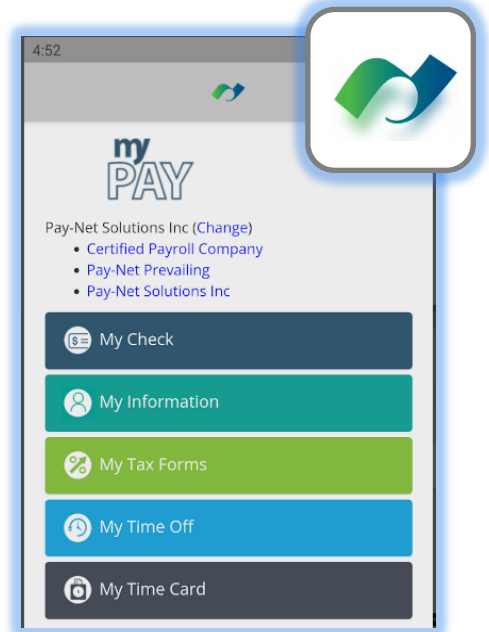


## Take control of your payroll with our Printback Service!

### What are the benefits?

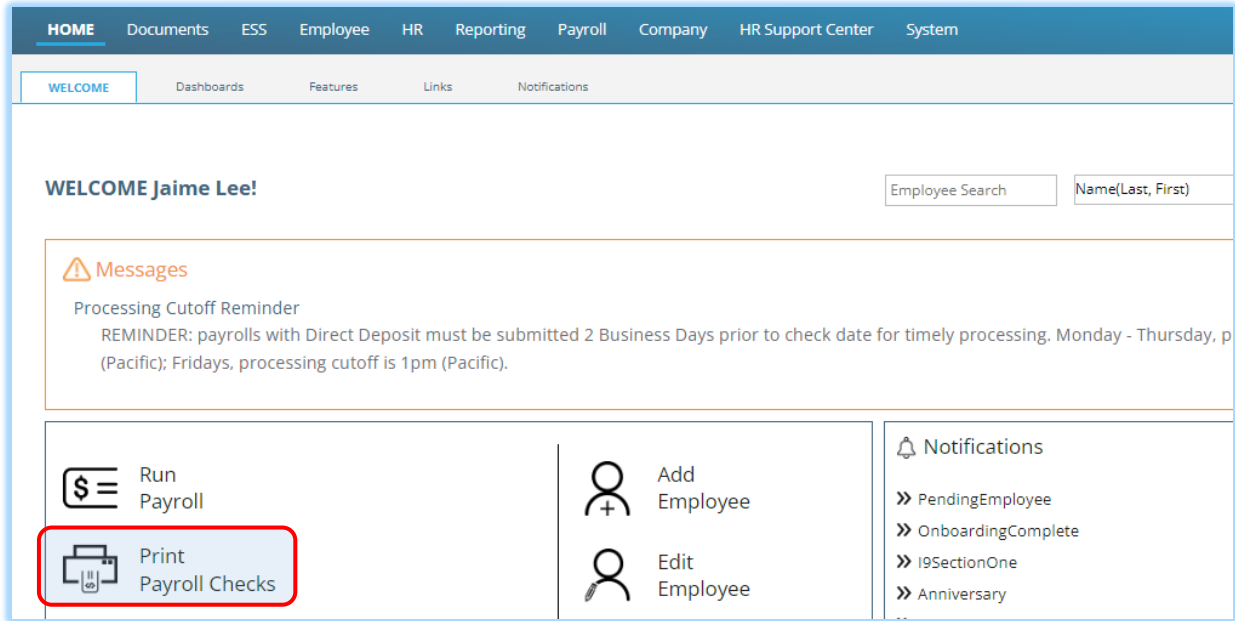
- Avoid potential delivery delays and save money on payroll invoicing.
- Print and distribute checks when it is convenient for you and your staff.
- Reprint checks, as necessary, without having to wait.
- Multiple locations? Have each location print only the checks they need to distribute. Get checks out faster!
- GO PAPERLESS in conjunction with our [ANDROID APP](#) or [IOS APP](#) for employees.



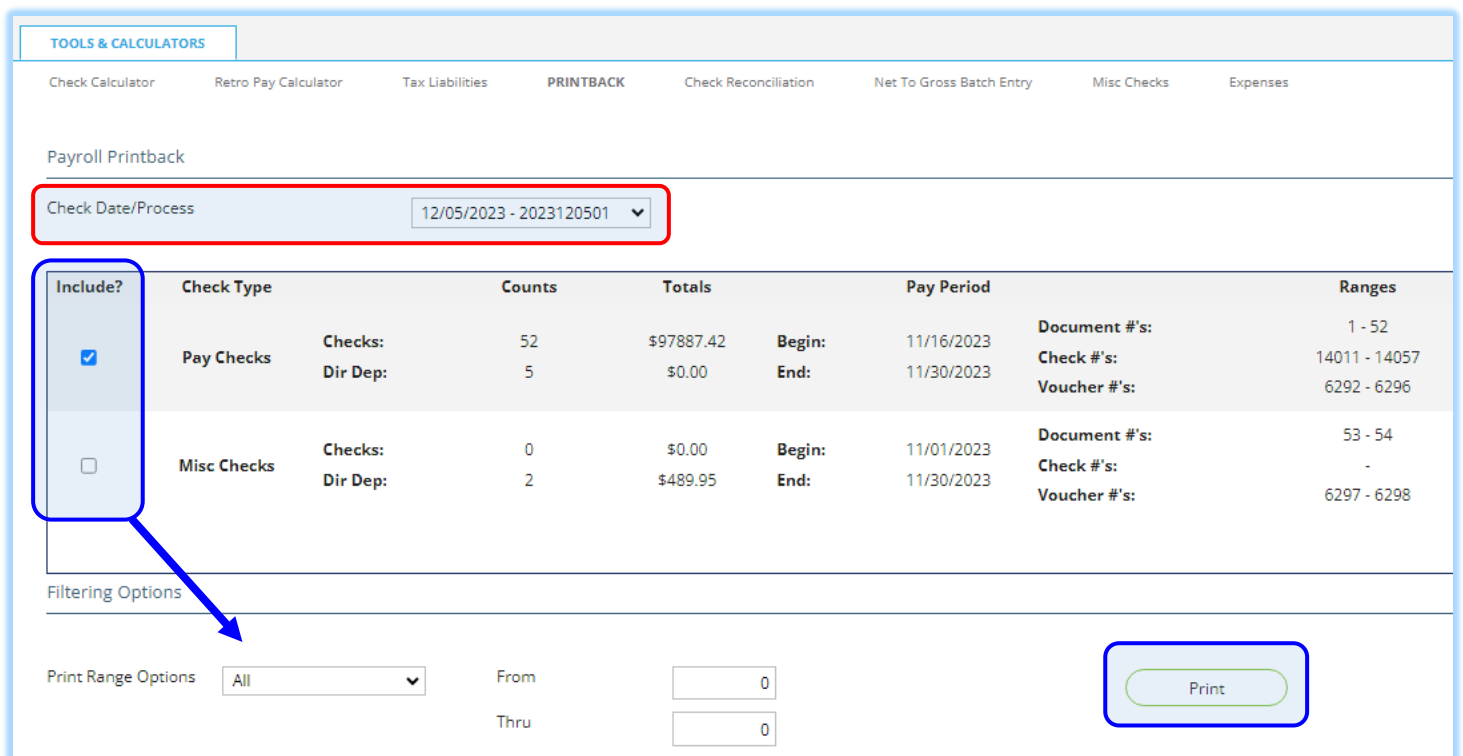
### How does it work?

- Pay-Net will send you a ream of blank check stock at-cost (plus delivery).
- The stock is legal size paper (8.5" x 14") and fits in any standard printer.
- Keep the check stock on-hand to print live checks, direct deposit vouchers, and/or manual checks between regular payrolls.
- Checks can be set up to print on-site with or without a signature.
- Checks/Vouchers are available to print as soon as payroll is processed!

- Once you receive notification that your payroll has been processed, log in to Pay-Net Online and click the Print Payroll Checks button on the Home Page.



- On the settings page, select the current check date from the available dropdown. Select which check types you want to include, designate the print range, then click Print.



## Helpful Tips & Reminders

- If you have Agency Checks (like garnishments), those will show as available for printing under “Misc Checks”, but if you are taking advantage of Pay-Net’s warehousing service, you do not need to do anything with these checks.
- The PDF of printable checks will pop up in a new tab or window, so make sure pop-up blockers are disabled.
- Be sure to adjust your printer settings as needed. Remove scaling, make sure the paper source is set for legal size paper, etc.
- Checks are available to reprint, as needed. You can always select a past check date from the dropdown.
- We can set up checks to print with or without signatures.
- If your employees have registered for the Employee Self-Service Kiosk (online or through our app) and elected to receive their paystubs electronically, those vouchers will automatically be removed from printing (even if other vouchers do print).

**As always, if you run into any issues, or have any questions or concerns, please reach out to our operations team at [operations@pay-net.net](mailto:operations@pay-net.net) or call us at 858-268-1000.**