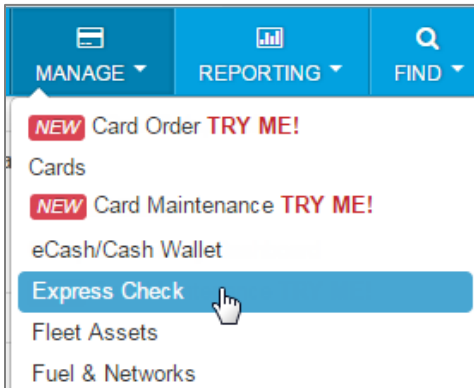


# Retrieving an Express Code

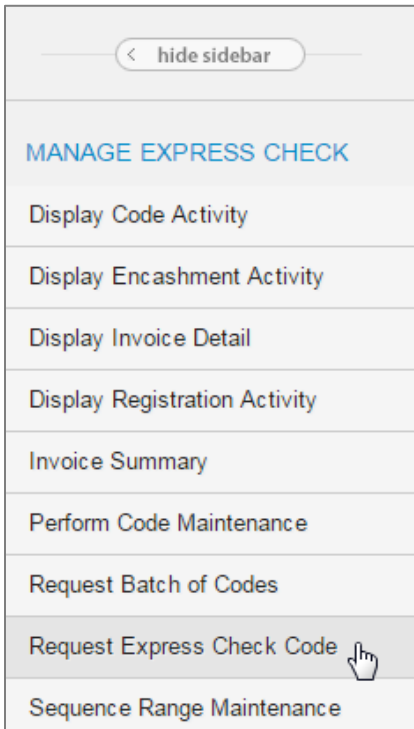
iConnectData > Manage > Express Check

The Express Check Maintenance – Retrieve a Code function allows you to request an Express Check Code for a specific amount.

1. On the ICD home page, select **Manage > Express Check**.



2. Select **Request Express Check Code**.



3. On the Retrieve a Code page, complete the fields required to pull an Express Code:

- **Amount:** Enter the monetary value of the Express Code in dollars and cents.
- **Plus/Less:** Enter the code for charging fees:
  - **P (Plus Fees)** - The fee will be invoiced to your company
  - **L (Less Fees)** - The fee will be deducted from the Express Check balance

The remaining fields are optional and will be open for entry only if your company requires this information. If the optional fields are complete, they will be included in the Registration or Usage reports.

**Note:** Select **Display Charges** to see the charges before retrieving the code.

### Retrieve a Code

**Account Code:**

**Customer ID:**

**Amount:**

**Fees Plus/Less (P/L):**  **Express Code:**

**Purpose Code:**  **Amount:**

**Fleet Code:**  **Charges:**

**Driver Number:**  **Reference Number:**

**Unit Number:**

**Trip Number:**

**Driver Last Name:**

**Driver First Name:**

**Designated Location:**

4. Select **Retrieve Code** to display the Express Code, amount, charges (fees), and the reference number.

Retrieve Code Display Charges Refresh

Amount:	<input type="text" value="50.00"/>	
Fees Plus/Less (P/L):	<input type="text" value="P"/>	
Purpose Code:	<input type="text"/>	
Fleet Code:	<input type="text"/>	
Driver Number:	<input type="text"/>	
Unit Number:	<input type="text"/>	
Trip Number:	<input type="text"/>	
Driver Last Name:	<input type="text" value="DRIVER"/>	
Driver First Name:	<input type="text" value="NAME"/>	
Designated Location:	<input type="text"/>	

**Express Code:** 03000 26342 0380

**Amount:** 50.00

**Charges:** 2.00

**Reference Number:** 450000026