## Transition Checklist

*To help you manage this transition to ChecksCX,
here is a short, yet important, list of “to dos”.*

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|[ ]  Send an **Awareness** communication to corporate and branch employees |
|[ ]  Update your **printed material** (if any) referencing check ordering site (e.g. replace ordermychecks.com with harlandclarkechecks.com) |
|[ ]  Provide **ChecksCX FAQs** and **Videos** to branch employees for training purposes; note videos will also be available through the ordering application for branch users |
|[ ]  After your go live date, provide Harland Clarke **customer service number** to your branch employees for questions (1-866-972-4303) |