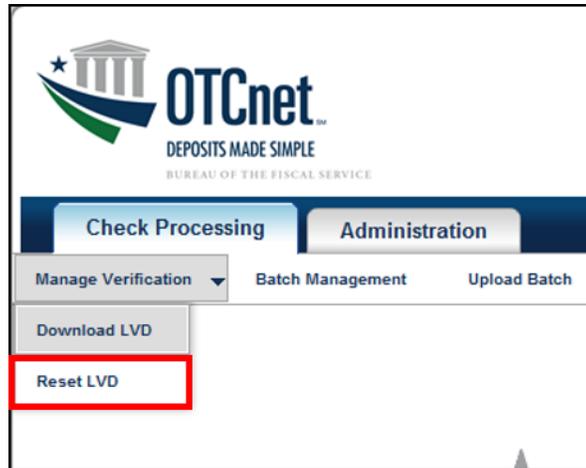## Reset an LVD

To reset a Local Verification Database (LVD), complete the following steps:

1. From the **Check Processing** tab, select **Manage Verification**>**Reset LVD**. The *Review LVD* Reset page appears as shown in Figure 1.

Figure 1: Reset LVD

💡 **Application Tips**

- The Reset LVD function removes everything on the LVD in anticipation of a full replacement with new LVD records. If an LVD is reset without downloading the new LVD, the verification of the checks presented does not occur.
- Resetting the LVD is a mandatory step for agencies upgrading from a pre-1.3.2 OTCnet Offline Check Capture software version to a 1.3.2 OTCnet Offline Check Capture software version or above.
- Before resetting an LVD, you must log in using the OTCnet Offline icon on your terminal's desktop or access your Start Menu under Programs and enter your credentials. Internet connection is not required to reset an LVD.

2. Click **Submit**. The *LVD Reset* dialog box appears.
3. Click **Submit**. A *Confirmation page* appears stating that the verification records are deleted.

🖱 **Additional Button**

Click **Return Home** to the OTCnet Home Page.