

Technical Document

Clover[®] Check Acceptance

Installation and Use for
In-Person Product



Installation

- Merchant opens Clover App Market
- Click on the Clover Check Acceptance App
 - Click on the Install button
 - Click on the Open button
 - Enter your Owner password
- Review the EULA (Terms and Conditions)
 - Click on the acceptance box
 - Enter First and Last Name
 - Click Accept
- A Welcome email will be sent

Using the check acceptance payment function in Clover

- Customer presents check as a form of payment
 - Confirm amount on check
- Press the TeleCheck Check tender button
 - The Return Check Fee notification appears
- Customer must sign and press **Agree**
- Check Image Capture Screen appears
 - Hold check in front of camera
 - Align with image guide marks
 - Tap the button to take the picture

- Accept the image or retake the image
 - Retake the image if it is blurry, in poor lighting or if any information is obstructed.
 - You can see all four corners of the check in a good image
- The response message is displayed

Response types and actions

- **Approved** – Transaction is approved, write VOID on the check and return the check to the customer
- **Not Approved** – The transaction is declined, return the check to the customer and request another form of payment
- **Error** – Retry the transaction
- **Approved-1234** – The transaction is approved, write approval code on the check, keep the check for bank deposit

Driver's license validation

- Enter the state of issuance
- Enter the driver's license number (include letters as necessary)
- Press Valid button to complete the entry



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