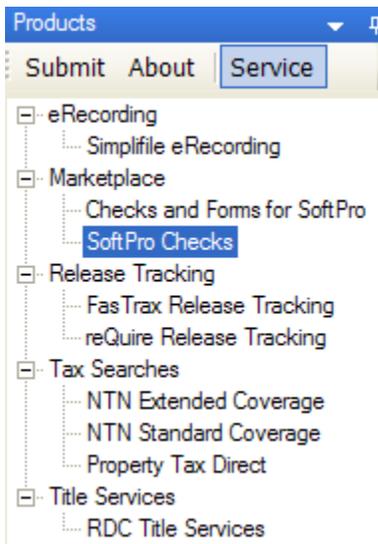


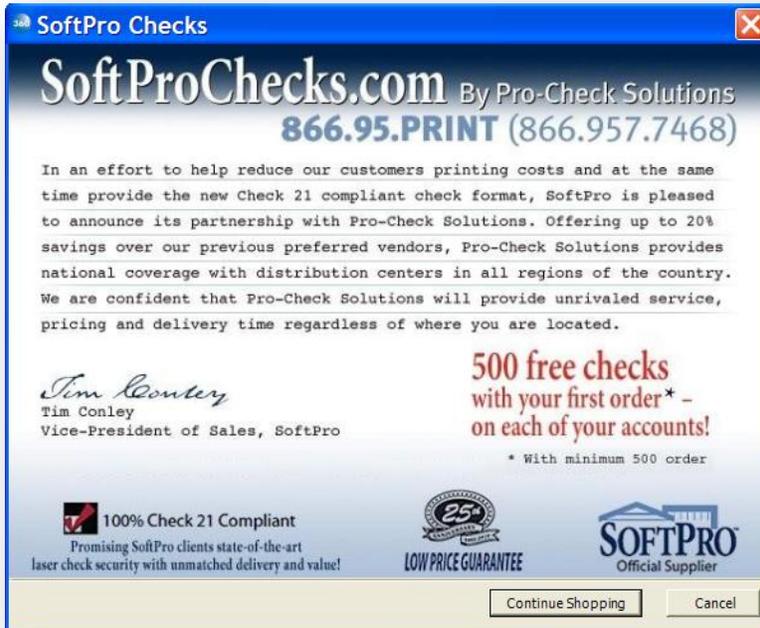
## Managing SoftPro Checks Transactions in SoftPro 360

### Submitting transactions to SoftPro Checks

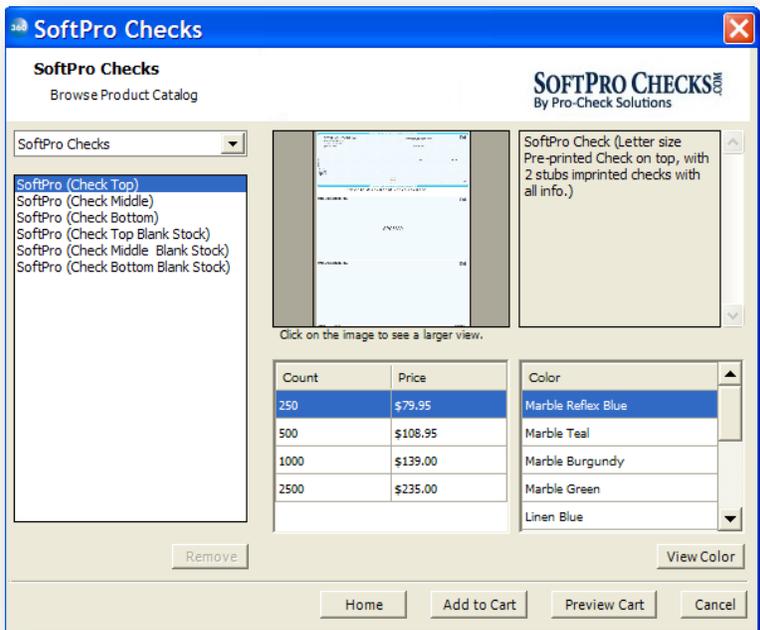
**SoftPro Checks** can be found under the service **Market Place**. Double click **SoftPro Checks** or highlight and click on the **Submit** button to submit a transaction to this vendor.



The **SoftPro Check's** dialog will show basic information about **SoftPro Checks**. Click **Continue Shopping** to proceed.



The **Product Catalog** drop down box will allow you to select a product category. Once you have selected the category a list of items will show below the category name. Select the item to see the product description, image, pricing and color choices available. Click **Add to Cart** to purchase the item, or click **Preview Cart** to review your current selections.



Click the **Preview Cart** button to review your current cart selections. Please use the same order for the next 3 screenshots; it's a bit confusing to see 1 item here and 3 in the next two.

**SoftPro Checks**  
Shopping Cart

**SOFTPRO CHECKS**  
By Pro-Check Solutions

Quantity	Item	Count	Color	Price	Ready
1	SoftPro (Check Top)	250	Marble Reflex Blue	\$79.95	<input type="checkbox"/>
1	Deposit Tickets - 1 Part	200	Blue	\$24.70	<input type="checkbox"/>
1	Double Window Envelope	500		\$55.00	<input checked="" type="checkbox"/>

View Image   Add to Favorites   Remove From Cart   Price: \$159.65

Rush Service Per Item \*\*  
 None    2 Day \$100.00    Same Day \$175.00   Shipping: \$28.25  
 Total: \$187.90 \*

Company Address on Item   Bank Address on Item

Name:   
 Address:   
 Address 2:   
 City, St, Zip:

**LOGOS:** Please email your digital PDF, TIF or EPS file with 300-600 dpi to [sales@SoftproChecks.com](mailto:sales@SoftproChecks.com)  
 Or mail us your original black and white camera-ready art work to 353-E East 10th Street, PMB 814, Gilroy, CA 95020. We cannot accept faxes, photocopies, gray scale or raised printing for logo art.

Check Details  
 Fax a voided check sample to 408-847-8179 or email a voided check to [sales@SoftproChecks.com](mailto:sales@SoftproChecks.com)   Check Starting Number:    Signature:   
 Stacking:

\* Plus 9.25% taxes for customers in the state of CA.  
 \*\* Date ordered does not count as first business day.

Continue Shopping   Check Out   Cancel

Some of the items in your cart may require additional information. Items in your cart that do not require any additional details will be reflected with a check in the **Ready** column. Click the **View Image** button to see the visual image of your order.

**SoftPro Checks**  
Shopping Cart

**SOFTPRO CHECKS**  
By Pro-Check Solutions

Quantity	Item	Count	Color	Price	Ready
1	SoftPro (Check Top)	250	Marble Reflex Blue	\$79.95	<input type="checkbox"/>
1	Deposit Tickets - 1 Part	200	Blue	\$24.70	<input type="checkbox"/>
1	Double Window Envelope	500		\$55.00	<input checked="" type="checkbox"/>

View Image   Add to Favorites   Remove From Cart   Price: \$159.65

Rush Service Per Item \*\*  
 None    2 Day \$100.00    Same Day \$175.00   Shipping: \$28.25  
 Total: \$187.90 \*

Company Address on Item   Bank Address on Item

Name:   
 Address:   
 Address 2:   
 City, St, Zip:

**LOGOS:** Please email your digital PDF, TIF or EPS file with 300-600 dpi to [sales@SoftproChecks.com](mailto:sales@SoftproChecks.com)  
 Or mail us your original black and white camera-ready art work to 353-E East 10th Street, PMB 814, Gilroy, CA 95020. We cannot accept faxes, photocopies, gray scale or raised printing for logo art.

Check Details  
 Fax a voided check sample to 408-847-8179 or email a voided check to [sales@SoftproChecks.com](mailto:sales@SoftproChecks.com)   Check Starting Number:    Signature:   
 Stacking:

\* Plus 9.25% taxes for customers in the state of CA.  
 \*\* Date ordered does not count as first business day.

Continue Shopping   Check Out   Cancel



**Tip:** Any field that contains a red triangle in the top right corner as shown here is a required field.

**Note:** Remember to select the signature requirements and stacking preferences, by clicking on the **Signature** and/or **Stacking** buttons.

Once you have entered all of the required information, you may choose to **Continue Shopping**, **Check Out** or **Cancel** your transaction. Click **Check Out** to continue to the next screen.

Quantity	Item	Count	Color	Price	Ready
1	SoftPro (Check Top)	250	Marble Reflex Blue	\$79.95	<input checked="" type="checkbox"/>
1	Deposit Tickets - 1 Part	200	Blue	\$24.70	<input checked="" type="checkbox"/>
1	Double Window Envelope	500		\$55.00	<input checked="" type="checkbox"/>

View Image   Add to Favorites   Remove From Cart   Price: \$159.65  
Rush Service Per Item \*\*   Shipping: \$28.25  
 None    2 Day \$100.00    Same Day \$175.00   Total: \$187.90 \*  
Company Address on Item   Bank Address on Item  
Name: SoftPro Checks   LOGOS: Please email your digital PDF, TIF or EPS file with 300-600 dpi to [sales@SoftproCheds.com](mailto:sales@SoftproCheds.com)  
Address: 123 Main Street   Or mail us your original black and white camera-ready art work to 353-E East 10th Street, PMB 814, Gilroy, CA 95020. We cannot accept faxes, photocopies, gray scale or raised printing for logo art.  
Address 2:     
City, St, Zip: Raleigh NC 27609  
Check Details  
Fax a voided check sample to 408-847-8179 or email a voided check to [sales@SoftproChecks.com](mailto:sales@SoftproChecks.com)   Check Starting Number:   Signature   Stacking  
\* Plus 9.25% taxes for customers in the state of CA.  
\*\* Date ordered does not count as first business day.  
Continue Shopping   Check Out   Cancel

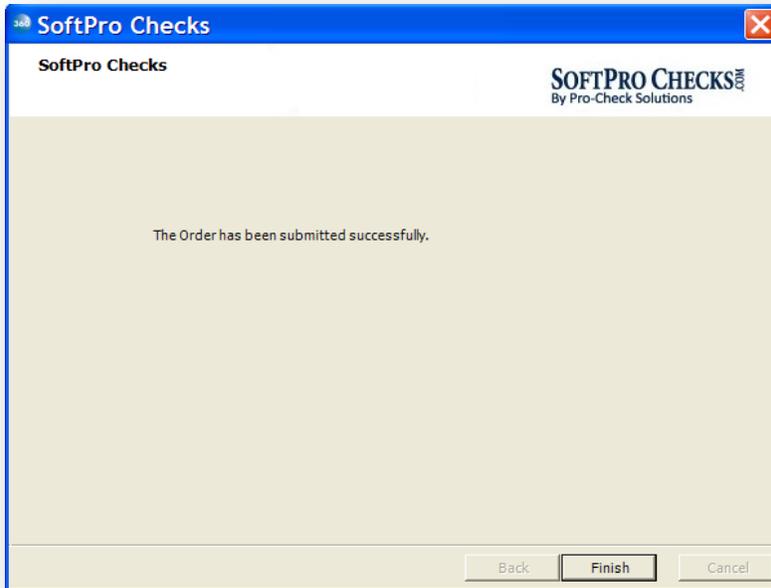
The **Payment Information** screen must have the required information in order to complete the transaction. Enter the **Billing Information**, **Shipping Address**, **Credit Card Information** and any **Promotional Codes** that you may have. Once you have entered the information choose **Edit Cart** to add additional items or modify information, **Place Order** to submit the transaction, or **Cancel**. The **Home** button will take you back to the **SoftPro Checks** welcome screen. Click **Place Order** to finalize your transaction.

The screenshot shows a web application window titled "SoftPro Checks" with a sub-header "Payment Information". The logo "SOFTPRO CHECKS.COM By Pro-Check Solutions" is in the top right. The form is divided into four sections:

- Billing Information:** Fields for Name, Address, Address 2, City, St, Zip, and Phone.
- Shipping Address:** A checkbox for "Same As Billing Address" and fields for Name, Address, Address 2, City, St, Zip, and Phone.
- Credit Card Information:** A dropdown for Card Type (set to "American Express"), a text field for Card Number, a date selector for Expiration Date (set to "01" and "2010"), and a text field for CVV Number.
- Promotional Code:** A text field and an "Apply" button. A note below reads: "If you have a promotional code please enter it below. Remember that codes can be used only once. The Vendor will validate promotional code."

At the bottom of the form are four buttons: "Home", "Edit Cart", "Place Order", and "Cancel".

A dialog will appear letting you know your transaction has been submitted successfully. Click **Finish** to close the screen.



Your transaction will appear as **In Progress** in the SoftPro 360 Queue.

360 Queue				
Review Deliver [Icons] Views: All Transactions [Star] [Print] [Refresh]				
	Transaction Number	Vendor	Product	Status
➔	360364-20-110110-001702	SoftPro Checks	SoftPro Checks	In Progress

## Receiving confirmation on your transaction

Once your order has been accepted and processing has begun by **SoftPro Checks**, your transaction in the SoftPro 360 Queue will show a status of **Completed**.

	Transaction Number	Vendor	Product	Status
➔	360364-20-110110-001702	SoftPro Checks	SoftPro Checks	Completed