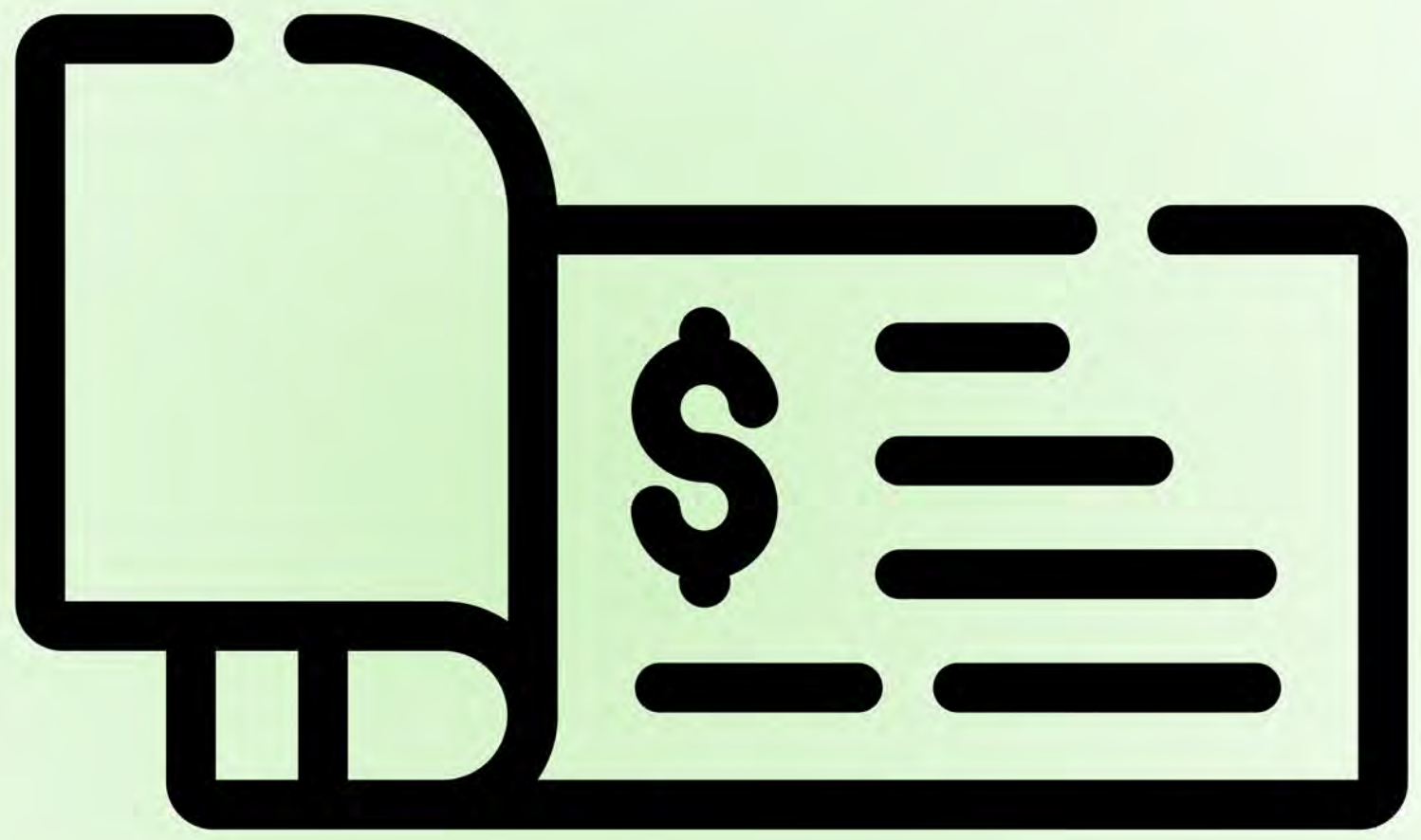


**how to:**

**print cleared  
check**



# Purpose: Print Cleared Checks on a Desktop



# Step 1: Log into your Online Banking (Desktop)

## "Click" on your Checking Account

The screenshot shows a banking dashboard with a blue header labeled "Dashboard". On the left, a "Weekly Spending" card shows \$66.56 with a 5% increase. The main "My Accounts" section contains a table with two rows: "Savings" and "Checking". The "Checking" row is circled in red. To the right, there is a "Welcome" banner and a "Recent" button.

Account Name	Account Number	Available / Due	Balance
Savings		\$1,746.91	\$1,751.91 ...
Checking		\$1,128.93	\$1,128.93 ...

## Step 2: Find the Check Number and "Click" on the Green Check Icon.

 Consumer check Withdrawal Draft # 1207	Mar 1, 2023	-\$324.12	\$1,501.31
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## Step 3:

The image will look small; zoom out to get the full image (Press Ctrl and -).

Consumer check Withdrawal Draft # 1207

Check Number: 1207

Front of the Check

Kaili Ishikawa 59-7965/3213 1207  
1955 South St.  
Honolulu, HI 96826

DATE 2-25-23

PAY TO Bank of Hawaii \$ 324.12  
THE ORDER OF  
Three hundred twenty-four DOLLARS

UNIVERSITY OF HAWAII  
FEDERAL CREDIT UNION  
UHFCU.COM

MEMO

3213796561 1207

Back of the Check

ENDORSE

CHECK HERE  
DATE  
DO NOT WRITE  
RESERVED

CREDIT  
BANK  
HONOL  
>1213

Close

## Step 4:

Once you zoom out, the full check image will be visible.

\*No print option on Online Banking

Consumer check Withdrawal Draft # 1207

Check Number: 1207

Front of the Check

Kaili Ishikawa  
1955 South St.  
Honolulu, HI 96826

30-996/3213 1207

DATE 2-25-23

PAY TO Bank of Hawaii \$ 324.12

THREE HUNDRED TWENTY-FOUR 100/100 DOLLARS

UNIVERSITY OF HAWAII  
FEDERAL CREDIT UNION  
UHFCU.COM  
PO Box 22070 • Honolulu, HI 96823-2070

MEMO

⑆321379656⑆ 1207

Back of the Check

ENDORSE HERE

CHECK HERE AFTER MAKE OR RECEIVE DEPOSIT

DO NOT WRITE, SIGN OR SIGN BELOW THIS LINE  
RESERVED FOR ENDORSEMENT USE

DATE

THE UNIVERSITY OF HAWAII FEDERAL CREDIT UNION  
MEMBER OF THE NATIONAL AUTOMATIC CLEARING HOUSE

Close

# Step 5:

## Take a screenshot

**PC:** Use the **Snipping Tool**

Press Windows logo key + Shift + S

Select area to take a screenshot.

Save image or paste into a Word doc.

**Mac:**

Press Shift + Command + 3

Screenshots will save to your Desktop



## **Step 6:**

Open your check image and Print.





**Pau!**

