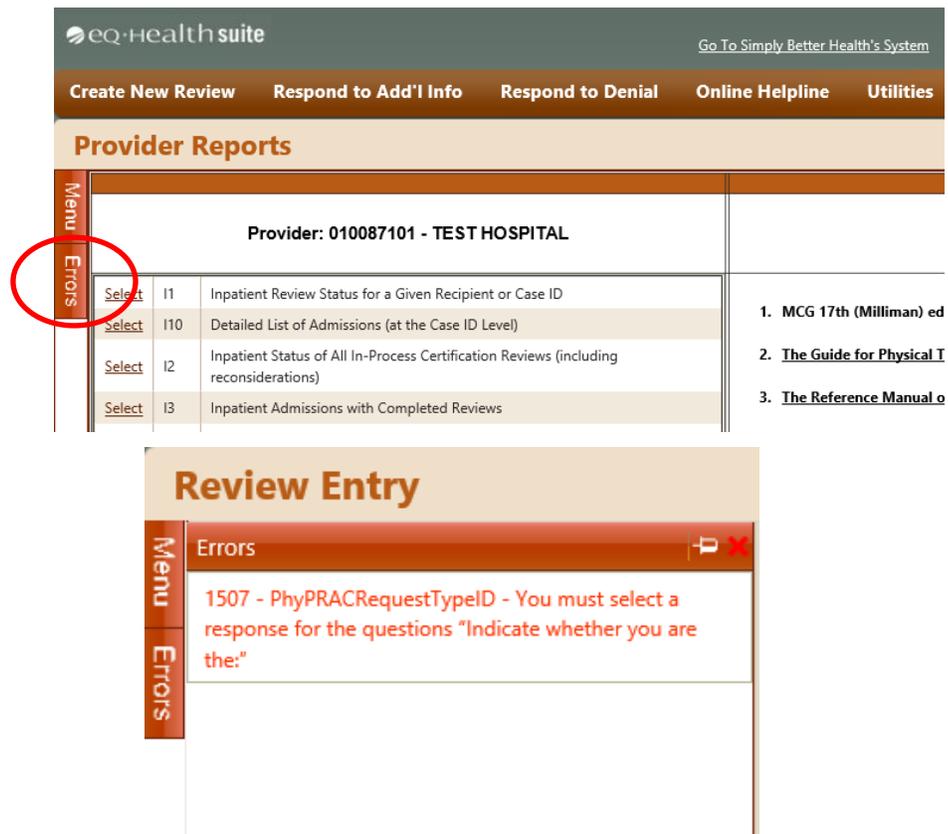**Purpose:** This guide serves as a tool on how to check for errors in eQSuite®.

If you are initiating a new authorization request and you receive an error message.

➢ Click **"Ok"** to continue

➢ Click on the **"Errors"** tab to view the description of the error message

Once you view the error, make the appropriate changes. Once the changes have been completed click on the **"Check Key"** tab until all errors have been resolved.

Once all errors have been corrected you will be able to move forward on your submission.

If you are receiving an error message, and you are unsure on how to make the corrections. Please contact our Customer Service Team at 855-444-3747.