

# EPS Check Printing Guide

- Step 1.** You will need to have installed Adobe Acrobat Reader on your computer prior to printing checks. If you do not have this, please download a free copy from Adobe prior to proceeding.
- Step 2.** Login to your account at [www.EPSTax.net](http://www.EPSTax.net).
- Step 3.** If you have checks available to print, you will see them under your Tax header. Click this to print checks.

The screenshot shows the EPSTax.net interface. On the left is a navigation sidebar with links for Home, Document Upload, Account, Contact, and Sign Out. The main content area is titled 'Tax' and features a 'Checks to Print: 3' button highlighted with a red box. Below this are buttons for 'Search Applications', 'Reports', and 'Forms'. A summary section shows 'Today' with 'Apps: 9' (0 Funded YTD), 'Funding' (Direct Deposits: 0, Checks: 0, Cards: 0, Direct 2 Cash: 0, YTD Funding: 0%), and 'Prep Fees' (\$0.00 YTD: \$0.00). At the bottom, there are two sections: 'e-Pay' with a 'More Info' button and 'Payroll' with an 'Enroll' button.

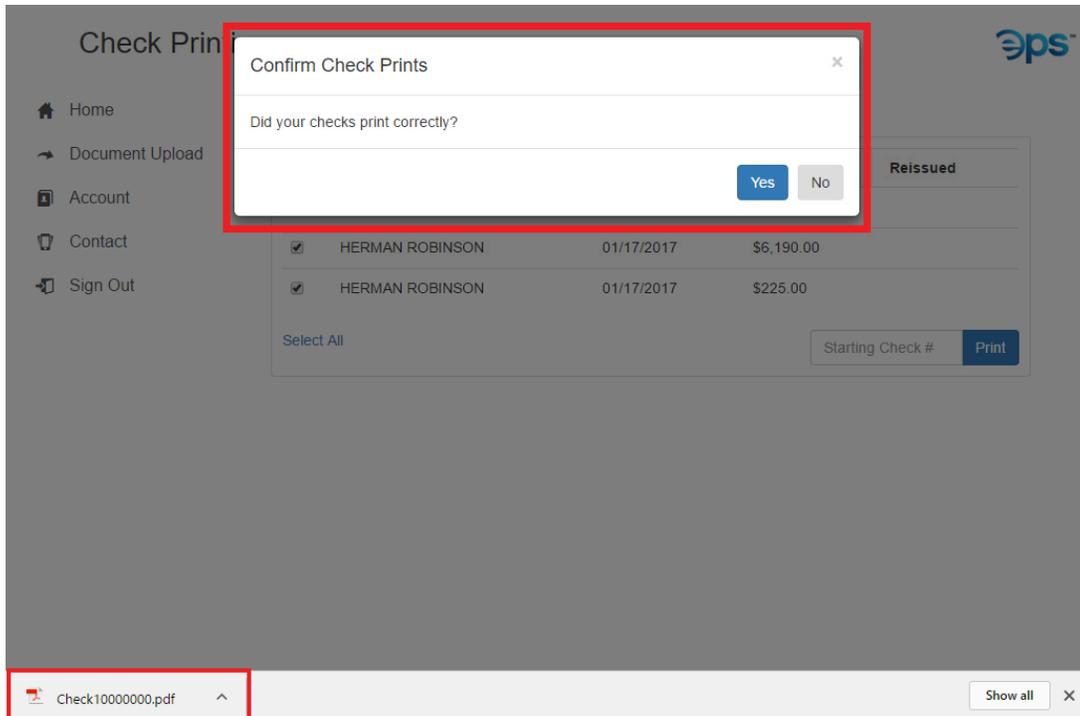
- Step 4.** You will get a list of your available checks to print. Select the checks you would like to print individually by clicking the checkboxes, or click “select all” to select all available checks.
- Step 5.** Enter the starting check number and click “Print.”

The screenshot shows the 'Check Printing' page. It has a sidebar with navigation options. The main content area has a 'Print' button and a 'Search' input field. Below is a table with the following data:

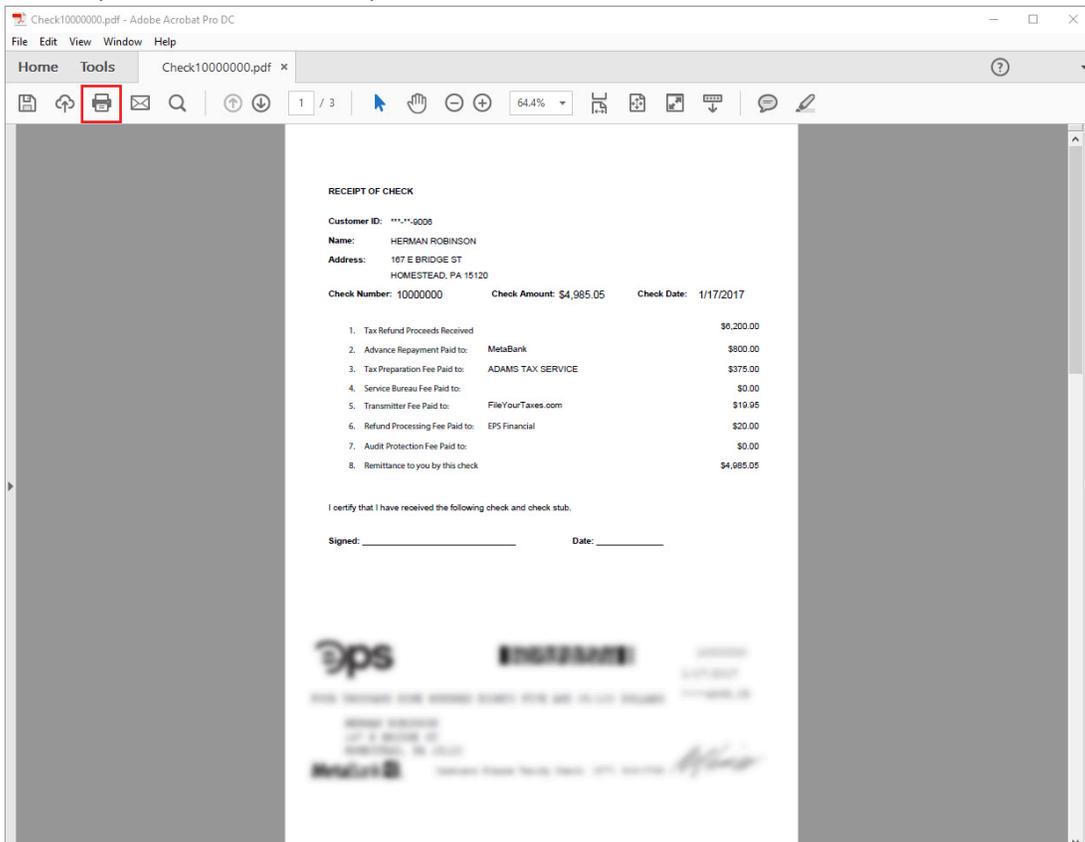
Payee	Date	Amount	Reissued
<input checked="" type="checkbox"/> HERMAN ROBINSON	01/17/2017	\$4,985.05	
<input checked="" type="checkbox"/> HERMAN ROBINSON	01/17/2017	\$6,190.00	
<input checked="" type="checkbox"/> HERMAN ROBINSON	01/17/2017	\$225.00	

At the bottom, there is a 'Select All' button highlighted with a red box, a search input field containing '1000003' highlighted with a red box, and a 'Print' button highlighted with a red box.

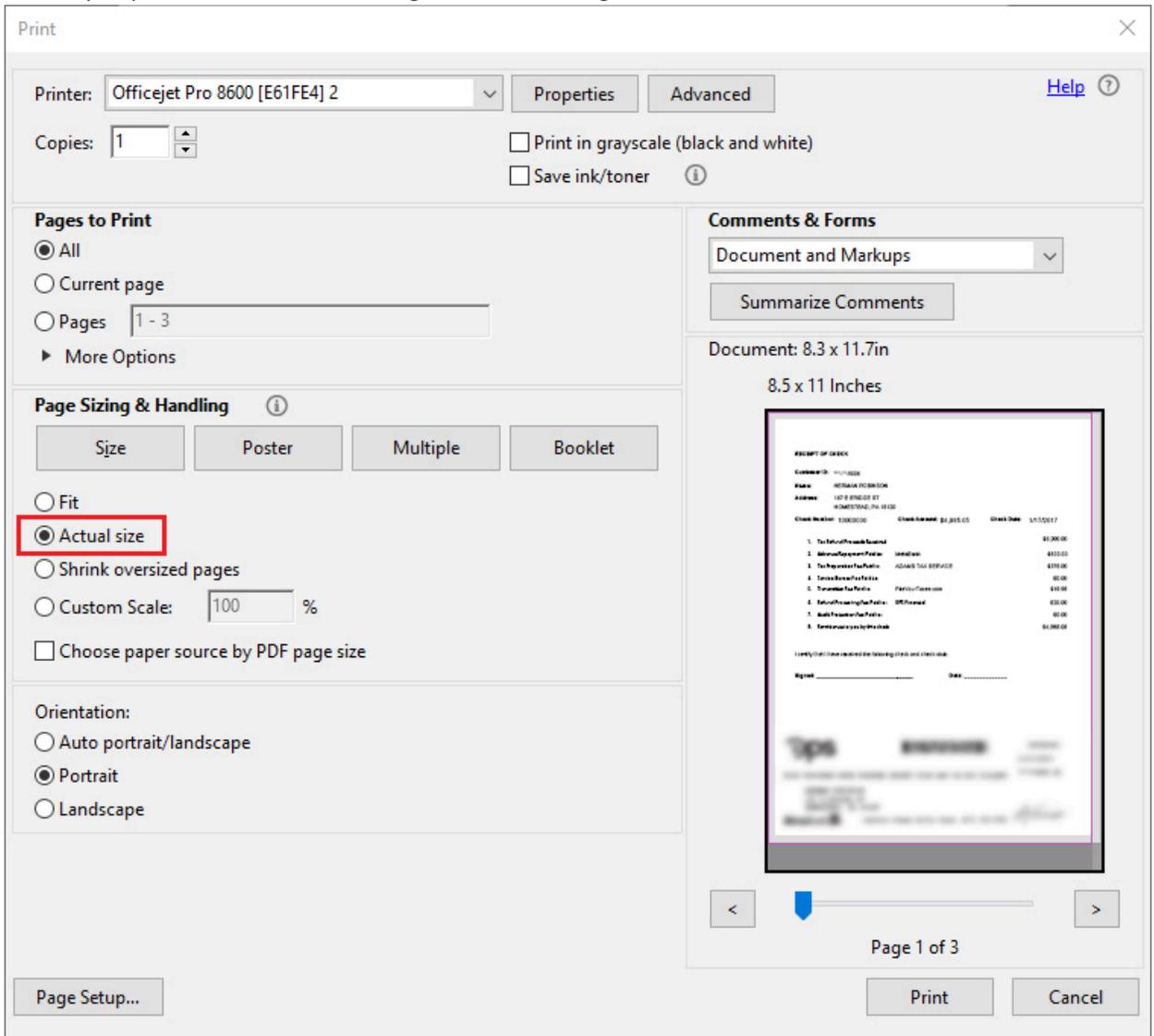
**Step 6.** A box will pop up that says “Confirm Check Prints.” Simultaneously, your check print PDF file will begin to download. Please open up this PDF from the bottom of your screen or directly from the Downloads folders.



**Step 7.** When the PDF opens, you will see a preview of your check(s). Make sure that the printer is loaded correctly and select the Print option from within Acrobat.



**Step 8.** Before you print, confirm that the Page Size & Handling is set to “Actual size.” Click “Print.”



**Step 9.** At this point, return to your web browser and confirm check prints.



- If you need to reprint: select “No,” enter the new starting check number, and click “Print.” Then repeat steps 6-9.
- If your check(s) printed correctly: select “Yes”

# Check Reprinting:

**Step 1.** If you need to reprint a check that you marked as printed, select the tab “Search” next to print. Enter the desired search criteria, click the blue “Search” button, and then click “Details” next to the check you need to reprint.

The screenshot shows the 'Check Printing' interface with the 'Search' tab selected. The search filters include 'Any Status', 'Check Number', 'Herman Robinson', 'Auth #', 'Taxpayer SSN', and 'Account Number'. A blue 'Search' button is visible. Below the filters is a table of checks with columns for Auth #, Effective Date, Payee, SSN, EFIN, Last Printed, and Check Number. The first row is highlighted, and a 'Details' link is visible next to it.

Auth #	Effective Date	Payee	SSN	EFIN	Last Printed	Check Number	
100019097	01/17/2017	HERMAN ROBINSON	800009006	119101	01/17/2017	10000003	<a href="#">Details</a>
100019123	01/17/2017	HERMAN ROBINSON	800009006	119101	01/17/2017	10000004	<a href="#">Details</a>
100019128	01/17/2017	HERMAN ROBINSON	800009006	119101	01/17/2017	10000005	<a href="#">Details</a>
100018740	01/06/2017	HERMAN ROBINSON	800009006	119101	01/12/2017	10000003	<a href="#">Details</a>

**Step 2.** On the Details screen, enter the new check number, click “Reprint.”

The screenshot shows the 'Check Details' dialog box. The dialog contains the following information: EFIN: 119101, Deposit Amount: \$6,200.00, Payee: HERMAN ROBINSON, EPS Fee: \$20.00, Authorization Number: 100019097, Tax Preparation Fee: \$375.00, Check Number: 10000003, Transmitter Fee: \$19.95, Effective Date: 01/17/2017, Service Bureau Fee: \$0.00, Clear Date: , Check Amount: \$4,985.05, Last Printed Date: 01/17/2017. Below the dialog is a text input field containing '10000006' and a blue 'Reprint' button.

Auth #	Effective Date	Payee	SSN	EFIN	Last Printed	Check Number	
100019097	01/17/2017	HERMAN ROBINSON	800009006	119101	01/17/2017	10000003	<a href="#">Details</a>
100019123	01/17/2017	HERMAN ROBINSON	800009006	119101	01/17/2017	10000004	<a href="#">Details</a>
100019128	01/17/2017	HERMAN ROBINSON	800009006	119101	01/17/2017	10000005	<a href="#">Details</a>
100018740	01/06/2017	HERMAN ROBINSON	800009006	119101	01/12/2017	10000003	<a href="#">Details</a>