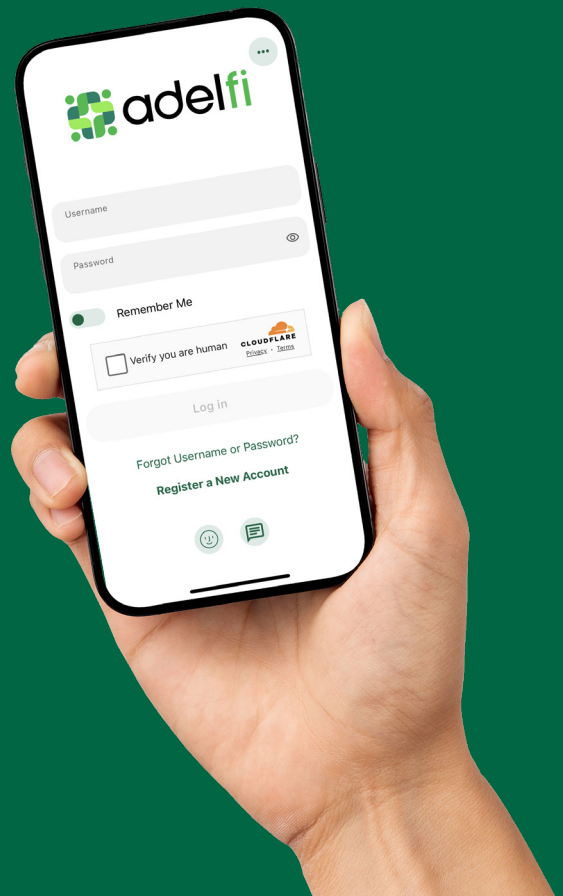


AdelFi's Online Banking User Guide: Check Services



Welcome to the AdelFi Banking Online User Guide!

We're excited to introduce our upgraded online banking platform, designed to enhance your digital banking experience. Our goal is to provide you with a convenient, user-friendly environment that allows you to manage your personal and business finances anytime, anywhere.

This guide will help answer your questions as you navigate our new banking platform. Thank you for being a part of the AdelFi Banking community!





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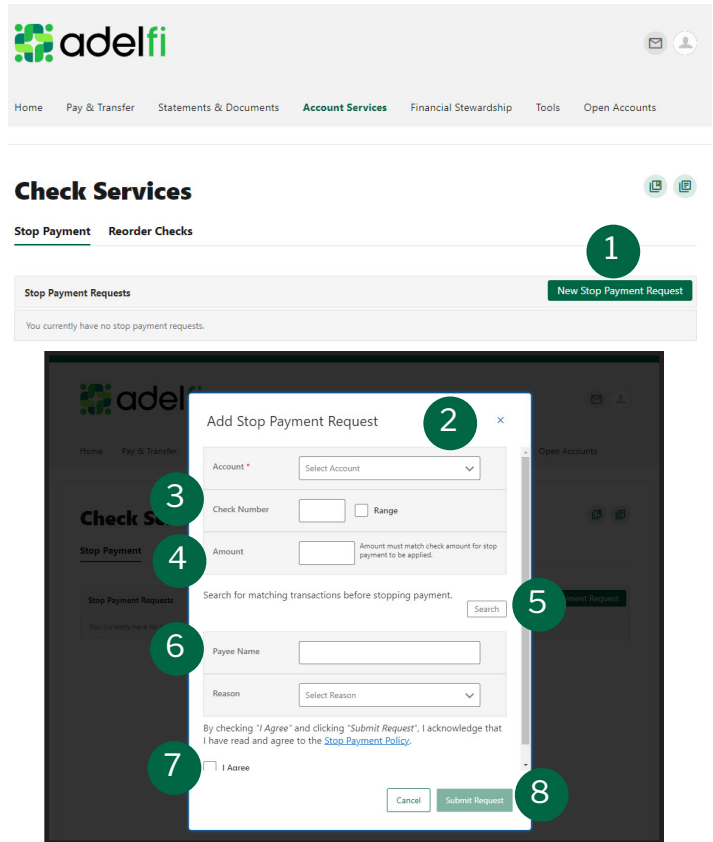


The Check Services feature allows you to stop payments, reorder checks, and withdraw checks.

Stop Payment

To place a stop payment request:

1. Click the **New Stop Pay Request** button. The **Add a Stop Payment Request** window will appear.
2. From the **Account** dropdown menu, select the account on which you wish to place the stop payment.
3. Enter the **Check #** for the payment you want to stop.
4. Enter the **Amount** for which the check was written.
5. Click the **Search** button to find transactions that have cleared the selected account and match the entered transaction details.
6. Enter the **Payee Name** to whom the check was issued.
7. Check the **I Agree** checkbox to acknowledge the Stop Payment Policy.
8. Click the **Submit Request** button to submit your stop payment request or click **Cancel** to close the window without submitting. A message will indicate that the stop payment request was successful. Requests placed will be displayed on the **Stop Payment** tab.



Reorder Checks

Reorder Checks is used to submit requests for checks.

1. Select **Reorder Checks** within **Check Services**.
2. You will be redirected to an **external site, Deluxeport**, to request a personal check reorder.

Reorder Checks is used to submit requests for checks.

