



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

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.



Application Tip

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, 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

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.