



Columbia's Check Outsourcing Services offered by Deluxe Payment Exchange

Registration Instructions



Follow the instructions below to begin sending issuing checks through Deluxe Payment Exchange.

1. Begin your registration at: <https://my.echecks.com/resources/columbiabank>
Fill out the information to create an account and select the "Sign Up" button.

If you experience difficulty accessing content on this site, please contact us at 1-877-333-6964 or support@deluxechecks.com and we will assist you.

COLUMBIA BANK Already have an account? [Log in](#)

Create an Account

Sign Up. Send payments. It's that simple.

First name* Last name*

Email* Enter email address

Password* Enter 8 character password

Phone number* Contact phone number

How did you hear about us? Affiliate Code

By clicking Sign Up, you agree to the [Deluxe terms and conditions](#).

[Sign Up](#) [or Log in](#) [Help & Live Chat](#)

2. Once you click the Sign Up button, a screen will pop up asking you to confirm your account.

deluxe PAYMENT EXCHANGE

eCheck Account Confirmation: Check Your Email!

We've just sent you an email from Deluxe Payment Exchange to confirm that you can receive our notifications. In the email is a Confirmation code. Enter the code below. If you do not see the email in your inbox, check your spam folder.

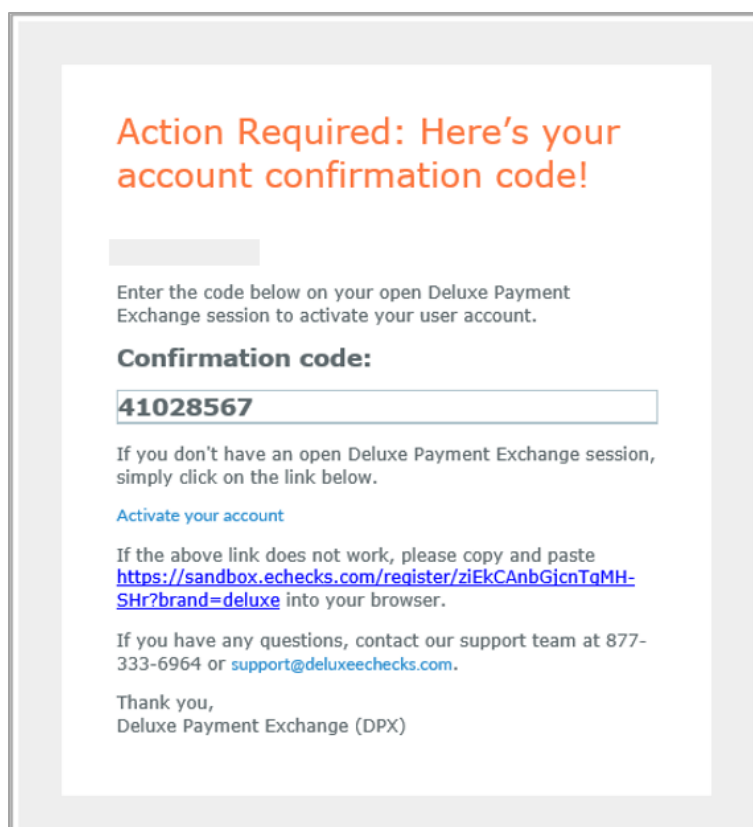
Confirmation Code *

8 digit code sent to you in email

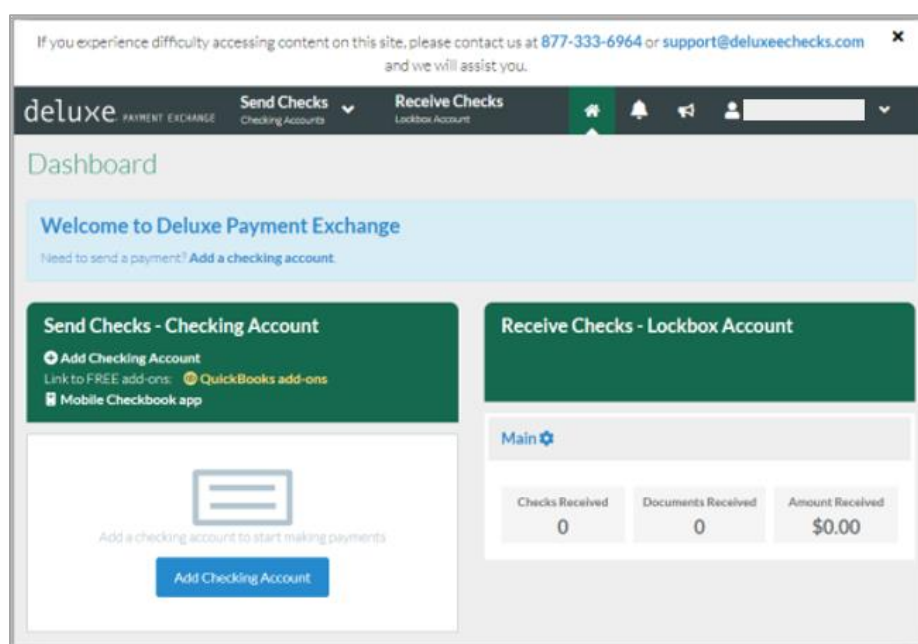
[Confirm account](#) [Resend the email](#)

Didn't get an email or having trouble? Contact support@deluxechecks.com


3. You will immediately receive an email from Deluxe Payment Exchange with your activation code.




4. You are now registered. You now must set up your checking account in order to begin using this service. From the main screen, choose the option to "Add Checking Account."





5. Complete the fields on the page. As you type in your checking information, you will see how it will appear and print on the check on the sample shown to the right.

NOTE: Clicking on the help  symbol will provide field descriptions and tips to assist you in this process.

Add Checking Account Information

Account Nickname * 
Test Checking

Check Imprint Line 1 * 
Test Checking

Check Imprint Line 2 
General Account

Street
111 Main St

Street (line 2)

City * State * Zip *
Hometown Oregon 97001

Phone Number *
541.541.5415

Test Checking
General Account
111 Main St
Hometown OR 97001
541.541.5415
PAY TO THE
ORDER OF _____

6. In the Checking Account Number section, enter the routing and account number associated with the account you are setting up. The routing number and account number should be keyed exactly as it appears on the MICR line of your physical check, including leading zeros.


IMPORTANT NOTE: After keying and confirming the routing number, a 'Share Positive Pay Data' check box will display. Checking the box trigger a pop-up box to display asking you to confirm that you are enrolled in Positive Pay at your financial institution. **If you have Positive Pay with Columbia Bank, this must be done for your issued checks to show up in check positive pay.** We strongly recommend the use of check positive pay. If you are not already using it, please contact us for more information.

Checking Account Numbers

MEMO _____

⑆00?⑆ ⑆987654321⑆ 1234567888⑆

Bank Routing Number * Re-Enter Bank Routing Number * Checking Account Number * Re-Enter Checking Account Number *

☐ Share Positive Pay Data 

7. The Check Signature will be automatically generated and initially set to match the name of the account. However, it can be customized by either entering a new signature or uploading an actual signature image. The image must be .png .jpg or .gif format and must not exceed 1MB in size.

After confirming the billing address and agreeing to the terms and conditions by selecting the acknowledge box, click 'Continue.'

Signature

Note: Your signature should match the signature on file with your Financial Institution.

☒ Use profile signature

☐ Generate new signature

☐ Upload signature image (png, jpg, gif)

Browse...

Billing Address

☒ Same as checking account

☐ Same as user account profile

☐ Use another address

☐ I acknowledge that I have reviewed and agree to the [terms and conditions](#) of the service.

Continue

8. You will get a confirmation screen that your account is now pending.

If you experience difficulty accessing content on this site, please contact us at [877-333-6964](tel:877-333-6964) or support@deluxechecks.com and we will assist you.

deluxe

PAYMENT EXCHANGE

Send Checks
Checking Account

Receive Checks
Lockbox Account

Home

Notifications

Help

User Profile

Dashboard

Your Account Is Now Pending Confirmation

How do I finish confirmation?

To authorize use, we will issue one small deposit electronically into the checking account with account number ending in *****3456. The deposit typically appears within one business day, though it can take up to four business days, depending on your bank.






When you have this information, navigate back to this page (the confirmation page for this checking account) by selecting **Gerry's Test Account** from the "Checking Accounts" menu at the top of the screen.

Please check your online banking records in 1 day.

If you do not receive a deposit in 4 business days, please contact support@deluxechecks.com.

9. You will receive a microdeposit in your account within 1-3 business days. Once you have the deposit amount, log back into Deluxe Payment Exchange to confirm the account.

If you experience difficulty accessing content on this site, please contact us at [877-333-6964](tel:877-333-6964) or support@deluxeechecks.com and we will assist you.

deluxe PAYMENT EXCHANGE **Send Checks** Checking Account **Receive Checks** Lockbox Account     

Dashboard

Welcome to Deluxe Payment Exchange






Next step

To begin sending eChecks, you need to confirm access to your **Test Account** checking account.

[Confirm your account now](#)

10. Enter the amount of the deposit and your account will be ready to use.

If you experience difficulty accessing content on this site, please contact us at [877-333-6964](tel:877-333-6964) or support@deluxeechecks.com and we will assist you.

deluxe PAYMENT EXCHANGE **Send Checks** Checking Account **Receive Checks** Lockbox Account     

Confirm Your Checking Account

Please enter the amount that Deluxe deposited into your account: **Test Account (*****3456)**.

Amount

\$0. [Confirm](#)

If you would like to delete this checking account press the delete button below.

[Delete](#)

How do I finish confirmation?

To authorize use, we will issue one small deposit electronically into the checking account with account number ending in *****3456. The deposit typically appears within one business day, though it can take up to four business days, depending on your bank.

When you have this information, navigate back to this page (the confirmation page for this checking account) by selecting **Test Account** from the "Send" menu at the top of the screen.

Updating Your Settings

After the account is confirmed, you can go to account settings to make changes to the account, enable positive pay, or upload a logo to be included with eChecks and Print+Mail checks.

SEND CHECKS

Single Check

Check Run

File Import

Sign Checks (0)

ACCOUNT ACTIVITY

Checks

Batches

Deposits

Order History

SETTINGS

Checking Account

Members

Payees

My Settings

ADDITIONAL RESOURCES

Add-ons

Checking Account Settings

General Settings

Name

DPX Test

☐ Default

Bank

Umpqua Bank

Routing Number

Account Number

☒ Share Positive Pay Data

Enabled by:

Address

Individual Name

Deluxe Test 1

Company Name

Logo Settings

Check Delivery Logo

This logo will appear on the delivery emails and web pages that people see when you pay them. It will not appear on the check itself.

No Logo Uploaded Yet

- Max. file size: **1 MB**
- File format: **JPG, PNG or GIF**
- Display shape: **This logo will display within a rectangular space.**

Choose Logo

Check Imprint Logo

This logo will appear on the upper left corner of checks issued from this account. It should be as square as possible.


No Logo Uploaded Yet

- Max. file size: **1 MB**
- File format: **JPG, PNG or GIF**
- Display shape: **This logo will display within a square space.**

Choose Logo

Dual Control is Strongly Encouraged

Columbia Bank strongly recommends the use of dual control during the check issuance process to help prevent fraud. By incorporating dual control, you ensure robust financial safeguard. Requiring collaboration of two individuals to authorize a check adds a layer of security and enhances account protection. Options to add additional users and set up their permissions are under the Members option in the menu.



Deluxe Test 077 Pos Pay 1
Usage billing

SEND CHECKS

Single Check

Check Run

File Import

Sign Checks (0)

ACCOUNT ACTIVITY

Checks

Batches

Deposits

Order History

SETTINGS

Checking Account

Members

Payees

My Settings

ADDITIONAL RESOURCES

Add-ons

Check Verification

New Checking Account Member

General Information

Email *
Email address of the new user

Nickname *
Nickname

Comment
Optional. Use this field to indicate role or department

Roles

☐ Administrator ?

Member Permissions

☐ Administrative Permissions

☐ Archive account

☐ Order checks

☐ Authorize positive pay data ?