

## Check Image Report

To view a Check Image report, complete the following steps:

1. From the **Reports** tab, click **Check Processing Reports**. The *View Check Processing Reports* page appears.
2. Under **Business Reports**, click **Check Image Report**. The *Check Image Report* page appears.
3. Enter the search criteria for the report you would like to view.
  - Under **Add IRNs to the list**, enter the Individual Record Numbers (IRN) for the checks you would like to view.



### Application Tips

- IRNs are between 20 and 32 alphanumeric characters in length and can contain the following characters:
  - The special characters of ', \_, #, @, and -, surrounded by only alpha characters
  - The special characters of \$ and |, surrounded by alphanumeric characters
- To enter multiple IRNs, separate each IRN by a space and/or comma.
- Check images for IRNs belonging to neutralized OTC Endpoints can be retrieved in the Check Image Report. These images can be retrieved by Agency Managers, Check Capture Administrators, View Reports, Master Verification Database (MVD) Editors, or MVD Viewers who are provisioned to:
  - An OTC Endpoint level higher than the neutralized OTC Endpoint associated with the images
  - The highest level OTC Endpoints associated with the images

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4. Click **Add to IRN List**.
  5. Under **List of IRNs**, check the check box(es) of the IRN(s) you would like to submit.

6. Click **Submit**. Check image(s) appear on the same page as shown in Figure 1.

**Figure 1: Click Submit to View Check Image**

**Check Image Report**

This report displays the PDF file with images for user entered IRNs.

Add IRNs to the list

IRN(s)

List of IRNs

| IRN                   | Check All / Uncheck All             |
|-----------------------|-------------------------------------|
| 181016770211000002025 | <input checked="" type="checkbox"/> |

Cancel Add to IRN List Remove selected IRN **Submit**

1 / 1 50% Collaborate Sign Find

SENSITIVE BUT UNCLASSIFIED

IRN : 181016770211000002025  
Check No. 1

TEST CHECK 8534

ANY BANK, USA SAMPLE - VOID

NON-NEGOTIABLE

IRN : 181016770211000002025  
Check No. 1



### Additional Buttons

- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.