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» Checkbook request

What can I find on this page?

On this page, you can select one or several checkbooks, query the status of previous requests, modify a previous request, or cancel checkbook requests.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Checkbook request

- To request one or several checkbooks, follow the following instructions:
 - Select the *Account* in the selection list.
 - Select the option Request one or several Checkbooks.
 - Enter the amount of checkbooks you want to request.
 - By clicking "Continue", the *Confirmation* screen will be displayed.
- To query the status of previous applications:
 - Choose the *Account* in the selection list.
 - Select the Status Query of previous requests.
 - Click "Continue".
- To modify a previous request:
 - Select the Account in the selection list.
 - Select the option *Modify previous request*.
 - Enter the amount of checkbooks you wish to request.
 - By clicking "Continue", the *Confirmation* screen will be displayed.
- To cancel a previous request:
 - Select the Account in the selection list.
 - Select the option *Cancel previous request*.
 - By clicking "Continue", the *Confirmation* screen will be displayed.

2. Modification of status by checks query

- To query or modify the status of a check, follow these instructions:
 - Select the option *By check*.
 - Enter the check number.
 - By clicking "Continue".
- To query or modify the status of a range of check, follow these instructions:
 - Select the option *By check range*.
 - Enter the starting check number.
 - Enter the number of final check.

- By clicking "Continue".
- To query or modify the status of all checks follow the following instructions:
 - Select the option *By check range*.
 - Enter the starting check number.
 - Enter the number of final check.
 - By clicking "Continue".

3. Protected Checkbook registration

- To register an account to the protected checkbook bill, follow these instructions:
 - Choose from the selection list the account you wish to register to the protected checkbook bill.
 - By clicking "Continue".

» Confirmation screen - request/modify checkbook

What can I find on this page?

On this page, you can confirm the checkbook(s) request(s).

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Request information

- Account: Displays the account number.
- Amount of requested checkbooks.

By clicking "Back", the previous capture screen will be displayed.

By clicking "Accept", the application of your operation screen will be displayed.

» Application screen - Request/modify checkbook

What can I find on this page?

On this page, you can see the application and authorization number of the checkbook request.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Request data

- Account number
- Amount of requested checkbooks
- Initial folio number
- Final folio number

» Results screen -Query of previous requests status

What can I find on this page?

On this page, you can see the results of the status query of previous checkbook requests.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Status request query

- Account details
 - Account
 - Branch number
 - Available checkbooks at branch
- Previous requests
 - Checkbook type
 - Request date
 - Delivery date
 - Initial folio
 - Final folio
 - Status

By clicking “Back”, the previous capture screen will be displayed.

» Confirmation screen - Cancel checkbook

What can I find on this page?

On this page, you can confirm the cancellation of checkbook requests.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Cancellation data

- Account: Displays the account number.

By clicking “Back”, the previous capture screen will be displayed.

By clicking “Accept”, the application of your operation screen will be displayed.

» Application screen - Cancel checkbook

What can I find on this page?

On this page, you can see the application and the authorization number of the cancellation of requested checkbooks.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Cancellation data

- Account number
- Amount of requested checkbooks
- Initial folio number
- Final folio number
- Check numbers by checkbook

» Data Entry screen 2 (Results - modification)

What can I find on this page?

On this page, you can query and/or modify the status of the checks.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Check status inquiries

- Account details
 - Account number
 - Requested check
- Check details
 - To change the status of the check , follow these instructions:

1. Select the check's folios of those you wish to modify.

2. From the selection list that appears on the bottom of the table, choose one of the status options :

- Activate (released)
- Deactivate (not released)
- Prevention of theft or loss
- Activate (release with amount): Choosing this option will show a text box where you must enter the amount to be released.

3. By clicking "Accept".

By clicking "Back", the previous capture screen will be displayed.

By clicking "Accept", a *Confirmation* of your operation screen will be displayed.

» Data Entry screen 2 (Results - confirmation)

What can I find on this page?

On this page, you can see the confirmation of the check status change.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Modification data

- Account number
- Check number
- Check status

By clicking "Back", the previous capture screen will be displayed.

By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

» Data Entry screen 2 (results - application)

What can I find on this page?

On this page, you can see the application and authorization number for each check number of status change.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Modification data

- Account number
- Authorization number
- Authorization number 2
- Check number
- Check status

» Clauses screen

What can I find on this page?

On this page, you can see the description of the Protected Checkbook Service contract.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Individual Management

- In this section, the clauses of the Protected Checkbook Service are shown.

By clicking "Back", the previous capture screen will be displayed.

By clicking "Accept", a *Confirmation of your operation* screen will be displayed.

» Confirmation screen (Protected checkbook)

What can I find on this page?

On this page, you can see the confirmation of the Protected Checkbook Service

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Individual Management

- This section contains the following information:
 - Account: Indicates the account number

By clicking "Back", the previous capture screen will be displayed.

By clicking "Accept", the application of your operation screen will be displayed.

» Application Screen (Protected checkbook)

What can I find on this page?

On this page, you can see the application and the authorization number of the Protected checkbook service.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Manage Individual

- This section presents the following information:
 - Account: Account number