

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

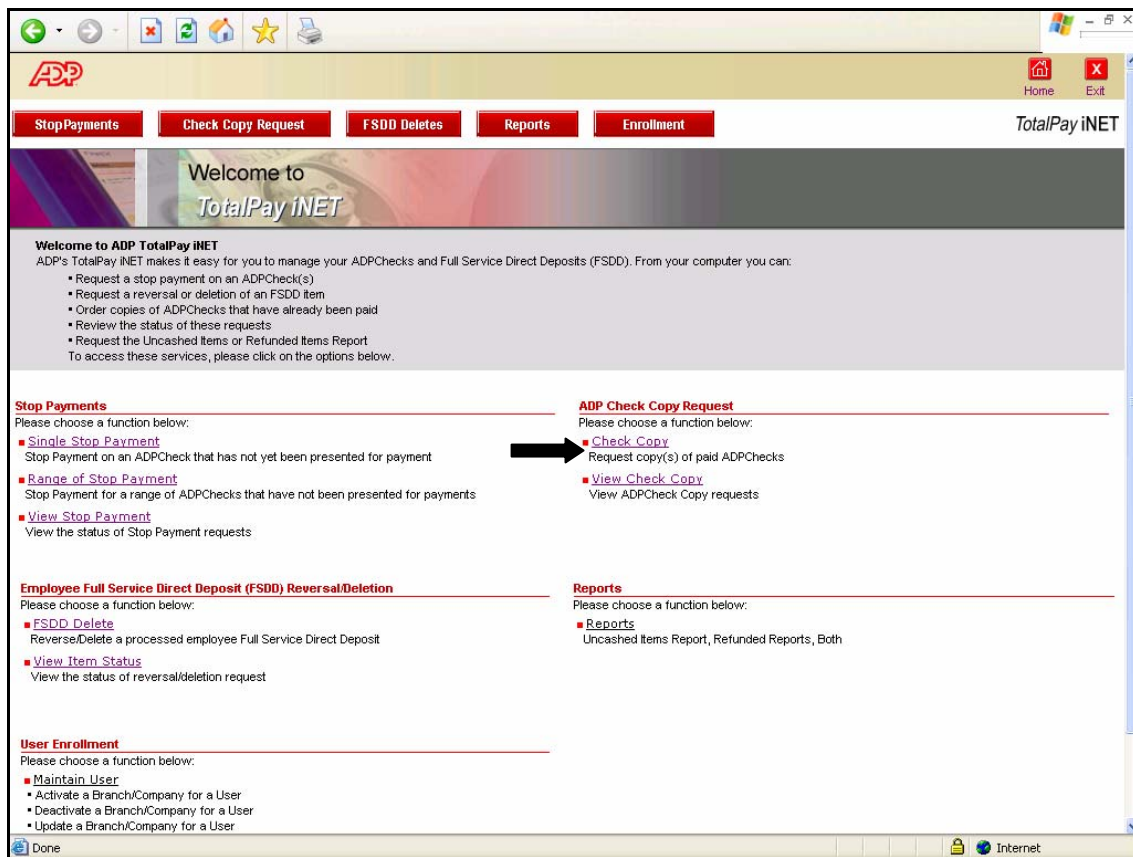
1. Launch your browser and access the “Welcome to TotalPay iNET” screen at <https://tpinet.adp.com/tpinet/logon.do>

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

ADP Home Exit

Stop Payments Check Copy Request FSD Deletes Reports Enrollment TotalPay iNET

Check Copy Request **Check Copy** ? Help

■ **Check Copy**
■ View Check Copy

■ **Check Copy Request Details**
Welcome MPatterson1@TSTEMD Branch Code: 04 Company Code: AA3

Check Copy Request will allow you to obtain a copy of a processed ADPCheck. To order please complete the information below.

Please note: Check copy order deadline is 11:00 a.m. PT. Check copy requests received after this deadline will be held over for next day order. Turnaround is dependent on the age of the check. The older the check the longer it will take the bank to obtain a copy.

Indicate Required Fields.


■ **ADP Check Information**

Check Number: 10000266
Pay Date: 08 / 10 / 2005 (MM/ DD/ YYYY)
Check Amount: 100.00
Payee Last Name: Barstrong Payee First Name: Paul H
Delivery Method: E-mail

■ **Requestor Information**
Contact Last Name: Patterson Contact First Name: Mel

Submit Reset

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 . The Check Copy panel will appear.

Check Copy

Welcome to ADP TotalPay iNET -- Web Page Dialog


Check Copy

You are requesting a copy of the following ADPCheck:

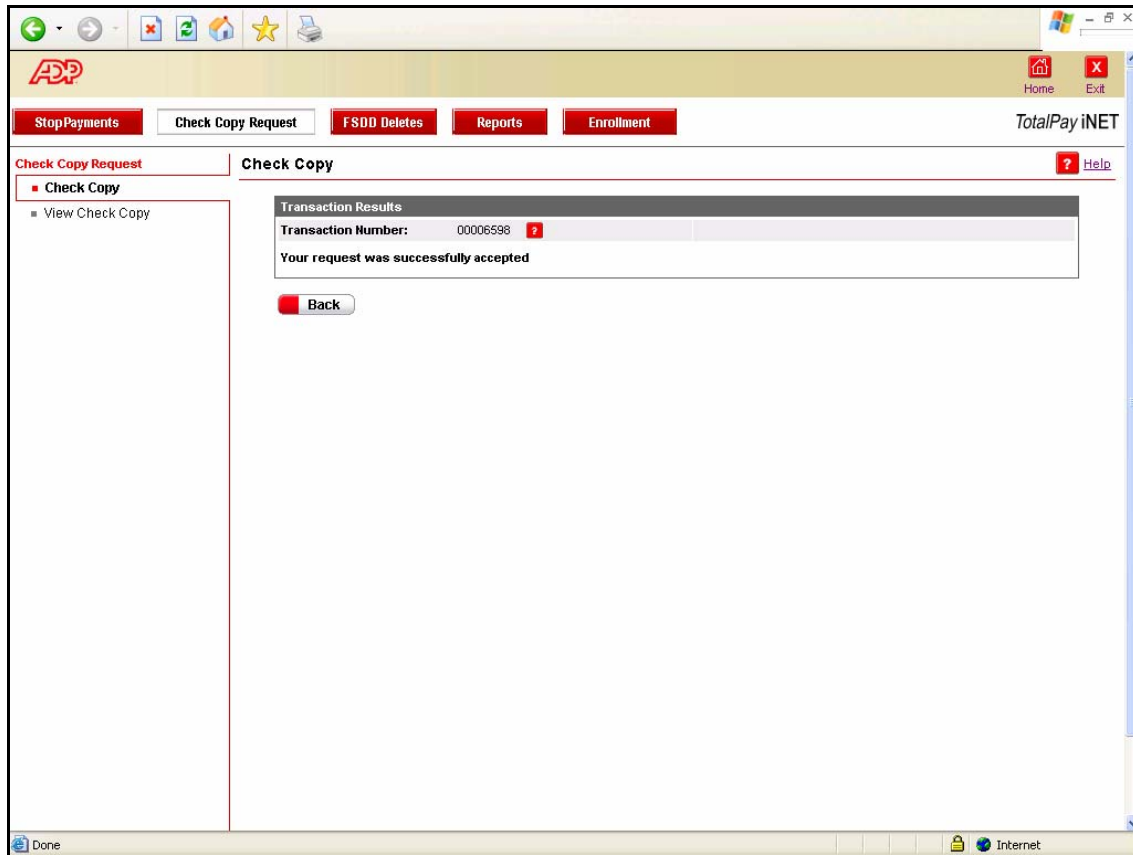
Check Copy Request Information:	
Check Number:	10000266
Pay Date:	08/10/2005
Check Amount:	\$ 100.00
Payee Last Name:	Barstrong
Payee First Name:	Paul H
Delivery Method:	E-mail
Contact Last Name:	Patterson
Contact First Name:	Mei
E-mail:	mei_ray_patterson@adp.com

Are you sure you want to proceed with the check copy request?

https://tpidev.adp.com/public/tpinet/htmls/checkcopy_popup.htm Internet


5. Verify that the information is correct, and click the OK button . 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 .

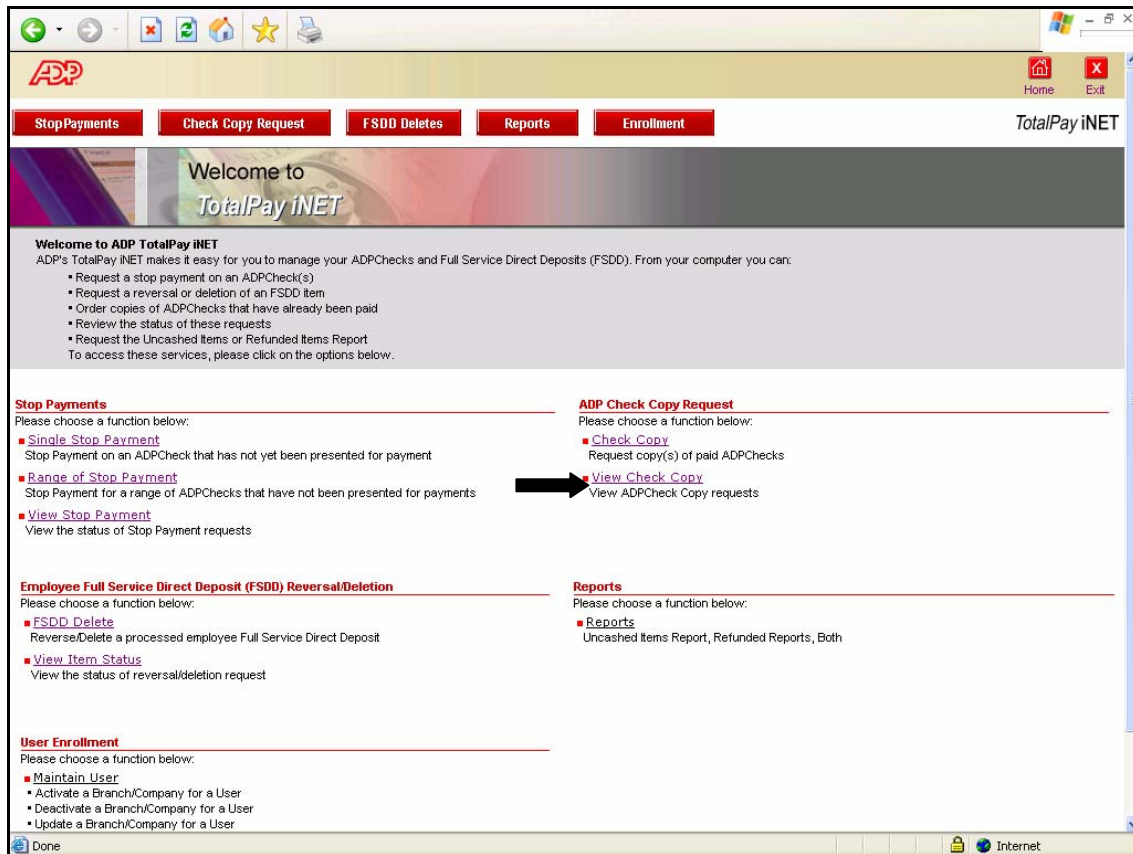
NOTE: If the copy request did not find a match in the system, you will be returned to the original request screen and an error message will display. Review the information on the screen. If any of the information is inaccurate, enter the correct information and click the Submit button .

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

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

ADP Home Exit

Stop Payments Check Copy Request FSDD Deletes Reports Enrollment TotalPay iNET

Check Copy Request

- Check Copy
- View Check Copy**

View Check Copy Help

Check Copy Request Details

Welcome MPatterson1@TSTEMD Branch Code: 04 Company Code: AA3

View Check Copy Request will allow you to see the status of the check copies you previously requested.

Status Open – Request is open for ADP processing.
 Status Pending – Request is pending for bank processing.
 Status Closed – Request has been completed and sent via delivery method specified.

Indicate Required Fields.

Single Date Range of Date Transaction Number

View Check Copy Requests Status

Transaction Number: 6598


Submit Reset

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Done Internet

3. Complete the following fields:

Field Name	Description
Branch Code	Select the branch code.
Company Code	Select the desired company code.
Search 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 . 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

ADP Home Exit

Stop Payments **Check Copy Request** **FSD Deletes** **Reports** **Enrollment** TotalPay iNET

Check Copy Request ? Help

- Check Copy
 - View Check Copy**

View Check Copy

Check Copy Request Details

Welcome MPatterson1@TSTEMD Branch Code: 04 Company Code: AA3

Status Open – Request is open for ADP processing.
 Status Pending – Request is pending for bank processing.
 Status Closed – Request has been completed and sent via delivery method specified.

Check Copy Requests Report

Detail	Transaction Number	Request Date	Pay Date	Check Number	Amount	Employee Name	Status
Details	00006598	08/29/2005	08/10/2005	0000010000266	100.00	BARSTRONG, PAUL H	Open

Back

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Done Internet

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

Check Copy Details -- Web Page Dialog

ADP

Check Copy Detail

- Transaction Details**

Transaction Number:	00006598	Date Requested:	08/29/2005
Business Partner:	04AA3-A	Time Requested:	07:50:55
- Check Details**

Check Number:	0000010000266	Status:	Open
Check Amount:	100.00	Pay Date:	08/10/2005
- Contact Details**

Payee Name:	BARSTRONG,PAUL H		
Delivery Medium:	E-mail		
Contact Name:	Patterson,Mei		
Contact Phone:	757-806-1165		
Street:	12740 EARHART AVE		
City:	AUBURN	Zip Code:	95602
Country:	US	State:	CA
E-mail:	mei_ray_patterson@adp.com		

Close

https://tpidev.adp.com/tpinet/checkCopyDetails.do?transId=00006598 Internet

- 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).