How to use ChequeHarbor

Write, print and track your own checks, from sign-up to a full pay run.



A sample check made with ChequeHarbor, for a demo company and a fictional bank.

Free specimens for everyone

Six things you will do

1

Sign up

Free account with email and password.

2

Add a bank account

Routing and account number, stored encrypted.

3

Write a check

Payee, amount, date, memo and a theme.

4

Print

Set up the printer once, then print at 100%.

5

Pay many people

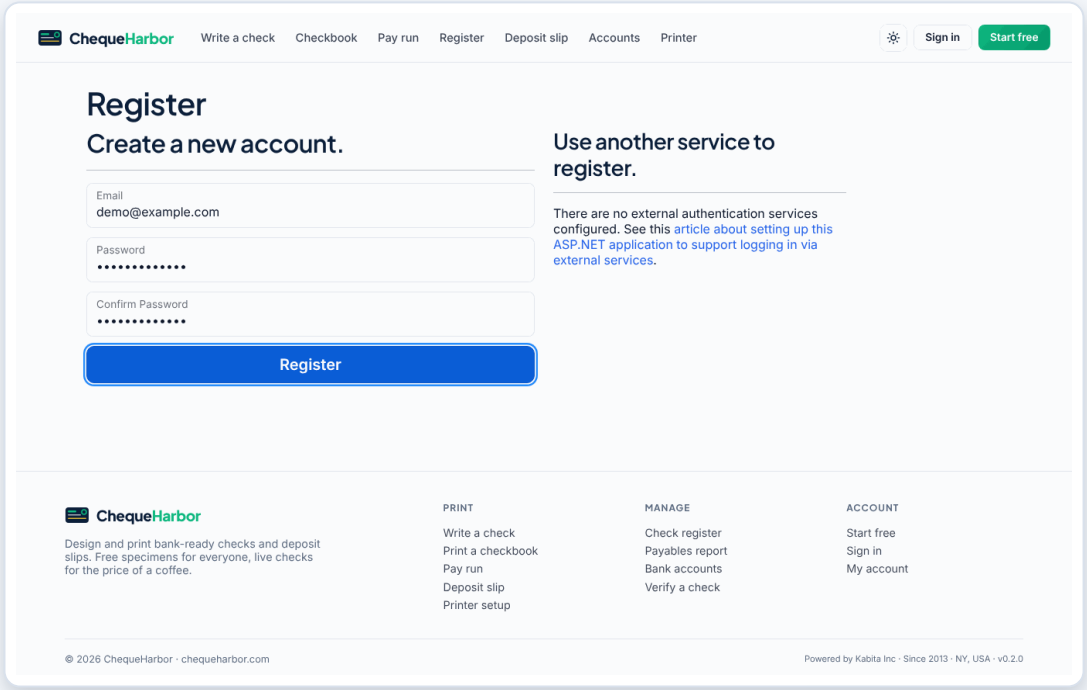
Pay runs, checkbooks and deposit slips.

6

Keep track

Register, payables report and QR checks.

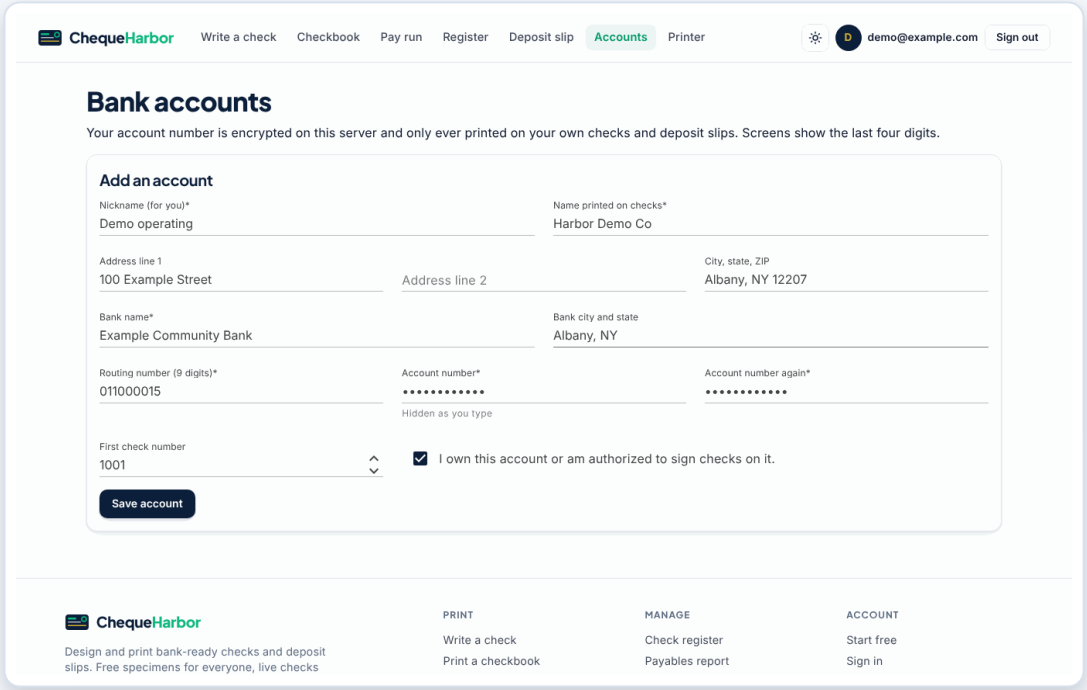
1 Create your free account



1. Open the home page and click **Start free**.
2. Type your email and a password twice. 8+ characters with upper, lower, digit and symbol.
3. Click **Register** and confirm your email.
4. Click **Sign in**, type your details, then **Log in**.

Tip The sun and moon button in the top bar switches light and dark mode.

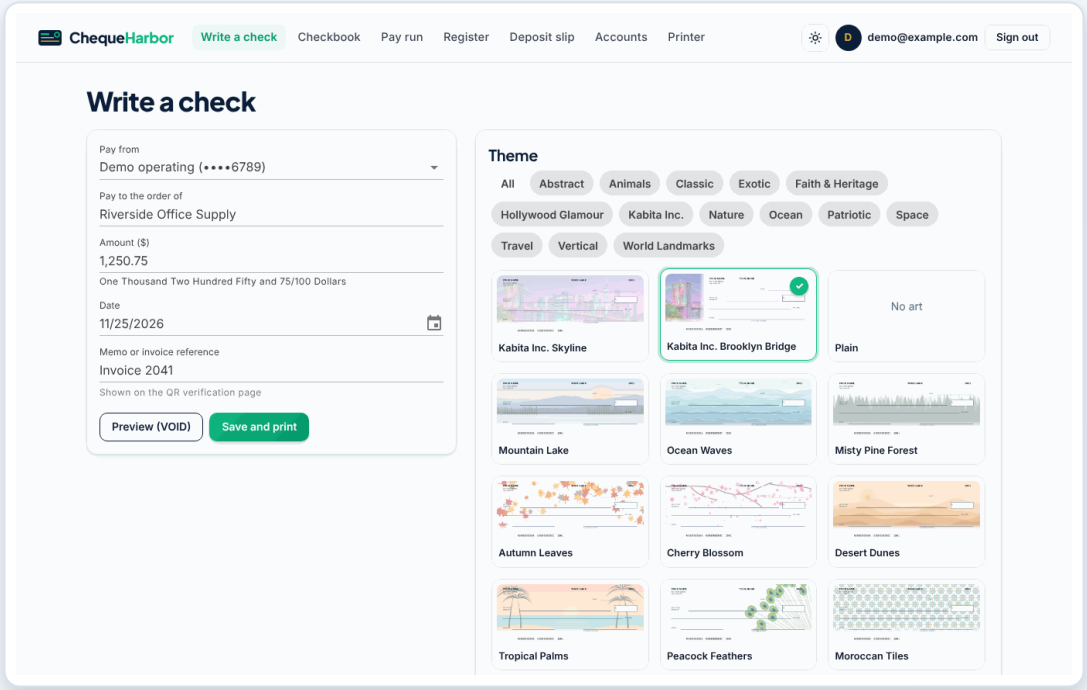
2 Add a bank account



1. Open **Accounts** and give the account a nickname.
2. Type the name printed on checks, your address and the bank.
3. **Routing number** (9 digits) and the **account number** twice.
4. Set the **first check number**, for example 1001.
5. Tick that you own the account, then **Save account**.

Tip Only the last four digits are ever shown. The number is encrypted on the server.

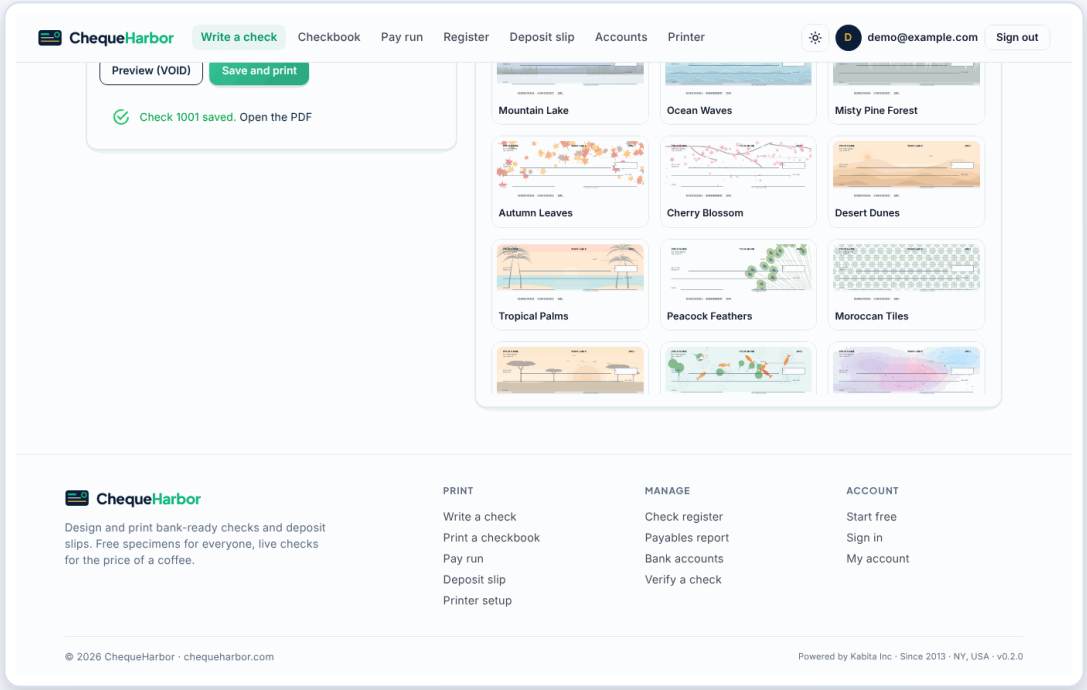
3 Write a check



1. Choose **Pay from** and who to **Pay to the order of**.
2. Type the **Amount**. The words appear below, exactly as printed.
3. Add the **Date** and a **Memo**.
4. Pick a **theme**. Category chips narrow the list.

Tip Preview (VOID) shows the check without using a check number.

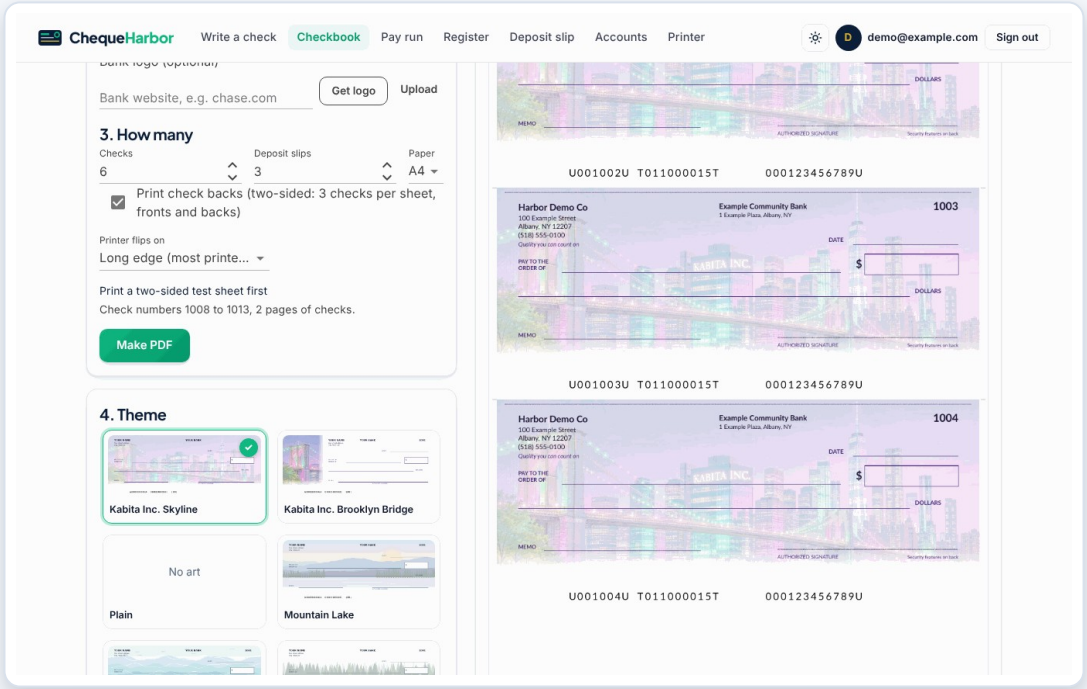
4 Save and print it



1. Click **Save and print**. The check gets its number and goes in your register.
2. Click **Open the PDF**.
3. Print at **100% (Actual size)**. Never "Fit to page".

Tip The check prints on the top third, with a payee copy and an office copy below.

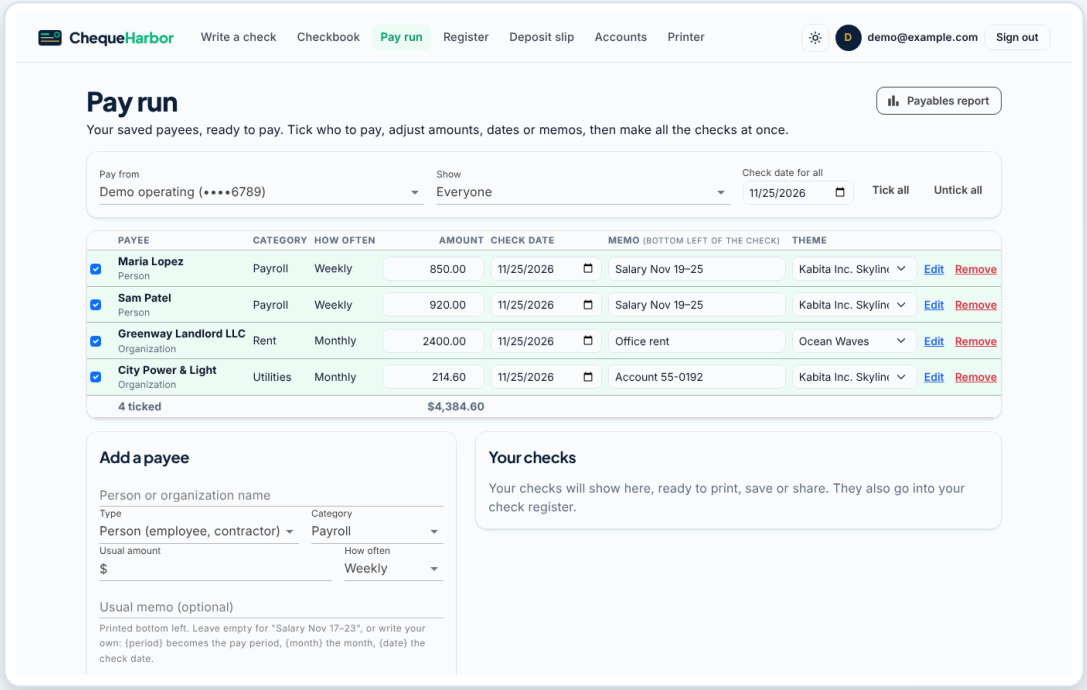
5 Print a checkbook of blank checks



1. Open **Checkbook** and choose the bank account.
2. Check your details and your bank. Add the bank logo if you like.
3. Choose how many checks (up to 500) and deposit slips, and the paper.
4. Pick a theme and click **Make PDF**. Then open, save or share it.

Tip Print the two-sided test sheet first if you print check backs.

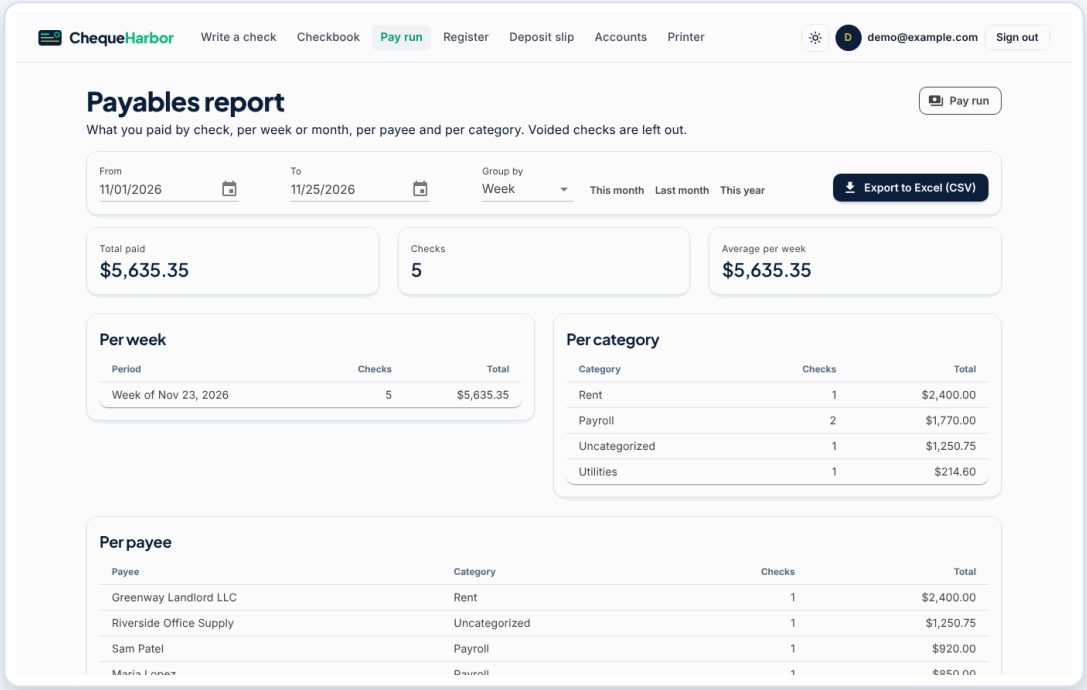
6 Pay many people at once



1. Save each payee once under **Add a payee**: amount, how often, memo, theme.
2. Tick who to pay, or **Tick all**. Edit amounts, dates and memos in the grid.
3. Leave the memo empty to print the pay period, such as "Salary Nov 19–25".
4. Click **Make checks**. They are numbered in order and ready to print.

Tip Fill empty spots with blank checks uses leftover places on the last page.

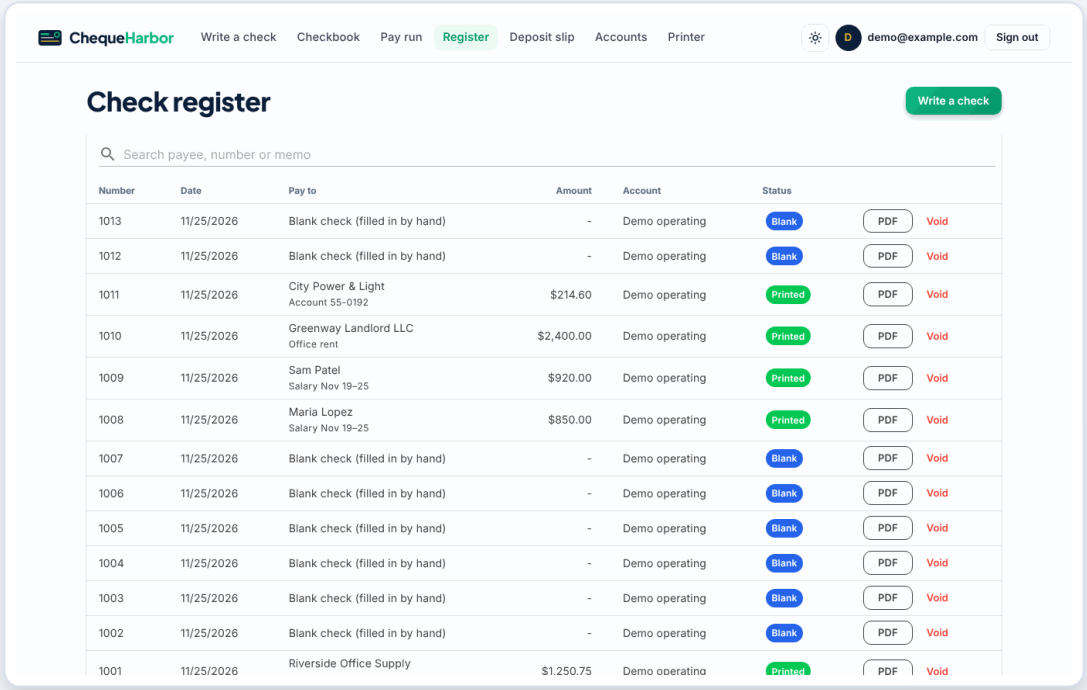
7 See what you paid



1. Open **Pay run → Payables report**.
2. Pick dates, or **This month**, **Last month**, **This year**.
3. Group by week or month. Totals per category and payee.
4. **Export to Excel (CSV)** for you or your accountant.

Tip Voided checks are left out of the totals.

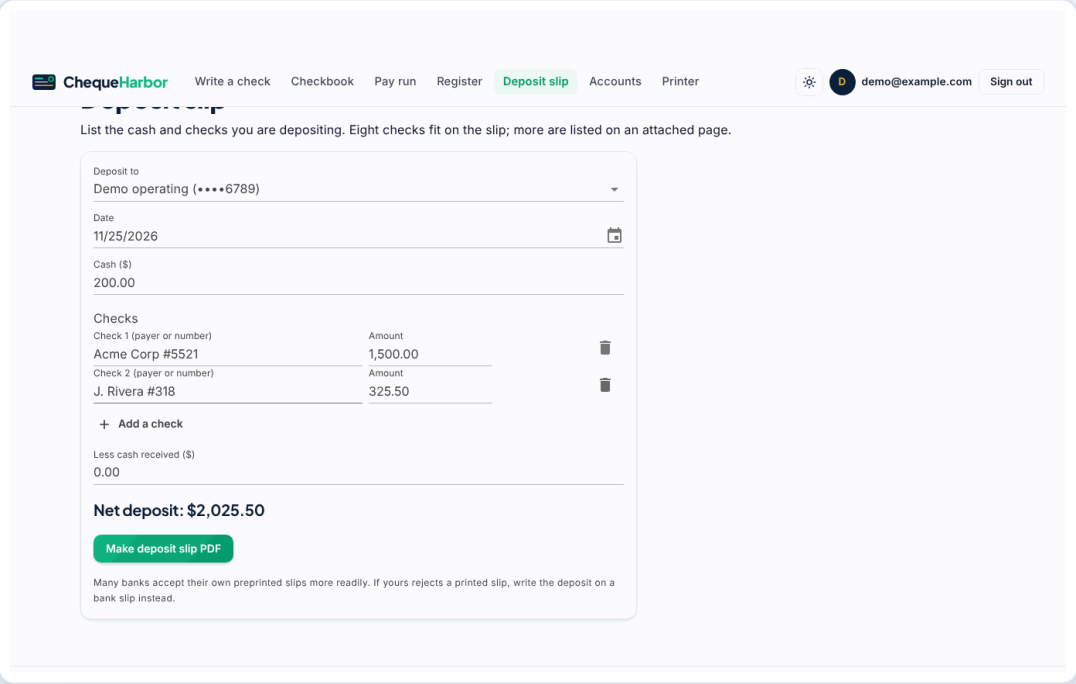
8 Find, reprint or void a check



1. Open **Register**. Search by payee, number or memo.
2. **PDF** opens the check again to reprint it.
3. **Void** cancels a check. Its number is never reused.

Tip Made a mistake? Void it and write a new check.

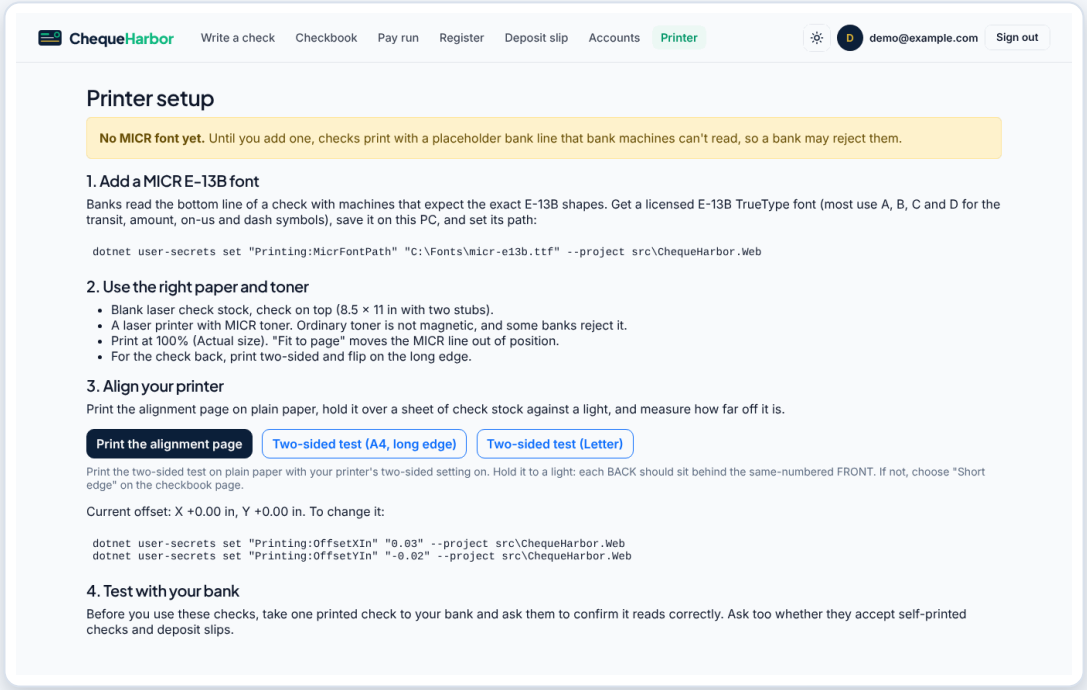
9 Make a deposit slip



1. Open **Deposit slip**. Choose the account and date.
2. Type any **cash** and add each check you deposit.
3. The **net deposit** is worked out for you.
4. Click **Make deposit slip PDF** and print it.

Tip Eight checks fit on the slip. More go on an attached list.

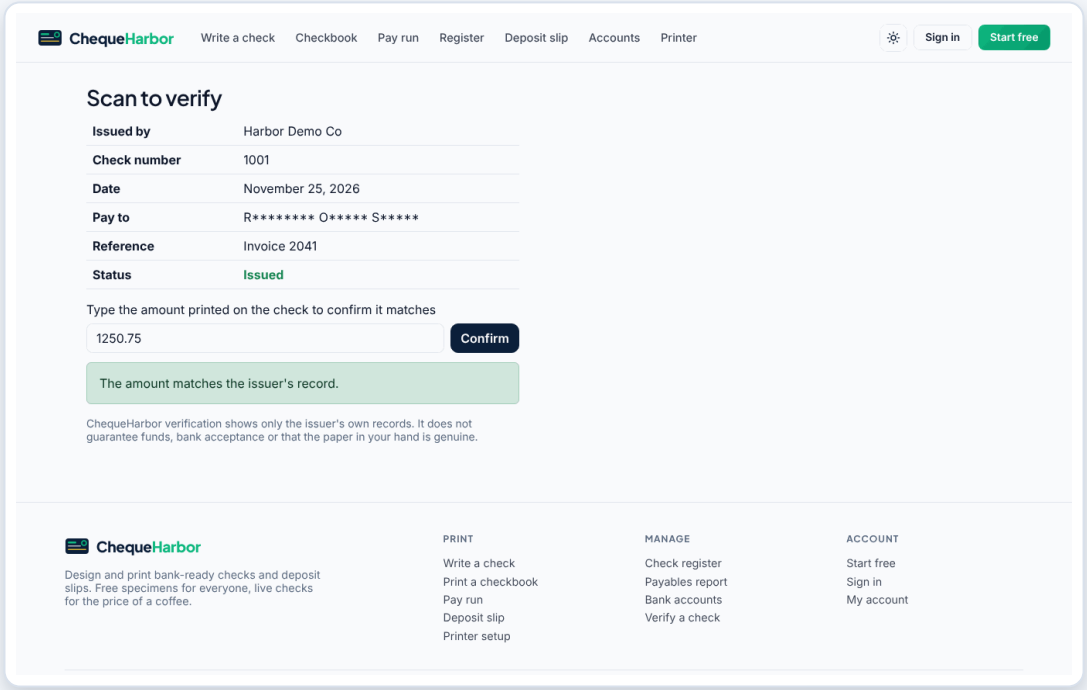
10 Set up your printer once



1. Add an **E-13B MICR font** for the bank line.
2. Use blank laser check stock and MICR toner.
3. Print the **alignment page** and adjust the offset.
4. Ask your bank to check one printed check.

Tip Always print at 100%. "Fit to page" moves the MICR line.

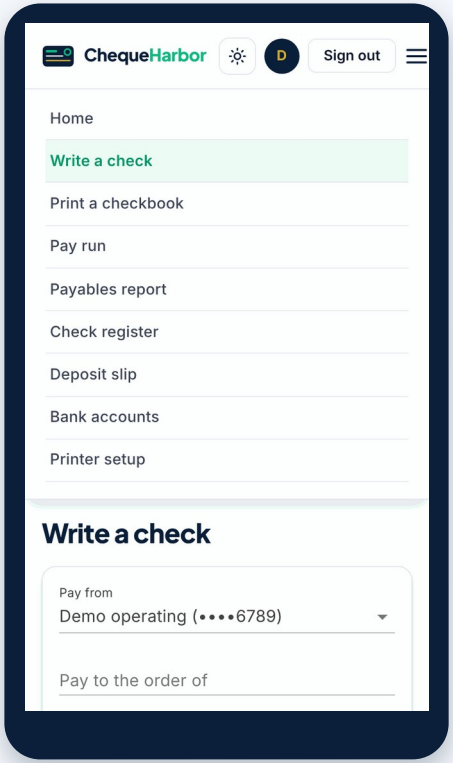
11 Anyone can verify your check



1. Every saved check carries a **QR code**.
2. The receiver scans it with a phone camera.
3. They type the amount and see if it matches your record.

Tip Your account number is never shown on the verification page.

12 Use it on your phone



1. Open ChequeHarbor in your phone browser.
2. Tap the menu button (three lines) at the top right to reach every page.
3. Use **Share** to send a PDF to email, messages or a printer app.
4. Open **Help** for the full manual in 22 languages and a picture tour.

Before you print real checks

Take one printed check to your bank and ask them to confirm it.

Specimens are free
They are marked VOID until live printing is on.

Print at 100%
Actual size keeps the MICR line in place.

Need help?
Open Help in the top bar for the manual and tour.