Discrepancy Resolution (In MyQLink)

1. **Log in** to www.myqlink.biz with your User ID &password

2. **Select** the Transactions tab

3. **Select** View Discrepancy

4. **Click** on the specific discrepancy you want to resolve

5. In the pop-up window

   - **Select** the discrepancy reason from the drop down box

   - Detail all findings regarding discrepancy

   - **Enter** your Resolver ID and password (This is the same as your Cubex Solution User ID & password)

   - Have a Witness **enter** their User ID & password (This is the same as their Cubex Solution User ID &password.)

   - **Select** OK

Notes:

   - A witness is always required for discrepancy resolution

   - Discrepancy reason can be added, changed and edited in MyQLink > Database > Discrepancy Reasons.