

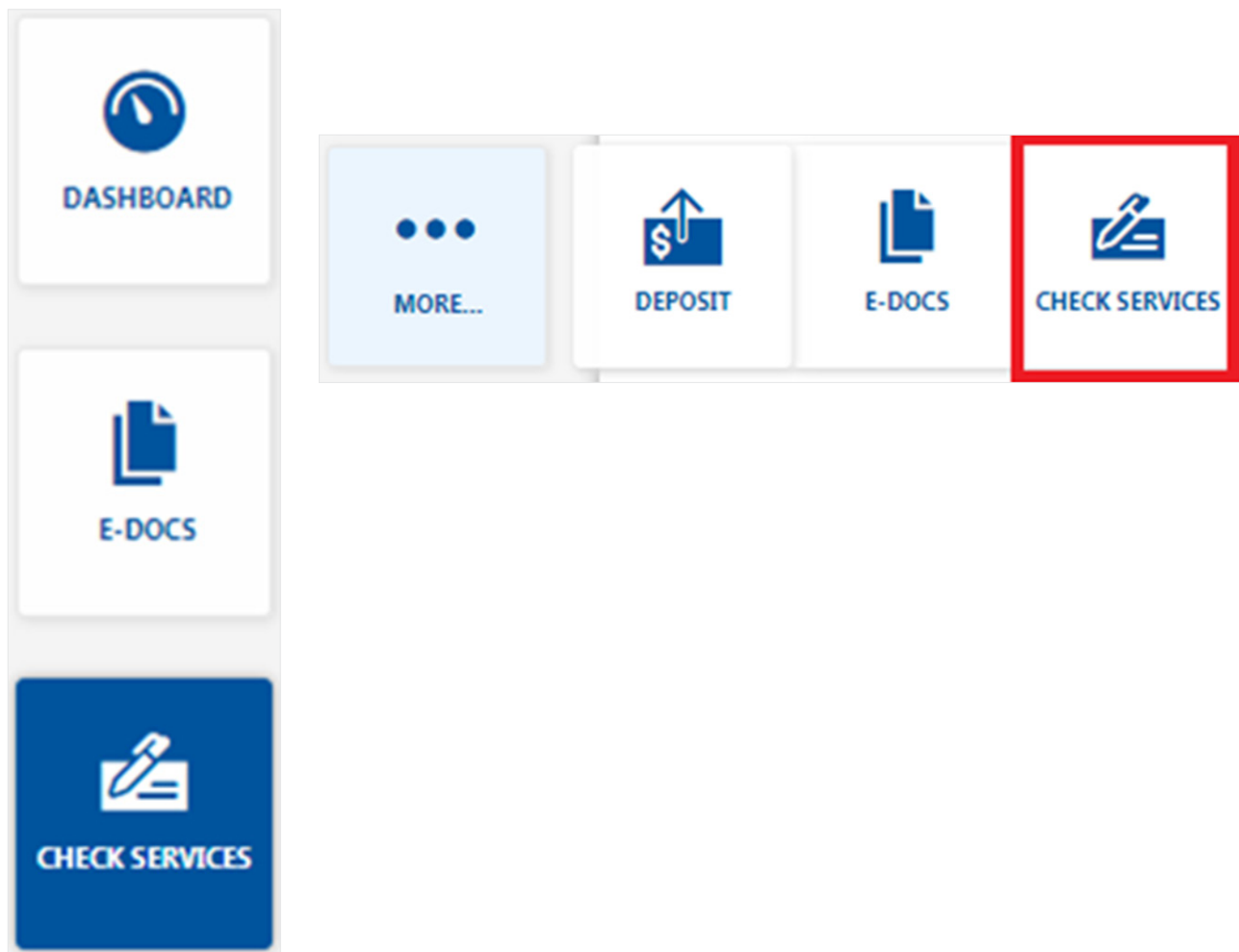


## STEP-BY-STEP GUIDE: Online Banking How To Order Checks

*The following step-by-step guide was developed to assist you in ordering new checks through Online Banking. If you have any issues ordering checks, please call 855.855.8805 or send us a secure message within Online or Mobile Banking.*

### Step 1: Locate Check Services Widget

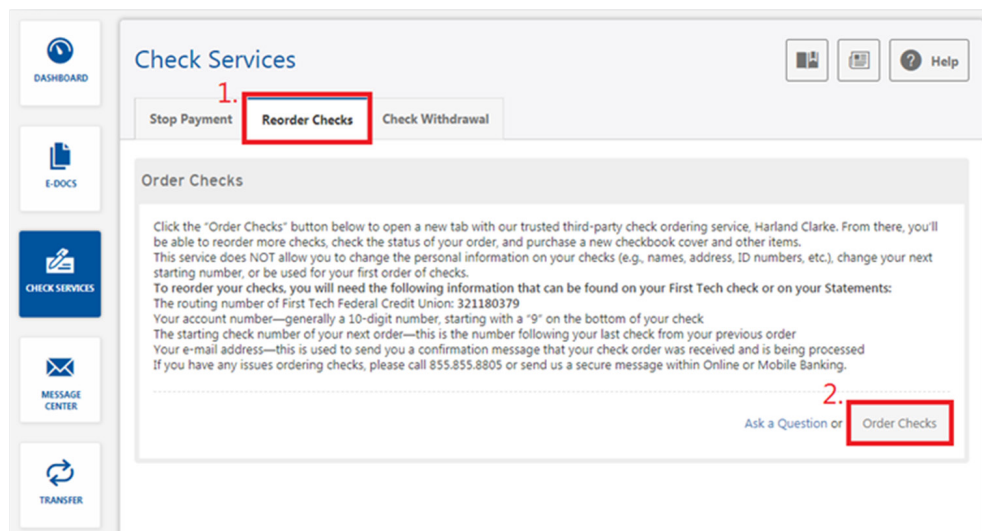
When you log in to Online Banking, locate your “CHECK SERVICES” widget under “MORE”. If you cannot find it, click on “WIDGET OPTIONS” and locate “CHECK SERVICES” by scrolling down to the bottom of the page:





## Step 2: Navigate to Reorder Checks Tab

In the “CHECK SERVICES” widget, there is a “Reorder Checks” tab. Clicking this tab will provide a link and instructions on how to order more checks through our trusted third-party check-ordering service, Harland Clarke. To get started, click the “Order Checks” button at the bottom and follow the instructions:



## Step 3: Quick Order

Click on the “QUICK ORDER” button and you’ll be asked to confirm the style, quantity, your personal information printed on the check and shipping information:

