

ASBWorks
THE COMPREHENSIVE STUDENT FUND MANAGEMENT SOLUTION



ASBWorks Supplies
Order Guide
supplies@kevgroup.com



Getting Started

To start your order, visit
<https://supplies.asbworks.com/>

Please contact us if you have questions or require assistance.

Phone: (800) 553-9220

Email address: supplies@kevgroup.com

The customer support hours of operation are as follows:
Monday through Friday, 8:00 am to 5:00pm

*Inquiries regarding urgent matters are monitored 24 hours a day, 7 days a week.

1

Click on the link above



Existing User

If you are an existing user, enter your username and password below.

New User

You must create an account if you are a first-time user



Login

Existing Users

Please enter a user name and password.

User Name:

Password:

Next time log me in automatically

[Forgot Your User Name or Password?](#)

Login

New Users

Please enter a new user name and password and click "Continue".

User Name:

Password:

Confirm Password:

Continue >

Please create a password that:

- Is at least 8 characters in length
- Has at least 1 uppercase letter
- Has at least 1 number
- Has at least 1 of the following special symbols:
! # \$ % + &



Home Page

START

Shopping Cart

Orders

My Library

My Profile

Search Products

Search

Home

Laser Checks

Deposit Tickets

Envelopes

Endorsement Stamp

Pay An Invoice

FAQ

Reorder

Your Source for Official **ASBWorks** Supplies



3

Click on the product of your choice.

(Checks are illustrated in this example)



Checks

- Secure Plus Check (most common)
- The Hologram Secure Plus Check has an additional security feature

START Shopping Cart Orders My Library My Profile

Search Products

Search

Home

Laser Checks

Deposit Tickets

Envelopes

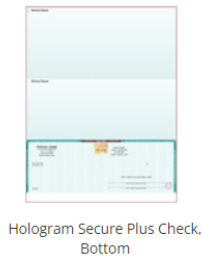
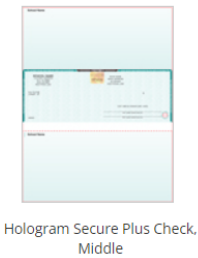
Endorsement Stamp

Pay An Invoice

FAQ

Reorder

Select a Product to Begin



3

Select a product to begin



Personalization

A preview of each line will appear on page 2.

Start Shopping Cart Orders My Library My Profile

Secure Plus Check, Top

Step 1: Personalization Step 2: Bank Info Step 3: Options Step 4: Approval

Color Options

School Imprint

Line 1
Line 2
Line 3
Line 4
Line 5

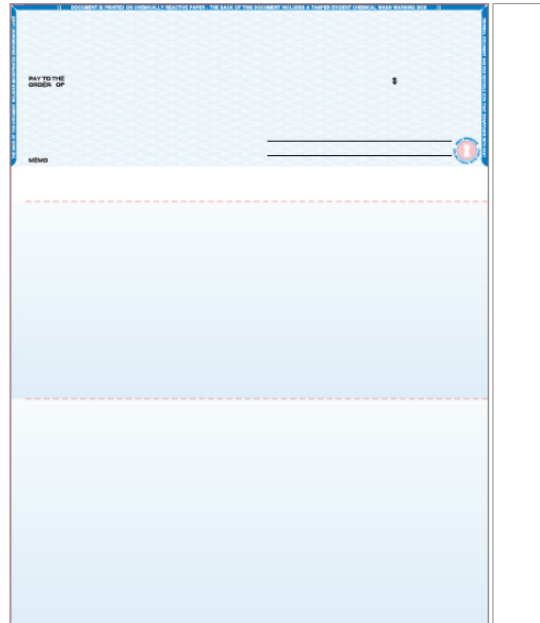
Logo

Select... Upload... Clear

Add logo to check center Add logo to stubs

NEXT PDF PREVIEW

Quantity: 250 \$122.40 ADD TO CART



4

To add one of our logos, click select.
Upload your own logo by clicking the upload button.



Bank Information

Using a scanner, scan a current check and upload to your PC. In the absence of a check, your bank's MICR specification sheet can be used.

5

The form provides vendors with printing instructions. If one is not available, email supplies@kevgroup for assistance.



Bank Information

Checks and deposit tickets show the bank fraction number next to the bank name.

Start Shopping Cart Orders My Library My Profile USD

Secure Plus Check, Top

Step 1: Personalization Step 2: Bank Info Step 3: Options Step 4: Approval

Bank Information

Bank Name

Bank Line 2

Bank Fraction

Additional Line

Routing & Account Number

Fill in the box below with a picture of a current check. It is important to note that we are only referencing the bank account numbers from the sample. If a sample is not available, you may upload your Financial Banking Institution's MICR specification document. The purpose of this step is to ensure that the banking numbers are in compliance with the bank's number guidelines.

Start Number

Quantity: \$122.40

Check Sample

UWHARRIE BANK
CONCORD, NC 28025

66-1248/531 CHECK NO. 11002

DATE AMOUNT

PAY TO THE ORDER OF VOID VOID VOID

TRASURER PRINCIPAL

⑈0 100 2⑈ : 0000000000 : 0000000000⑈



Bank Information

Page 1 design preview does not show bank numbers. We will add the numbers in production.

Preview of page 2, **routing and account numbers must be visible.**

SCHOOL NAME - CHECKS - Start #12345

Step 1: Personalization
Step 2: Bank Info
Step 3: Options
Step 4: Approval

Color Options

School Imprint

Line 1

Line 2

Line 3

Line 4

Line 5

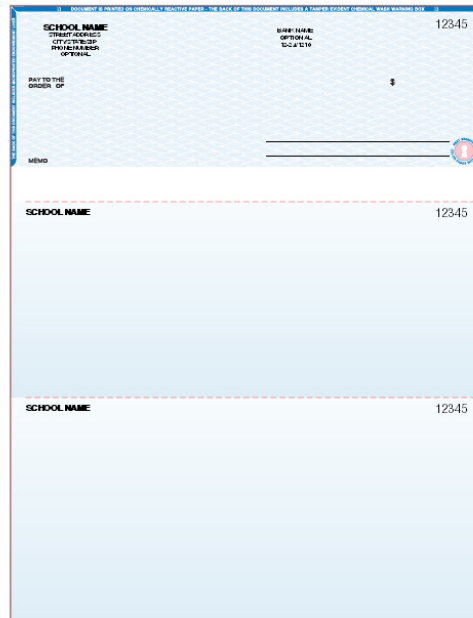
Logo

Select...
Upload...
Clear

Add logo to check center Add logo to stubs

NEXT
PDF PREVIEW

Quantity: 250
\$122.40
ADD TO CART



WELLS FARGO

National Bank (COID 18a) demand deposit accounts
MICR document design specifications
 Checks

Field descriptions

Field Name	Field Description
Serial Number	Must be in the upper right corner and match the serial number in the MICR line (see Field Descriptions for further information).
Fractional Routing Transit Number	Must be in the upper right corner, and must correspond to the routing transit number in the MICR line. For a full explanation, see the MICR line routing number table in the Account Information section for the fractional routing transit number to print on your checks.
Bank Name	Bank name in Wells Fargo checks is a requirement on the front of the check. The Wells Fargo logo can only be printed on your checks if you place your order through the Wells Fargo Supply Desk at www.wellsfargo.com .
Serial Number	Printed on the front of the check. The serial number can be letters or digits in length, and must be zero-filled to complete nine characters after the prefix, for example, 0001, 00001, etc.
Routing Transit Number	Printed on the front of the check. Designate the Federal Reserve District, city, and branch. Important: The routing transit number on checks differs from the routing transit number on deposit tickets. Be sure to use the routing transit number printed on the front of the check, or there will not process correctly. Wells Fargo prints a check.
Account Number	Printed on the front of the check. This is a unique 10- or 12-digit number unique to the account. For the standard 12-digit account number, begin to print up and end by printing six leading zeroes up through the blank. For 10-digit account numbers, begin to print up and end by printing six leading zeroes up through the blank.
Connection Account Data Area	The connection data area is the range of characters that is the allowable location for the connection account number, or the printed connection account number, which can be located anywhere in this area. Wells Fargo checks are as long as 1/4\"/>

Field Printing a line for account data is not required. If you do print a line, refer to the Sign-off specifications for design printing.

Together we'll go far

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Approval

Below "Optional Name for Form" enter the school's name and product description.

SCHOOL NAME - CHECKS - Start #12345

Step 1: Personalization
Step 2: Bank Info
Step 3: Options
Step 4: Approval

Optional Name for Form

✔ APPROVED!

✔ Click PDF preview below. By checking the box, I agree that spelling, content and layout are correct. I understand that my document will print exactly as it appears on the PDF preview and that I cannot make any changes once my order has been placed.

To place order:

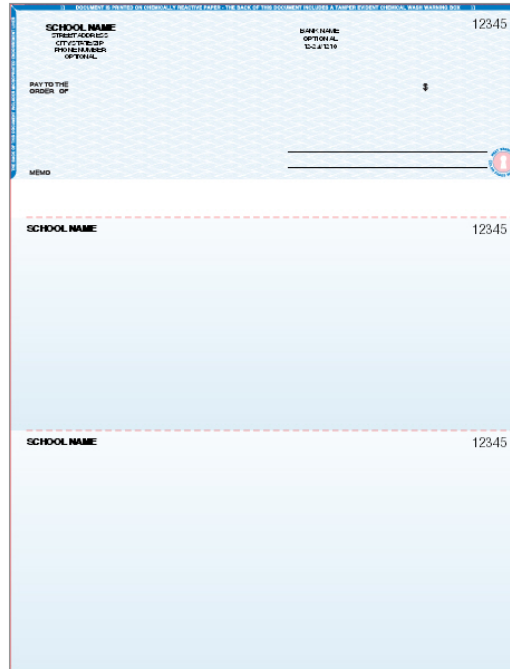
1. Proofread and Approve your Design (above)
2. Click the ADD TO CART button (below)

PREV.
PDF PREVIEW

Quantity:

\$122.40

ADD TO CART



National Bank (COID 182) demand deposit accounts

MICR document design specifications

Checks

Field descriptions

Field Name	Field description
Check Number	Must be in the upper right corner and match the serial number in the MICR line (see [1] for further information).
Functional Routing Transit Number	Must be in the upper right corner and must correspond to the routing transit number in the MICR line. For a full explanation, see the "ABA key" in routing numbers" table in the Account Information section for the functional routing transit number to print on your checks.
Bank Name	Bank name (Wells Fargo Bank, N.A.) is required on the front of the check. The Wells Fargo logo can only be printed on your checks if you place your order through the Wells Fargo Supply Desk at 1-800-275-3535.
Serial Number	Positions 1 through 10. This is a required field. The serial number can be four or eight in length, and must be zero-filled to accommodate a maximum of four positions, for example, 000012345. 0 and 1 must match. Make 70 use an 11-digit serial number; the check must be at least 7 1/8" in length.
Routing Transit Number	Positions 11 through 14. Designates the Federal Reserve District, city and branch. Important: The routing transit number on checks differs from the routing transit number on deposit tickets. Be sure to use the routing transit number (see the Account Information section) of items will not process for deposit. Note: Leave position 14 blank.
Account Number	Positions 15 through 20. This is a unique 6- or 10-digit number assigned to the account. For 10-digit account numbers, begin by printing up and ending by printing up through position 14 through 20. Note: Leave position 14 blank.
Compliance Account Size Area	The compliance area is the large area above the MICR line. It is the area where the compliance account number and the printed compliance account number, which can be located anywhere in this area, must be printed. Compliance account number dimensions: Height: Minimum of 1/16" maximum of 1/8" Width: Minimum of 1/16" maximum of 1/8" Note: Printing a border around this area is not required. If you do print a border, refer to the 20-pg specifications for design printing.

Together we'll go far

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Approval

Verify your information is correct.


Start **SHOPPING CART** Orders My Library My Profile

ATTENTION

Please verify your starting number(s) are correct before placing the order. Click "Edit" to make any changes including updating Also click "Edit" to update checking account number by uploading a new MICR sheet or sample check.

Shopping Cart

Proceed to Checkout Continue Shopping

Item	Product / Description	Date Modified	Quantity	Options	Price
 D-ASBWORKS-03E72764	Secure Plus Check, Top SCHOOL NAME - CHECKS - Start #12345	8/14/2024 2:19 PM	250	Edit PDF Preview... Duplicate Delete Hold	\$ 122.40

Subtotal: \$ 122.40

Proceed to Checkout Continue Shopping

7 Click on "Proceed to Checkout"



Review Order

Your order will be stored in the shopping cart until it is submitted.

Start Shopping Cart Orders My Profile

Review Order

Next Step

Ship To

Green Acres

[Add/Edit Shipping Address](#)

Green Acres
John Smith
123 Shady Lanes
Forestwood, WI 54401

Price Estimate:

Subtotal:	\$ 122.40
Shipping:	\$ 18.69
Tax:	\$ 1.41
Total Price:	\$ 142.50

Cancel Checkout

As a standard, we require 5-7 business days for production. Shipment speed will always follow production timing.

Select a Shipping Method:

- UPS Ground: \$ 18.69
- UPS 3 Day Select: \$ 38.96
- UPS Second Day Air: \$ 50.31
- UPS Next Day Air: \$ 132.70

[Update Shipping Charges](#)

NOTICE: Please ensure that someone will be at your delivery address listed on your order to accept the package from UPS. If the package is returned to us as undeliverable by UPS then you will be charged a reshipping fee to resend your package(s).

Notify us immediately at supplies@kevgroup.com if we need to make a change to the delivery address or hold the order for a future shipping date.

Purchase orders & Payments payable to:
School Cash Supplies
PO Box 841741
Dallas, TX 75284-1741

8

Select your preferred method of shipping and click "Next Step" to proceed.
(Please contact supplies@kevgroup.com if you do not see the Next Step tab)



Payment Method

We email invoices along with shipping notifications for orders.

Review Order

Previous

Next Step

Payment Information

View/Enter Discounts

Cancel Checkout

Method of Payment:

- Invoice
- Credit Card
- Electronic Check

Enter Biller's Email Address below:

Invoices will be emailed to the address listed above

Enter the PO # below:

Price Estimate:

Subtotal:	\$ 122.40
Shipping:	\$ 18.69
Tax:	\$ 1.41
Total Price:	\$ 142.50

Billing Information:

School Name:

First Name:

Last Name:

Address 1:

Address 2:

9

Enter the PO number in the box to be invoiced. When a PO is not available, enter the word CHECK. Please remit payment to SchoolCash Supplies, PO Box 841741, Dallas TX, 75248-1741. Once finalized, click "Next Step"



Final Step

Following the submission of your order, you'll receive an email confirmation.

Upon shipment of the order, you will receive an email with the UPS tracking number.

Start Shopping Cart Orders My Profile

Review Order

Place Order
Cancel Checkout

Item	Product / Description	Date Modified	Quantity	Price
 <small>D-ASBWORKS-03E72764</small>	Secure Plus Check, Top SCHOOL NAME - CHECKS - Start #12345	8/14/2024 2:19 PM	250	\$ 122.40
				Subtotal \$ 122.40
				Shipping + \$ 18.69
				Tax (Wisconsin)+ \$ 1.41
				Total Price \$ 142.50

Place Order

Purchase orders & Payments payable to:
School Cash Supplies
PO Box 841741
Dallas, TX 75284-1741

10 Click "Place Order" to finalize your purchase

ASBWorks

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