

Digital Banking Guide

Check Reorder

CAPITAL

BANK 

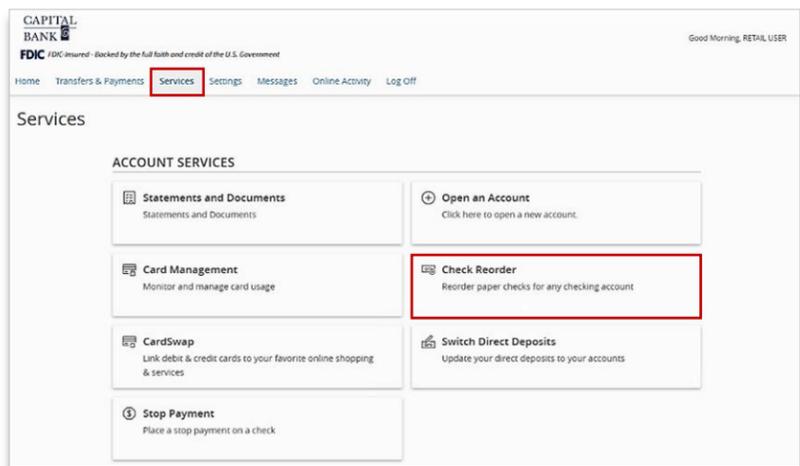
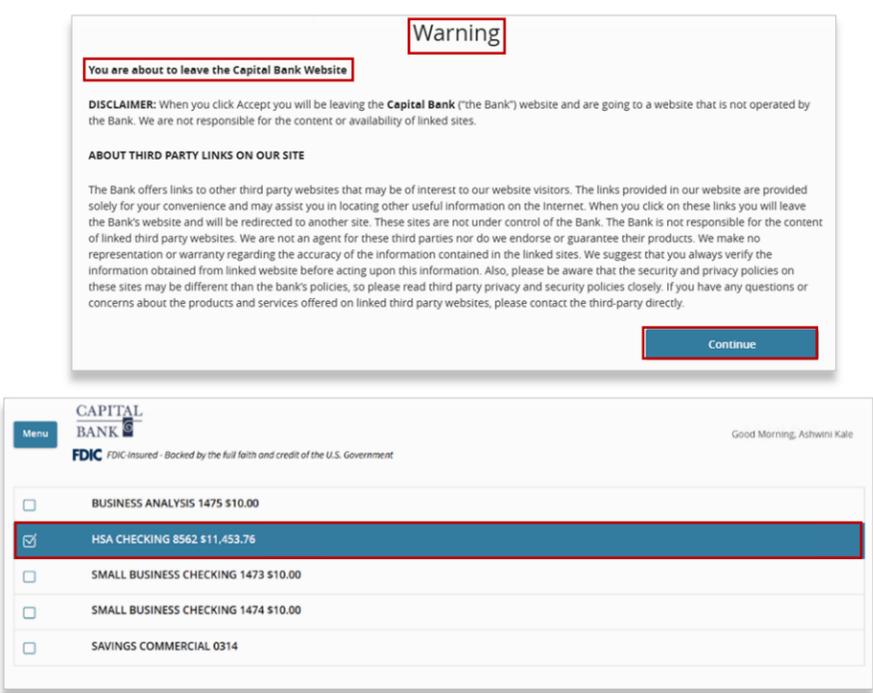
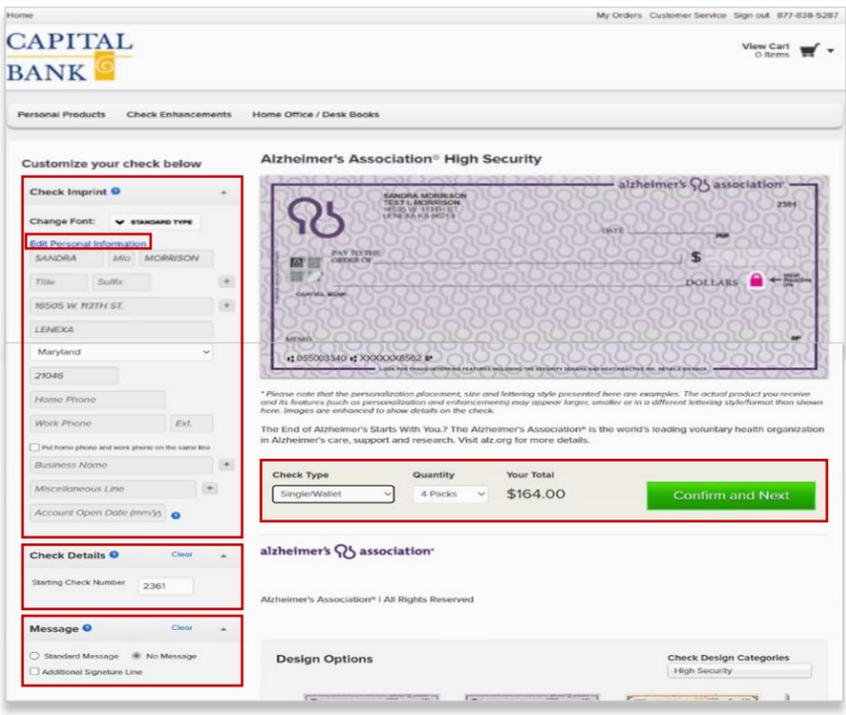
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User Guide- Check Reorder

Introduction to Check Reorder

The Check Reorder feature available in Digital Banking enables users to reorder check books without visiting the bank. Using the check reorder page, account holders can repeat their last check book request with ease and convenience.

	<p>Overview:</p> <p>This user guide will explain the process of reordering checks through your Digital Banking application. It walks you through the steps of customizing your check design, reviewing your order, and securely placing your reorder request.</p> <p>Navigation:</p> <ol style="list-style-type: none"> 1. Navigate to the 'Services' tab and click on the 'Check Reorder' tile located in the 'Account Services' section.
	<p>Section 1: Process of Reordering a Check</p> <p><i>Please Note: The printed check services are offered by a third-party vendor affiliated with Capital Bank. Please read the disclaimer given on the warning page for more details.</i></p> <ol style="list-style-type: none"> 1. System will display a 'Warning' popup after clicking on 'Check Reorder', as the page will navigate you to an external link. 2. Click on 'Continue' to successfully get navigated to the 'Check Reorder' page. 3. On the following page use the check box to select the account for which you want to place a reorder. <p><i>Please Note: Check re-order requests can be placed only for one account at a time.</i></p>
	<ol style="list-style-type: none"> 4. Application will navigate to the third-party vendor's page where a preview of your check design will be displayed. Before submitting the request, review the details to be printed on the check, such as your personal details, account number and the layout. 5. The 'Check Imprint' section on the left hand of the screen will display the options to edit the details to be printed on the check. Verify the displayed details such as name, address, and contact number. In case of any discrepancies click on 'Edit Personal Information' to make corrections. 6. In the 'Check Details' section enter a starting check number. 7. In the 'Message' section you may add a custom message. By default, 'No Message' is selected. 8. Under the check preview, choose the desired 'Check Type' and 'Quantity' of order from the dropdown menu. Review the total price displayed. 9. Once all the information is verified, click 'Confirm and Next' to proceed to the next step of your check reorder process.

Confirm Your Check Design



* Please note that the personalization placement, size and lettering style presented here are examples. The actual product you receive and its features (such as personalization and enhancements) may appear larger, smaller or in a different lettering style/format than shown here. Images are enhanced to show details on the check.

WAIT! Would you prefer one of these designs instead?

If one of these designs reflects you better, click on it. We'll automatically update your order to use the design you choose.

Order Details

[Edit](#)

Your Total \$ 180.00
(Price Includes Standard Delivery and Applicable Tax)

Selected Design
Alzheimer's Association® High Security
- Duplicate - 4 Packs - \$ 180.00

Font
Standard Lettering - Included

Messages
None Selected.

Additional Signature Lines
None Selected.

Discount \$ -0.00

[Confirm and Continue Shopping](#)

Section 2: Confirm Your Check Design

1. After customizing your check, you will be navigated to the 'Confirm Your Check Design' page.
2. Review the final design and preview of your check for accuracy.
3. Review the order details panel on the right as it displays total price, 'Selected design', 'Font', 'Messages' and additional features.
4. If the information is correct, click 'Confirm and Continue Shopping' to finalize the order.

Your Cart

Product	Quantity	Subtotal	Delivery/Processing	Total Price										
 Alzheimer's Association® High Security - Duplicate Edit Preview Remove Details Lettering - Standard Lettering	2 Packs	\$ 90.00	Four-Day Delivery (4 days) (+ \$ 37.72) more options	\$ 127.72										
Promotional Code <input type="text"/> Apply		<table border="1"> <tr> <td>Subtotal</td> <td>\$ 90.00</td> </tr> <tr> <td>Delivery/Processing</td> <td>Included</td> </tr> <tr> <td>Enhanced Delivery</td> <td>\$ 37.72</td> </tr> <tr> <td>Discount (s)</td> <td>\$ -0.00</td> </tr> <tr> <td>Total</td> <td>\$ 127.72</td> </tr> </table>			Subtotal	\$ 90.00	Delivery/Processing	Included	Enhanced Delivery	\$ 37.72	Discount (s)	\$ -0.00	Total	\$ 127.72
Subtotal	\$ 90.00													
Delivery/Processing	Included													
Enhanced Delivery	\$ 37.72													
Discount (s)	\$ -0.00													
Total	\$ 127.72													

NOTE: The final price and order may vary based on your financial institution adjustments. Some Restrictions Apply. For a complete description of all applicable charges, see [FAQ](#).

Section 4: Reviewing Your Cart

1. Ensure the correct quantity and delivery method is selected.
2. You can edit, preview or even remove the product and view the delivery details of the order.
3. You can Review the total cost, charges and discounts. If you have a 'Promotional Code' enter the same and click on 'Apply'.
4. Use the 'Shipping Information' section to review the shipping details. The check book will be delivered to the address given here.
5. Enter your phone number and email address to track your order and receive updates on the delivery status.
6. The check boxes for additional updates and reminders are optional, select them as applicable.
7. Click the 'Place Your Order' button to complete the transaction.

Shipping Information

Please note that changes made here will not update financial institution records. To ship to a non-U.S. address, please place order with your financial institution or call 866-838-5301.

ASHWINI KALE
6771 COLUMBIA GATEWAY DR COLUMBIA, MD 21046
US

Phone number *

Enter your contact phone number below. We'll only use this if there's an issue with your order that requires us to call you.

Email address *

Provide your email address to receive order and shipping confirmation emails (and delivery notifications, if applicable).

* Required field

- Send me reminders to reorder checks from Deluxe.
 - Send me updates on special offers and other products available from Deluxe.
- Unselect one or both boxes if you do not wish to receive marketing emails.

Payment Information

The total price of \$ 127.72 will be deducted from checking account XXXXXX8562.

I understand that by clicking 'Place Your Order', I am also agreeing to Deluxe's [Terms and Conditions](#).

[Place Your Order](#)