d7o 8308

⓪ = t ⓧ = o ⓧ = d ⓧ = a
Please note that these are all lowercase letters.

Scan Date Thu Jul 28 07:23:15 PDT 2016

Process as IRD

[Assign Check](#)

[X Delete Scanned Check](#)

Once all checks are assigned, you will see the assigned checks listed under “Assigned Scanned Checks” on the “Scanned Checks” page. Enter the sum of the checks in the “Control Total” field and click “Submit Batch.”

1 ASSIGNED SCANNED CHECK

Person/Unit	Scan Date	Check #	Account #	Routing #	IRD	Action
1 John Smith 123	28 Jul 2016 07:23:15 PDT	8308	#4567	124302150	No	Update >> Unassign >> View >>
* Control Total:						\$ 1 .00
Batch Name (Optional):						<input type="text"/>
Submit Batch						

Once the batch is submitted, the checks will appear as processing payments on each resident’s profile in RentPayment as seen below.



✔ **1 ARC check for \$1.00 was submitted successfully**

✖ [View the contents of the batch you just submitted.](#)

History: [Assign Check](#) > [Assign Check](#) > [Scanned Checks](#) > [Thank you](#)

Welcome, Ladora Webinar



Main Menu

Go back to the main menu.



New Scanned Checks

Click here to load newly scanned checks.

SUBMITTED ARC CHECKS

[\[Export to Excel >>\]](#)

Date	Ref #	Type	Property	Person	Status	Details	Amount
28 Jul 2016 07:37:31 PDT	75750676-47	#7852, 8308	RentPayment Webinar Test Apartments 650 Davis Street Encinitas, CA 92024 (866) 289-5977	John Smith 123 Not Provided	PROCESSING	View >>	\$1.00
Payments							\$1.00
Refunds, Reversals and Credits							\$0.00
Total							\$1.00