Loading Money Orders into a Certex Printer

Insert your key into the lid of the Certex printer lock, unlock the lid. Pull from the base about three inches out and lift straight up. Set the lid aside.

Take your brand new pack of money orders. Number one (1) should be on top, zero-zero (00) should be on the bottom.

Fold the first money order over towards you where you can see the back of the money order.

On the back of the money order you'll notice there are some black arrows. Make sure that they are on the right-hand side, pointing toward you.

Looking at your Certex printer, there's an empty cavity[1] just to the left of a red power light and a 'Load' button. Place your Certex money orders into that empty cavity, making sure that number one (1) is folded out toward you. The back of the form should be facing with the black arrows pointing down.

Slide the paper down into the 'Load Forms Here' slot[2]. Push down until you feel just a little bit of resistance.

On the top right-hand side, below the red power light button, you'll see a 'Load' button[3].

Press 'Load'. You may have to apply a little pressure to get the money order to start feeding. Let the printer do the work.

Once the forms are loaded in, replace your printer lid and lock the lid. When you lock the lid, you'll notice the money order advances forward to where you can see it coming out of the front of the printer.

It's important to remove your key from the lock when the lid is replaced.

To view a video of this guide, click here.

If you have questions, please call our Help Desk at 800.621.8030.