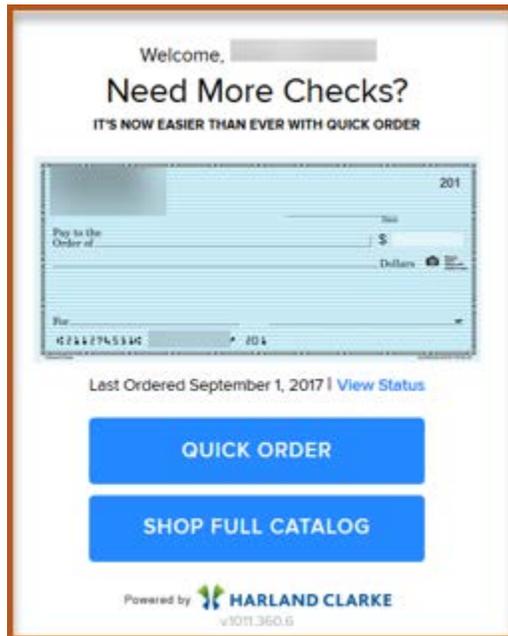


## Check Reorder

Reorder your checks with a few simple clicks through your MSB Online profile!

### Reordering Checks

1. On the left-hand side of the screen, select the Services menu option
2. Select Check Reorder on the drop-down menu.
3. Select the account for which you need to reorder checks: a new tab will automatically launch to the Harland Clarke website.
4. Review your account information and make sure it is correct.



5. If you are ordering checks for the first time.
  - ▶ Enter the starting check number in the Check Number field, then select Save.
  - ▶ Enter the number of boxes to order in the Number of Boxes field, then select Save.
  - ▶ Select Send Request to complete the order.
6. If you are placing a reorder, select either Quick Order or Shop Full Catalog.
  - ▶ If you would like to change your check style, Click Shop Full Catalog.
  - ▶ If you would like to reorder the image you see, click Quick Order.