Format Checks

To set up your account to print checks:

1. From the menu to the left, click **Administration**.

2. Select **Manage Check Format**. The Manage Check Format page opens.

3. Click the **Location of Check VS Check Stub(s)** drop-down menu and choose from the following:
    - Top Third
    - Middle Third
    - Bottom Third

4. In the **Not a Check** and **Check Format** sections, drag and drop each field to match the format of the checks you already have.

5. When finished, click **Save**.

6. Click **Print Test Check**. We recommend you print the first few tests to plain white paper and compare them to an actual check.

To have a signature print on checks automatically:

1. Place a blank white piece of paper on top of an actual check and sign the paper in the exact same place as you would on the check. Use a dark, felt-tip pen, and ensure your signature size is the same as it would be on an actual check.

2. Scan the image and email it to **support@kidkare.com**.