Resolve a Duplicate Check in OTCnet Online

To resolve a duplicate check, complete the following steps:

1. Click **Cancel** to cancel the duplicate check. A *Cancel Check* dialog box appears.

> **Application Tip**
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> Click **Accept** to continue processing the check. The *Login ID and Password* dialog box only appears if a **CCS** or **CCLO** is accepting a duplicate check for a **CCO**. If a **CCLO** scanned the check, additional authorization is not required.

> **Application Tip**
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> Click **Edit MICR** to correct the MICR line. A **CCS or CCLO** must authorize a MICR line code correction.

> **Application Tip**
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> It is important as the **CCS** or **CCLO** that if you opt to make a MICR codeline correction that you look at the MICR line image closely to ensure all the characters are correctly entered in the Codeline Correction box.

2. Click **Cancel** or **Cancel All**. A *Transaction cancelled successfully* dialog box appears.

> **Application Tip**
>
> Click **Cancel** to cancel the one duplicate check. Click **Cancel All** to cancel all pending checks in the batch.

3. Click **OK**. The *Check Scan – Perform Check Scan* page appears.

> **Application Tip**
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> Additional buttons on the page that help you perform other tasks:
> - Click **Previous** to return to the previous page.
> - Click **Return to Home** to return to the OTCnet Home page.