



View Business Reports: Check Image Report

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

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



Application Tip

To enter multiple IRNs, separate by a space and/or comma. IRNs are between 20 and 32 alphanumeric.



Application Tip

IRNs can be between 20 and 32 alphanumeric characters in length. They can start with numbers or R02_, BLOCK-, MANUAL-. Remaining characters in IRNs can only be digits.

5. Click **Add to IRN List**.
6. Under **List of IRNs**, check the checkbox(es) of the IRN(s) you would like to submit.
7. Click **Submit**. Check image(s) appear on the same page.



Application Tip

Additional buttons on the page that help you perform other tasks:

- 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.