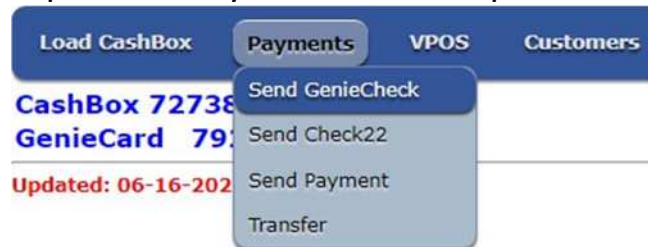


# How do I perform a Refund from the balance in the Cashbox?

Step 1: Log into your Cashbox Account in the upper right-hand corner.



Step 2: From the Payments Tab select the option "Send Genie Check"



Step 3: From here you will enter the Payee Name, Check Amount, and any Memo you need. Select to send the refund by Email **\*The Mail Option is no longer Available.**

## Check Writer

Create a check utilizing the funds available in your account. Simply enter the payee name, address and amount to instantly create a check. You can choose to print and mail the check yourself, or, you may find it more convenient to choose us to print and mail the check in your behalf...

Your CashBox balance = \$ 16.38 Available funds = \$ 14.88

Payee name:

Check Amount: \$ .

From: **Globility Link Inc Training Gateway**

Memo:

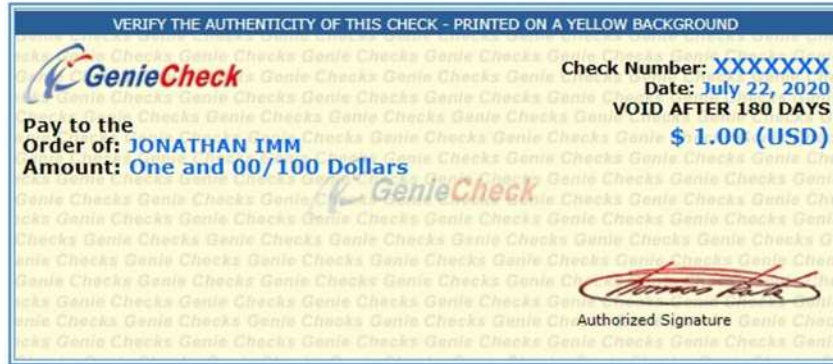


There is a processing fee of \$1.50.

There is a processing fee of \$1.50 deducted from the Cashbox Balance.

Step 4: Enter the email address of the Payee and press Send.

### SEND CHECK



E-Mail Address:   
Sent to E-Mail address on file if blank



See Confirmation that the Check Number has been sent (See Example Below). You may enter another refund from this screen to another Payee or log out if you are done with refunds from your Cash Box.

### Check Writer

Check Number 203930 has been sent.

Create a check utilizing the funds available in your account. Simply enter the payee name, address and amount to instantly create a check. You can choose to print and mail the check yourself, or, you may find it more convenient to choose us to print and mail the check in your behalf...

Your CashBox balance = \$ 52.38 Available funds = \$ 49.38

Payee name:   
Check Amount: \$    
From: **Globility Link Inc Training Gateway**  
Memo:



Mail Option is no longer available.

There is a processing fee of \$1.50.

What your Payee receives in their email:



**CashBox**  
Member to Member Payments Online

**Dear Jon Smith:**

Attached please find check number **203930**



From: Globility Link Inc Training Gateway  
Genie Number: 727-388-1380  
Amount: \$1.00  
Memo: Test Check

**How to use your GenieCheck**

The GenieCheck you have just received is the newest and safest way to send or receive money electronically. It has all the benefits of a traditional paper check, plus added security, and the one of a kind ability to be sent by email.

So how do you **actually get** and use your money? There are several ways:

- A. **Deposit to your own Genie CashBox:** The fastest and easiest way to take possession of the money and spend it where you need it is to deposit it directly into YOUR Genie CashBox account.

You'll be able to use the funds to immediately create and print or send your own GenieChecks, or use it through your GenieCard debit card.

- B. **Print and Deposit:** Print the check on your printer (a color printer works best). Cut the check at the line, endorse the back of it as you normally would and:

- A. **Electronic Deposit** - use your computer or Smartphone and the app from your Bank or Credit Union to deposit it just like any other check.
- B. **ATM Deposit** - Include the check in any regular deposit you make at your Bank or Credit Union's ATM, day or night.
- C. **Batch Deposit** - Include the check with your regular deposits, just like any other check.

Please allow at least an hour from when your GenieCheck was emailed, before you try to cash it. This makes sure the verification system is fully up to date, and shows YOUR GenieCheck.

**Verify a GenieCheck**

Unlike any other check you have ever gotten, anyone can **VERIFY** your GenieCheck anytime, 24 hours a day, 7 days a week, by calling **888-361-1247** and entering the six-digit check number printed at the top right corner of your GenieCheck. That's certainty you can - literally - "take to the bank"!

Best Regards,  
Genie

**The check you sent to the Payee, is attached to the email the payee received, in the form of a PDF. They just need to open the PDF and print the check for deposit by ATM, Mobile Phone, or Teller at the bank.**