

# Check & Wire Payment Method - User Guide

PAYING FOR A SHORT CODE LEASE VIA CHECK OR WIRE.

## Version 1.0

Effective Date: 1/1/2026

## Related Links & Guides

- [Glossary](#)
- [Account Creation User Guide](#)
- [Add ACH Payment Method User Guide](#)
- [Add Card Payment Method User Guide](#)
- [Leasing a Short Code\(s\) User Guide](#)

## Getting Started

Upon logging into the Short Code Registry (SCR) & choosing **Order a Short Code** you can move to **Proceed to Payment** and select **Check** or **Wire** for payment.

**Check & Wire** payments are accepted for leasing new Short Code(s) and renewing Short Code(s).

**Check & Wire** payments are not available for Short Code(s) on Auto-Renew because they require purchaser initiation.

The Short Code(s) chosen to lease do not have Auto-Renew enabled in the Cart. Therefore, **Check & Wire** are available payment options.

We will review **Check & Wire** individually.

The screenshot displays the checkout interface for the Short Code Registry. On the left is a dark blue navigation sidebar with the MessagesMadeSimple logo and a 'Me' profile icon. The sidebar menu includes 'Order a Short Code' (highlighted with a red box), 'Short Code Registry', 'Short Codes', 'Brands', 'Content Providers', 'Billing', 'My Account', 'Reports', 'System Messages' (with a 52 notification), and 'About Short Codes'. The main content area is titled 'Checkout' and 'Payment Method'. It features a '← Cart' button (highlighted with a red box) and five radio button options: 'Card', 'ACH', 'Check', 'Wire', and 'Pay Later'. The 'Check' and 'Wire' options are grouped together and highlighted with a red box. On the right, an 'Order Summary' box shows a subtotal of \$3,000, a 'First Month Free' discount of -\$1,000, and a final total of \$2,000. A 'Pay \$2,000' button is located at the bottom right of the summary box. The top right corner of the page shows a user profile for 'Shelly C. Richards' and a shopping cart icon with a '1' notification.

## Check Payment

Once **Check** payment is chosen, you will see the instructions on how to remit a check.

Please ensure that the **order ID number** is shown on the check for accurate payment application.

The check must be received within 14 calendar days of new Short Code(s) leases and Short Code(s) renewals.

Once the payment is received and applied, the order will be confirmed. For New Short Code leases, after payment is received, you will have access to download the [Statement](#) to send to the Carrier for activation of the Short Code(s).

The screenshot shows the 'Checkout' page with the 'Payment Method' section. The 'Check' option is selected and highlighted with a red box. Below the payment method selection, there are 'Check Payment Instructions' and a red-bordered box containing the remittance address: 'GCH Technologies Inc., PO Box 8031, New York, NY 10008'. At the bottom, a warning message states: 'Your check needs to be received within 14 calendar days. Processing may take up to 1-2 business days. Once your check is received and verified, your order will be confirmed.'

**Order Summary**

|                    |                     |
|--------------------|---------------------|
| 246072<br>Random   | \$6,000<br>12-Month |
| <b>Subtotal</b>    | <b>\$6,000</b>      |
| First Month Free ⓘ | -\$500              |
| Credit Applied ⓘ   | -\$3,200            |
| <b>Total</b>       | <b>\$2,300</b>      |

## Check Payment (cont.)

Billing Information is the section following the payment instructions.

The fields marked with a red asterisk \* are required.

You can choose a saved contact to automatically populate the details or manually enter the details.

Check Number and Purchase Reference fields are optional and at your discretion to complete.

short code registry

Shelly C. Richards  
scrday

### Billing Information

Choose a saved contact

FIRST NAME \*  
Cliff

LAST NAME \*  
Cook

PHONE \*  
+1 (345) 346-4576

EXTENSION

EMAIL \*  
mryan+3@gchtech.com

COUNTRY \*  
United States

BILLING ADDRESS 1 \*  
9039 VILLAGE DR

BILLING ADDRESS 2

CITY \*  
YOSEMITE NATIONAL PARK

STATE \*  
California

ZIP CODE \*  
95389

### Check Number (Optional)

CHECK NUMBER (OPTIONAL) ?

### Purchase Reference (Optional)

PURCHASE REFERENCE (OPTIONAL) ?

### Order Summary

|                    |                     |
|--------------------|---------------------|
| 246072<br>Random   | \$6,000<br>12-Month |
| Subtotal           | \$6,000             |
| First Month Free ⓘ | -\$500              |
| Credit Applied ⓘ   | -\$3,200            |
| <b>Total</b>       | <b>\$2,300</b>      |

## Check Payment (cont.)

The Terms & Conditions along with the Best Practices boxes need to be checked before the “Pay \$X,XXX by Check” button becomes available.

The screenshot shows the Short Code Registry checkout interface. At the top left is the logo. The main content area includes:

- Address fields: CITY (YOSEMITE NATIONAL PARK), STATE (California), and ZIP CODE (95389).
- Optional fields: Check Number and Purchase Reference.
- Terms & Conditions section with two checked checkboxes: "Terms & Conditions" and "Best Practices".
- An order summary table on the right.
- A "Pay \$2,300 by Check" button at the bottom right, highlighted with a red box.

|                  |                     |
|------------------|---------------------|
| 246072<br>Random | \$6,000<br>12-Month |
| Subtotal         | \$6,000             |
| First Month Free | -\$500              |
| Credit Applied   | -\$3,200            |
| <b>Total</b>     | <b>\$2,300</b>      |

## Check Payment (cont.) Checkout Complete

After clicking “Pay \$X,XXX by Check” you will proceed to the next screen which confirms the checkout process is Completed.

On the completed checkout screen, you see the following important information:

- **Order ID** number to include on the check remittance detail.
- Payment due date.
- You can download a copy of the **invoice** for your internal processes.
- Check payment instructions to include the address to send the check.

That concludes payment via Check. Proceed to the next page to cover the Wire payment scenario.

The screenshot displays the 'Checkout Completed' page in the Short Code Registry. The left sidebar contains navigation options like 'Order a Short Code', 'Short Code Registry', 'My Account', and 'System Messages'. The main content area is divided into several sections:

- Checkout Completed:** A confirmation message with a green checkmark stating, "You have agreed to pay by check for this order. Your Short Codes cannot be used until payment is completed." It provides the Order ID as **25214**, the Payment Due date as **December 4, 2025**, and the Available Account Credit as **\$0**.
- Invoice:** A section with a 'Download Invoice' button. It contains the text: "You can download your invoice here. Please note that your statement, required for carrier approval, will only be available once payment is completed."
- Table:** A table with columns for Short Code, Type, Program, Term, and Amount. It lists one item with Short Code **246072**, Type **Random**, Program **Standard**, Term **12 mo.**, and Amount **\$6,000**. Below the table, it shows 'First Month Free: -\$500' and 'Credit Applied: -\$3,200', resulting in a **Total: \$2,300**.
- Billing Contact:** A section with contact information for Cliff Cook, including email (mryan+3@gchtech.com) and phone number (+1 345 346 4576). The address is 9039 VILLAGE DR, YOSEMITE NATIONAL PARK, CA, 95389, United States.
- Check Payment Instructions:** A section with instructions: "Make checks payable to GCH Technologies Inc.", "Include the invoice Number to avoid processing delays.", "Submit a separate check for each invoice with the exact amount.", and "Mail checks to the following remittance address: GCH Technologies Inc., PO Box 8031, New York, NY 10008".

## Wire Payment

Once **Wire** payment is chosen the instructions and information needed to submit a wire payment is displayed.

Please ensure the **Order ID** number is included in the remittance detail for accurate payment application. Kindly send remittance detail to [cso@usshortcodes.com](mailto:cso@usshortcodes.com) so we can match the payments received with your account and orders.

Wire transfers typically take 1-3 business days to process.

Once the payment is received and applied, the order will be confirmed. For New Short Code leases, after payment is received, you will have access to download the [Statement](#) to send to the Carrier for activation of the Short Code(s).

The screenshot shows the checkout process on the Short Code Registry website. The user is logged in as Shelly C. Richards. The page title is "Checkout" and the sub-section is "Payment Method". There are five radio button options: Card, ACH, Check, Wire, and Pay Later. The "Wire" option is selected and highlighted with a red box. Below the options, there are "Wire Transfer Instructions" and "Information Needed" sections. The "Information Needed" section contains a red-bordered box with the following details: Bank Name: Wells Fargo, N.A.; Account Name: GCH Technologies Inc.; Account #: 1472085180; ABA Routing #: 121000248 (Domestic); Swift Code: WFBUS6S (International); Reference: GCH Invoice No. An orange banner at the bottom of the instructions states: "Wire transfers typically take 1-3 business days to process. Your order will be confirmed once payment is received and verified." On the right side of the page, there is an "Order Summary" table.

| Order Summary    |                    |
|------------------|--------------------|
| 55555<br>Select  | \$3,000<br>3-Month |
| Subtotal         | \$3,000            |
| First Month Free | -\$1,000           |
| <b>Total</b>     | <b>\$2,000</b>     |

## Wire Payment (cont.)

Billing Information is the section following the payment instructions.

The fields marked with a red asterisk \* are required.

You can choose a saved contact to automatically populate the details or manually enter the details.

Wire Transfer Number and Purchase Reference fields are optional and at your discretion to complete.

short code  
registry

SR Shelly C. Richards  
screday

### Billing Information

FIRST NAME \*  
Cliff

PHONE \*  
+1 (345) 346-4576

EMAIL \*  
mryan+3@gchtech.com

COUNTRY \*  
United States

BILLING ADDRESS 1 \*  
9039 VILLAGE DR

BILLING ADDRESS 2

CITY \*  
YOSEMITE NATIONAL PARK

LAST NAME \*  
Cook

EXTENSION

STATE \*  
California

ZIP CODE \*  
95389

Choose a saved contact

### Order Summary

|                                |                                   |
|--------------------------------|-----------------------------------|
| 55555<br><small>Select</small> | \$3,000<br><small>3-Month</small> |
| <hr/>                          |                                   |
| Subtotal                       | \$3,000                           |
| First Month Free               | -\$1,000                          |
| <hr/>                          |                                   |
| <b>Total</b>                   | <b>\$2,000</b>                    |

### Wire Transfer Number (Optional)

WIRE TRANSFER NUMBER (OPTIONAL) ?

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### Purchase Reference (Optional)

PURCHASE REFERENCE (OPTIONAL) ?

## Wire Payment (cont.)

The Terms & Conditions along with the Best Practices boxes need to be checked before the “Pay \$X,XXX by Wire” button becomes available.

short code registry

Shelly C. Richards  
scrdlay

CITY \*  
YOSEMITE NATIONAL PARK

STATE \*  
California

ZIP CODE \*  
95389

### Wire Transfer Number (Optional)

WIRE TRANSFER NUMBER (OPTIONAL) ?

### Purchase Reference (Optional)

PURCHASE REFERENCE (OPTIONAL) ?

Terms & Conditions \*  
I have read and acknowledge the [Short Code Registry's Registrant License Agreement](#)  
I acknowledge and agree that by clicking to accept the Registrant License Agreement that I am solely responsible for the accuracy and completeness of the information provided to the Short Code Registry, including without limitation my Application Information.

Best Practices \*  
I have read and acknowledge the [Messaging Principles and Best Practices](#)

### Order Summary

|                    |                    |
|--------------------|--------------------|
| 55555<br>Select    | \$3,000<br>3-Month |
| <b>Subtotal</b>    | <b>\$3,000</b>     |
| First Month Free ⓘ | -\$1,000           |
| <b>Total</b>       | <b>\$2,000</b>     |

Pay \$2,000 by Wire

## Wire Payment (cont.) Checkout Complete

After clicking “Pay \$X,XXX by Wire” you will proceed to the next screen which confirms the checkout process is Completed.

On the completed checkout screen, you see the following important information:

- Order ID number to include on the wire remittance detail.
- Payment due date.
- You can download a copy of the **invoice** for your internal processes.
- Wire payment instructions which include the relevant bank remit to details.

Please send wire remittance details to [cs@usshortcodes.com](mailto:cs@usshortcodes.com).

**Checkout Completed**

You have agreed to pay by wire for this order. Your Short Codes cannot be used until payment is completed.

Your Order ID is: **40033**

Payment Due: **January 2, 2026**

Available Account Credit: **\$0**

[Download Invoice](#)

You can download your invoice here. Please note that your statement, required for carrier approval, will only be available once payment is completed.

A copy of your invoice has been emailed.

| Short Code        | Type   | Program  | Term  | Amount         |
|-------------------|--------|----------|-------|----------------|
| <b>55555</b>      | Select | Standard | 3 mo. | \$3,000        |
| First Month Free: |        |          |       | -\$1,000       |
| <b>Total:</b>     |        |          |       | <b>\$2,000</b> |

**Billing Contact**

NAME: **Cliff Cook**  
 EMAIL: **mryan+3@gchtech.com**  
 ADDRESS: **9039 VILLAGE DR, YOSEMITE NATIONAL PARK, CA, 95389, United States**  
 PHONE NUMBER: **+1 345 346 4576**

**Wire Transfer Instructions**

- Include the Invoice Number to avoid processing delays.
- Ensure all transfer fees are covered to prevent payment issues.

Bank Name: Wells Fargo, N.A.  
 Account Name: GCH Technologies Inc.  
 Account #: 1472085180  
 ABA Routing #: 121000248 (Domestic)  
 Swift Code: WFBUS6S (International)  
 Reference: GCH Invoice No. 40033

## Short Code Registry

### Short Codes

Upon checkout with either **Check** or **Wire**, you can see the Billing Status by clicking Short Codes on the left navigation panel.

Ensure that Managed Codes toggle is disabled to see all the statuses in the Billing Status column.

If the Managed Codes toggle is enabled, you will only be able to see Short Codes in paid status.

The screenshot shows the Short Code Registry dashboard. On the left is a navigation menu with 'Short Codes' highlighted. The main area features summary cards for 'Total Codes' (69), 'Need Onboarding Action' (41), 'Need Billing Action' (27), 'Auto Renew' (3), and 'Expired' (28). Below these is an 'Incoming Transfers' section with a table of pending transfers. A 'Managed Codes' toggle is shown as disabled. A search bar is present above the main table. The main table lists short codes with columns for Short Code, Onboarding, Program, Use Type, Term, Order #, Brand, Content Provider, Billing Status, and Lease Start.

| Short Code | Onboarding  | Program  | Use Type | Term  | Order # | Brand              | Content Provider | Billing Status                      | Lease Start |
|------------|-------------|----------|----------|-------|---------|--------------------|------------------|-------------------------------------|-------------|
| 55555      | Not Started | Standard | Normal   | 3 mo. | 40033   | N/A                | N/A              | Wire Pending<br>Due 01/02/26        | 12/19/2025  |
| 24568      | Not Started | Standard | Normal   | 3 mo. | 38921   | N/A                | N/A              | Paid (Auto-Card)<br>Renews 03/17/26 | 12/17/2025  |
| 345098     | Complete    | Standard | Normal   | 3 mo. | 37994   | American Airlin... | Apple            | Paid (Card)<br>Valid Until 03/15/26 | 12/16/2025  |
| 563902     | Not Started | Standard | Normal   | 3 mo. | 37994   | N/A                | N/A              | Paid (Card)<br>Valid Until 03/15/26 | 12/16/2025  |
| 37377      | Not Started | Standard | Normal   | 3 mo. | 37994   | N/A                | N/A              | Paid (Card)<br>Valid Until 03/15/26 | 12/16/2025  |
| 37867      | Not Started | Standard | Normal   | 3 mo. | 37943   | N/A                | N/A              | Paid (Card)<br>Valid Until 03/15/26 | 12/16/2025  |

## Billing Status

The Billing Status column allows the user to filter on both Check Pending & Wire Pending.

Short Codes in **Check** or **Wire** Pending status can be onboarded. Please visit the *“Onboarding a Short Code”* user guide for additional details.

For New Short Code leases, the payment needs to be received before a [Statement](#) can be printed and sent to the Carriers to initiate activation of the Short Code for use.

Managed Codes ?

Search for a Brand, Content Provider, or a Short Code

| Short Code | Onboarding  | Program  | Use Type | Term   | Order # | Brand | Content Provider | Billing Status                | Lease Start |
|------------|-------------|----------|----------|--------|---------|-------|------------------|-------------------------------|-------------|
| 80000      | Not Started | Standard | Normal   | 12 mo. | 40085   | N/A   | N/A              | Check Pending<br>Due 01/02/26 | 12/19/2025  |
| 55555      | Not Started | Standard | Normal   | 3 mo.  | 40033   | N/A   | N/A              | Wire Pending<br>Due 01/02/26  | 12/19/2025  |
| 88888      | Not Started | Standard | Normal   | 3 mo.  | 34056   | N/A   | N/A              | Wire Pending<br>Due 12/24/25  | 12/10/2025  |
| 413539     | Not Started | Standard | Normal   | 3 mo.  | 33389   | N/A   | N/A              | Wire Pending<br>Due 12/23/25  | 12/9/2025   |
| 391643     | Not Started | Standard | Normal   | 3 mo.  | 33389   | N/A   | N/A              | Wire Pending<br>Due 12/23/25  | 12/9/2025   |

## Short Codes

### Renewing Short Code

To renew a Short Code(s) and pay via Check or Wire, navigate to all Short Codes on the left navigation panel.

Click into the individual Short Code you would like to renew, then into Billing & Invoices.

Click on the Renew button and the code will be added to the Cart.

Go to the cart to then begin the process explained in this User Guide.

The screenshot displays the user interface for Short Code 203742. On the left is a dark blue navigation sidebar with the MessagesMadeSimple logo and a 'Me' profile icon. The sidebar menu includes: Order a Short Code, Short Code Registry (highlighted with a red box), Brands, Content Providers, Billing, My Account, Reports, System Messages (56), and About Short Codes. The main content area is titled 'Short Code 203742' and has three tabs: SHORT CODE DETAILS, BILLING & INVOICES (selected), and TRANSFER & CANCEL. The 'Billing Contact' section shows details for Cliff Cook, including phone number +1 (345) 346-4576 and email mryan+3@gchtech.com. The 'Actions' section contains three buttons: 'Renew' (highlighted with a red box), 'Pay Invoice', and 'Download Receipt'. The 'Payment Method' section shows a Card Visa with card number \*\*\*\* \* 1111 and expiration date 01/2026. The 'Billing Status' section shows 'Paid (Card) Valid Until 12/11/26'. The 'Lease Term' section shows a '12-Month Lease' from 12/12/2025 to 12/11/2026 with an 'Auto-Renew' toggle and an 'Update Lease Term' button. The 'Order History' table at the bottom shows a single order with ID 35801, status 'Paid', invoice date 12/12/25, due date 12/17/25, paid date 12/17/25, payment method 'Card', and a total of \$5,500.

## Check & Wire Summary

Check & wire payments are available for the lease of new Short Codes and for renewal of Short Codes.

Auto-Renew cannot be enabled for Check & Wire payments.

New Short Codes are not available for use until payment is received via Check or Wire, if this is the selected payment method. Only after payment is received and applied in the Short Code Registry, can the registrant download the [Statement](#) to send to the Carrier for activation of the code(s).

If you need to setup GCH Technologies as a payor in your AP system, please contact Customer Success Operations (CSO) Team at [cso@usshortcodes.com](mailto:cso@usshortcodes.com).

The screenshot displays the 'Short Code 203742' page in the Short Code Registry. The left sidebar contains navigation options like 'Order a Short Code', 'Short Code Registry', and 'My Account'. The main content area is divided into sections: 'Billing Contact' (Cliff Cook, +1 (345) 346-4576, mryan+3@gchtech.com), 'Actions' (Renew, Pay Invoice, Download Receipt), 'Payment Method' (Card Visa, exp. date 01/2026), 'Billing Status' (Paid (Card), Valid Until 12/11/26), and 'Lease Term' (12-Month Lease, Auto-Renew disabled). An 'Order History' table shows a recent payment of \$5,500. A red box highlights a notification: 'Renew Code 203742 was added to cart' with a 'Go to cart' link.

## Glossary

**Statement** - an official document issued by the Short Code Registry that serves as certified proof of a completed Short Code order. Unlike a receipt or invoice, a Statement combines payment confirmation, vetting results, and Short Code details into one secure record.

Statements are only available after completing the Short Code Onboarding process, which associates a paid lease with a vetted brand, ensuring the information is accurate and final. This replaces the older process where customers had to submit a paid lease receipt together with a campaign brief to carriers.

Each Statement includes a unique system-generated key that is tied directly to the Registry. This key cannot be fabricated or altered, making the Statement tamper-resistant and verifiable as an authentic record.

Customers can use Statements to:

- Verify that payment was successfully processed.
- Confirm that brand vetting has been completed.
- Reference official details of their Short Code lease for carrier onboarding or compliance purposes.

## Version History

| Date       | Version | Details         |
|------------|---------|-----------------|
| 12/22/2025 | 1.0     | Initial Release |
|            |         |                 |
|            |         |                 |