ADP Tax & Financial Services

ADPCHECK PHOTOCOPY REQUEST
(For Employers)

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INTRODUCTION

ADPCheck Photocopy Request

NOTE: Photocopy requests can only be processed if the check has been paid.

ADP's TotalPay iNET makes it easy for you to manage your ADPChecks and Full Service Direct Deposits (FSDD). From your computer you can:

1. Order copies of ADPChecks that have already been paid

2. Request a stop payment on a single ADPCheck or a range of ADPChecks

3. Request a reversal or deletion of an FSDD item

4. Review the status of these requests

5. Request the Uncashed Items or Refunded Items Report

How much easier can it be? From the "Welcome to TotalPay iNET" screen, you can request a copy of a paid ADPCheck or you can view your ADPCheck copy requests.

On the following pages are the steps to request a copy of a paid ADPCheck.

NOTE: To access the TotalPay iNET Web site, you must be registered with our Internet security system Netsecure so that it recognizes you as a valid user. Netsecure controls access to ADP's Internet products. It provides user authentication, single sign-on, and centralized user management. This means that secure user access to all ADP Internet products can be set up and managed within one application. Users only have to register once, and all ADP Internet products share the same registration and login ID. For detailed instructions on this process, see the TotalPay iNET Web Site User Guide (for Employers).

If you are unable to access the TotalPay iNET Web site, you can submit an ADPCheck copy request directly to your Client Service Representative. Be sure to let your Representative know that you are unable to access the Web site.
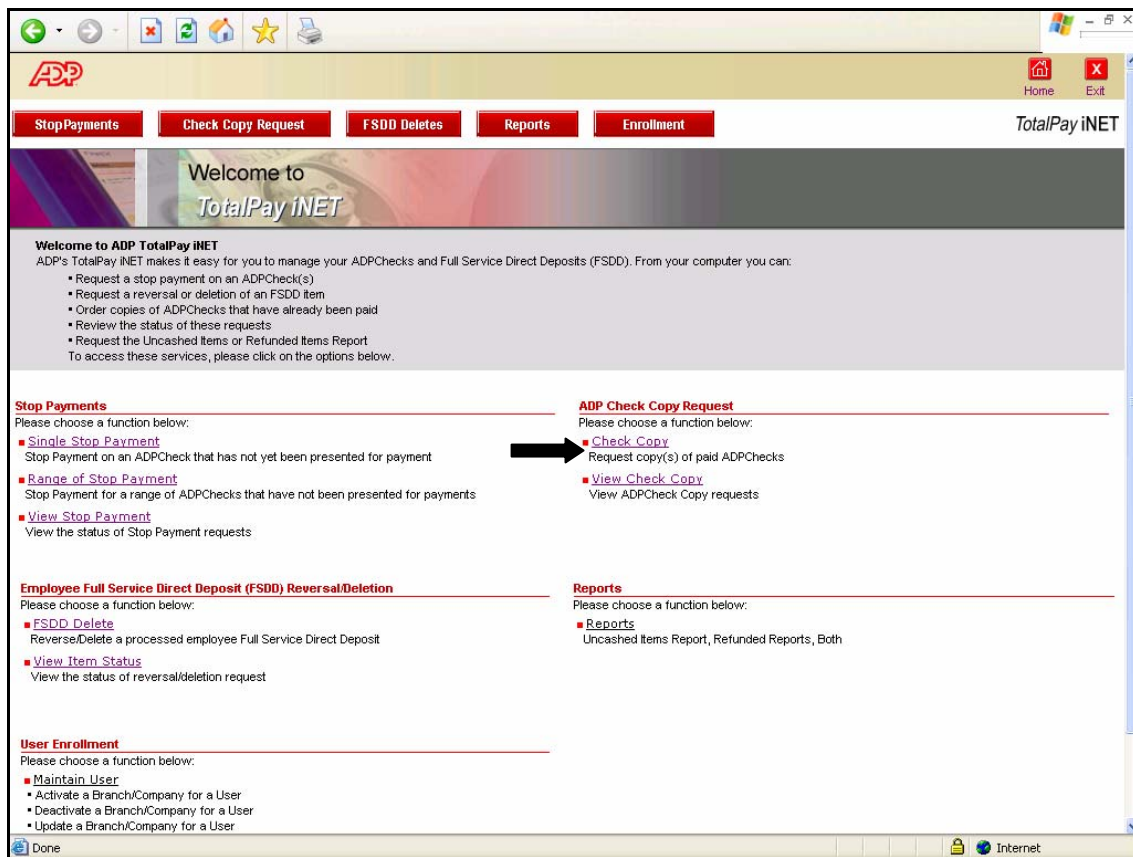
Request an ADPCheck Photocopy

1. Launch your browser and access the "Welcome to TotalPay iNET" screen at
   https://tpinet.adp.com/tpinet/logon.do

On the "Welcome to TotalPay iNET" screen you have the option to request a stop payment, request a copy of a paid ADPCheck, request a reverse/delete for a Full Service Direct Deposit (FSDD), or view reports.

You have two options when requesting a copy of an ADPCheck:

- Check Copy – Submit a request for a copy of an ADPCheck
- View Check Copy – View the status of your ADPCheck copy request

Welcome to TotalPay iNET

2. Click Check Copy. The "Check Copy Request Details" screen will appear.

Check Copy

3. Complete the following fields:

Field Name	Description
Branch Code	Select your branch code.
Company Code	Select your desired company code.
ADPCheck Information: Check Number	Enter the check number.
Pay Date	Enter the pay date (mm/dd/yyyy) or click the Calendar icon to select a date.
Check Amount	Enter the check amount.
Payee Last Name	Enter the payee's last name.
Payee First Name	Enter the payee's first name.
Delivery Method	Select the delivery method (mail or e-mail) for the check copy.
Requestor Information: Contact Last Name	Enter the contact's last name.
Contact First Name	Enter the contact's first name.

4. Click the Submit button [Submit]. The Check Copy panel will appear.

Check Copy

5. Verify that the information is correct, and click the OK button [OK]. The "Check Copy Request" screen will appear.

Check Copy Request
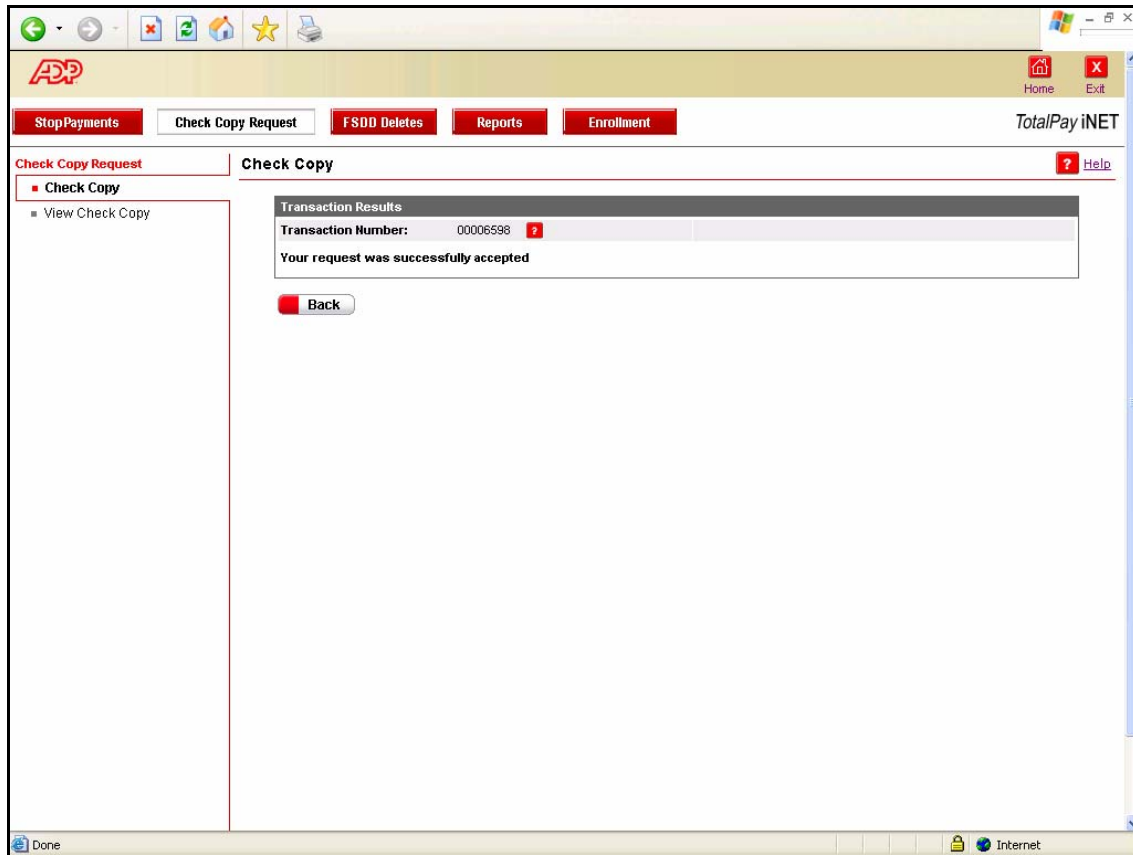
6. In the Transactions Results area, each transaction is given a unique number. Also, if the transaction was successful, you will see the message "Your request has been successfully accepted." The photocopy will be mailed or e-mailed to the address on file in the ADP Netsecure system. Please note the transaction number that can be used to locate the request. The standard ADPCheck photocopy fee will apply.

7. To submit another Check Copy request, click the Back button **Back**.

NOTE: If the copy request did not find a match in the system, you will be returned to the original request screen and an error message will display. Review the information on the screen. If any of the information is inaccurate, enter the correct information and click the Submit button **Submit**.

To clear the screen and enter new information in each field, click the Reset button **Reset**.

View Check Request Status

1. Launch your browser and access the "Welcome to TotalPay iNET" screen at
   https://tpinet.adp.com/tpinet/logon.do

Welcome to TotalPay iNET
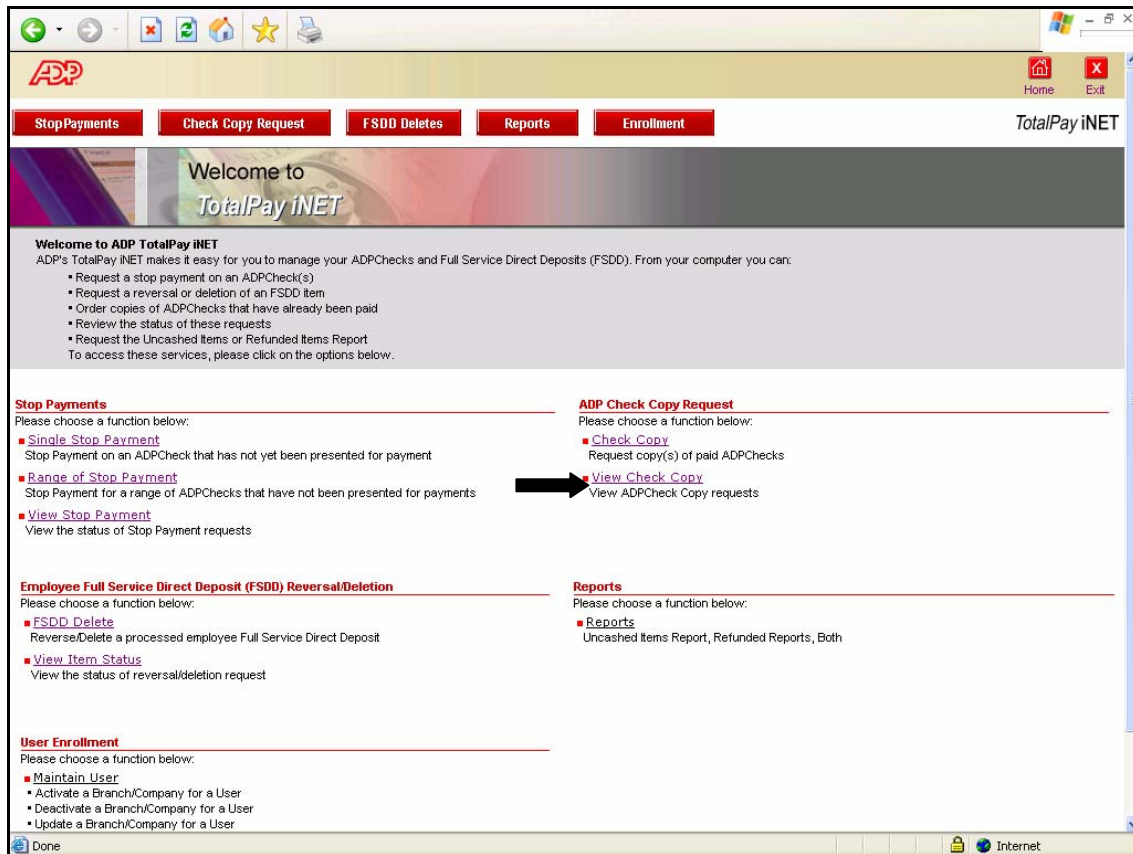
2. Click View Check Copy to view the status of a check copy request. The "View Check Copy" screen will appear.

View Check Copy

3. Complete the following fields:

Field Name	Description
Branch Code	Select the branch code.
Company Code	Select the desired company code.
Seach Criteria	Select a tab for your search: Single Date, Range of Date, or Transaction Number. Enter the required data.
	NOTE: For Range of Date, there is a maximum of five days.

4. Click the Submit button [Submit]. The "View Check Copy" screen will reappear and display the Check Copy Requests Report.

A list of all the check copy requests matching the specified selection criteria appears on the screen.

View Check Copy

5. Review the request status:

If Status is	Then
Open	The request is open for ADP processing.
Pending	The request is pending for bank processing.
Closed	The request has been completed and sent via the delivery method specified.

6. To view details regarding the check requested, click the Details button [Details] . The "Check Copy Detail" screen displaying the check details will appear.

View Check Copy

7. The details of the check appear. The actual photocopy of the paid check will be delivered per the specified delivery method (mail or e-mail).