

## Remote Deposit – Installation Guide

Section A.	Remote Deposit Platform Overview	1
Section B.	First-Time Login	1
Section C.	Setting Up the Desktop Check Scanner	2
Section D.	Installation of Scanner Software	2
Section E.	Adding the Scanner Device to Software	6
Section F.	Creating a New Deposit	8

**For Installation Assistance Contact:**

**Phone:**

**484-395-2061**

**Email:**

**[CMSupport@meridianbanker.com](mailto:CMSupport@meridianbanker.com)**

## **Section A: Remote Deposit Platform Overview**

**This platform allows you to be able to deposit checks right from your business via the Remote Deposit Software and Desktop Scanner.**

- The idea behind this product is to give you an efficient and secure way of depositing checks into your account without ever having to leave your office.
- By having access to this product you will be able to have better control over your receivables and have the ability to create custom reports to your specific needs.

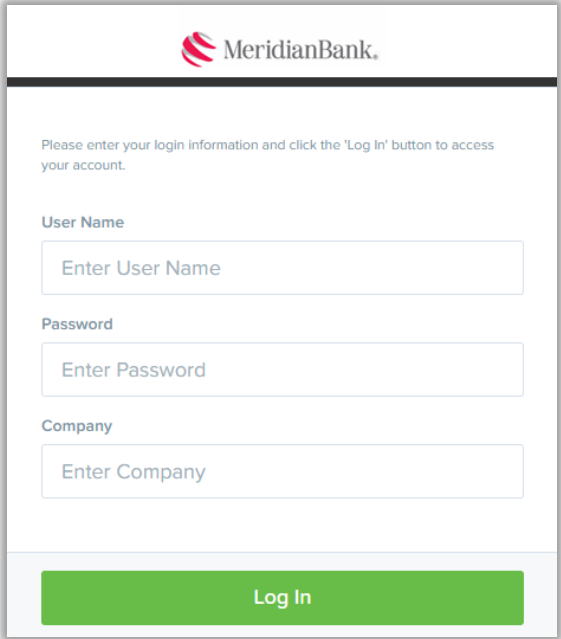
## **Section B: First-Time Login**

To login to the Remote Deposit Platform, you will either:

1. Login via the SmartPay Deposit site:  
<https://smartpay.profitstars.com/business/login/meridianbanker>
2. Access the platform via Single Sign On through Online Banking

### **Logging in to SmartPay Site**

- Once you navigate to the website above, you will need to enter the User Name, Password, and Company fields to access the site to start making deposits
  - These credentials would be given to you in advance of logging in
  - This type of login is typically used for individuals without online access to the company's online banking profile of accounts



## Logging in via Single Sign On through Online Banking

- Once you navigate to our website ([www.meridianbanker.com](http://www.meridianbanker.com)), you will need to login and then navigate to the “Remote Deposit” option from the tabs at the top of the main page
- After selecting Remote Deposit, it will open up the SmartPay website, where you will be able to start depositing the checks, without having to sign in again

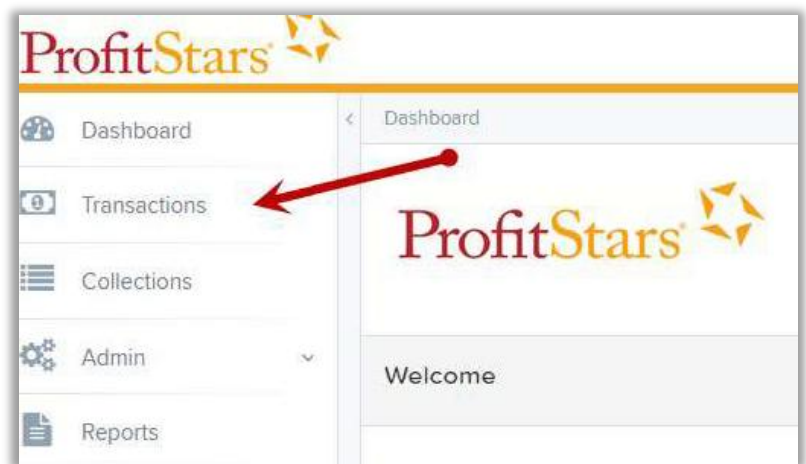
## Section C: Setting up the Desktop Check Scanner

- Remove the scanner from the box and make sure that all of the components are included
- You will need to make sure that the scanner is placed in a location where the USB cord will be able to reach to the designated computer
- Plug the power adapter into the scanner and then to the power outlet
- Plug the other end of the USB cord into the back of the scanner
- Make sure the top lid of the check scanner (left part of the scanner) is correctly sitting on the scanner
  - This section of the scanner can be removed by lifting up, exposing the interior of the scanner, where you can trouble shoot to see why a check may be stuck or not

## Section D: Installation of Scanner Software

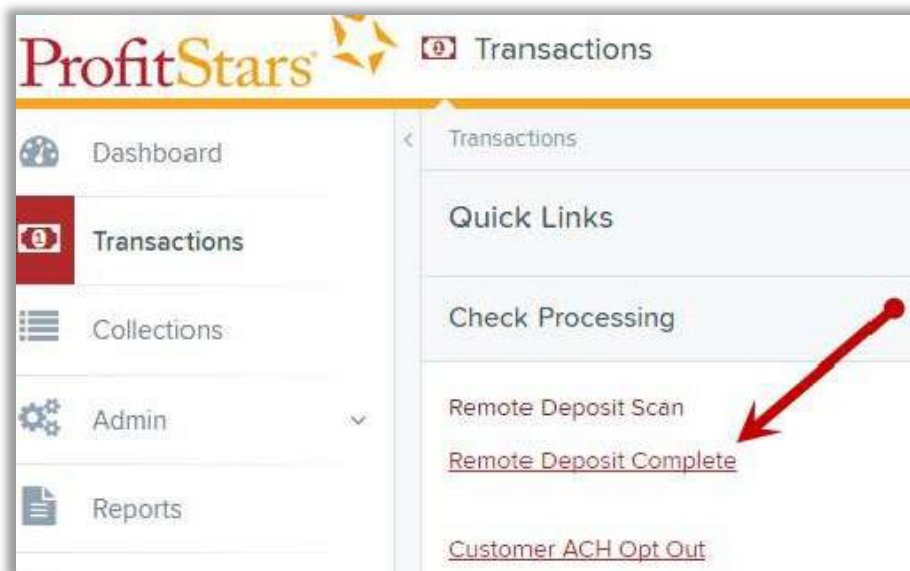
Once you have completed the scanner assembly, you are ready to install the scanner software.

- You will first need to plug the USB cord from the scanner into the computer that you will be using to deposit checks
- Once you are logged into the SmartPay/ProfitStars site, you will then click on “Transactions” from the menu on the left of your screen

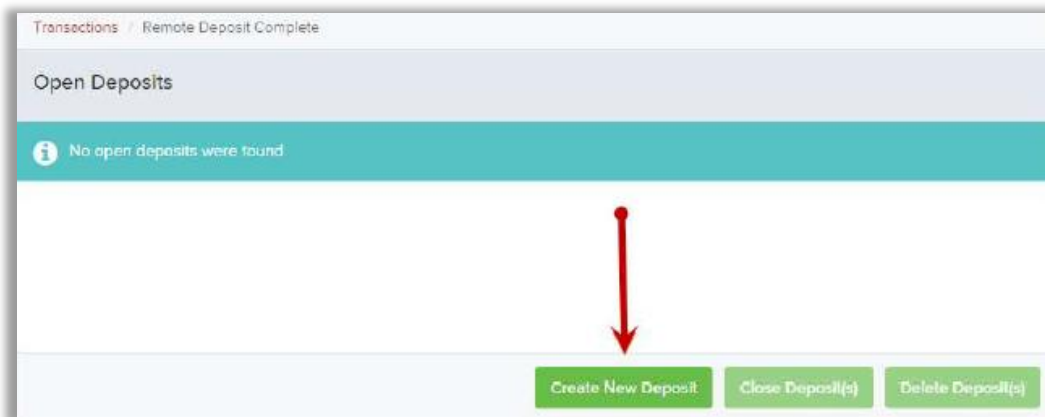


MeridianBanker.com | 866.327.9199

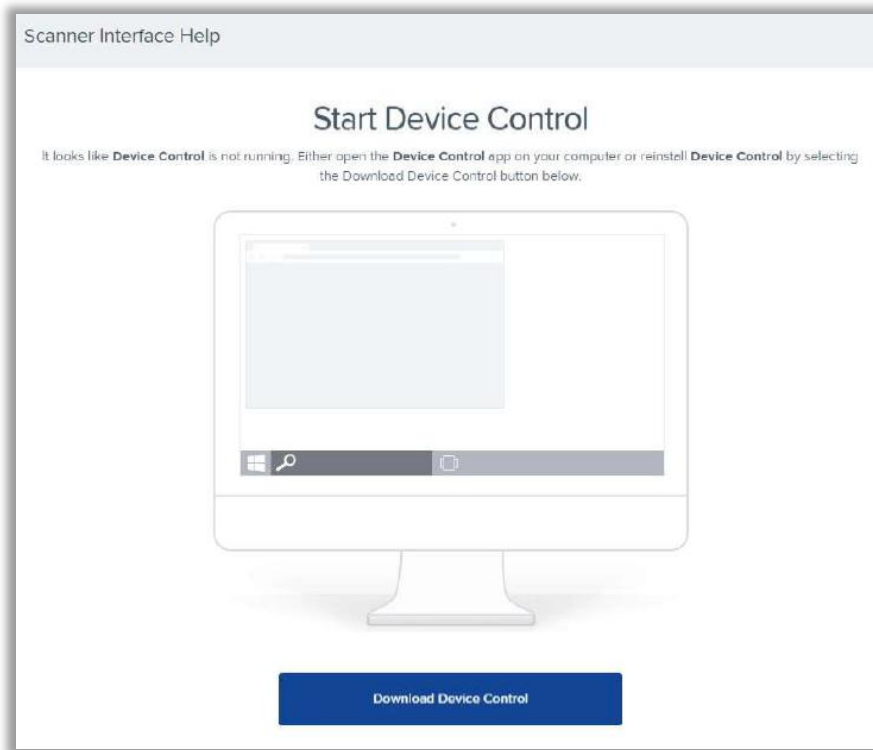
- You will see a new section appear in the middle of the page with some options to choose from
  - Select “Remote Deposit Complete”



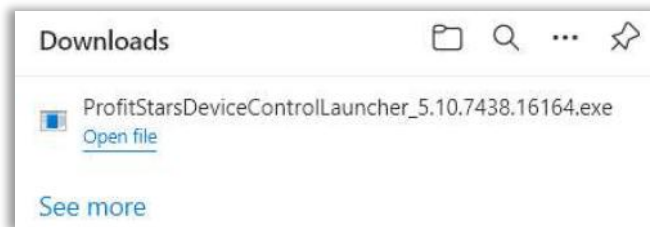
- A new section will appear with the title of “Open Deposits”



- Towards the bottom of that screen, you will then select “Create New Deposit”
- In doing so, a new window prompt will appear (Start Device Control), informing you that the Device Control software is not running
  - Click “Download Device Control” to continue



- Depending on the browser you are using, you will see one of the following downloads to click:
  - Microsoft Edge – appears in the upper right hand corner of the screen



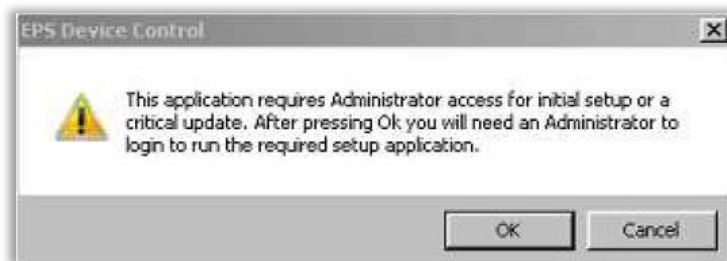
- Google Chrome – appears in the bottom left corner of the screen



- The application will prompt you to install the “EPS Device Control” software
  - Click “Install” to continue. (This may take several minutes to download)



- At a point during the download, a prompt may appear stating that a user with Administrator rights will be required to complete the installation. You will simply need to select OK to continue on.



- Next, a new prompt labeled "User Account Control" will appear asking permission for the application to make additional changes
  - Select YES to continue



- This marks the end to the first part of the installation process. Continue to the next section to add the scanner to the software profile.



MeridianBanker.com | 866.327.9199

## Section E: Adding the Scanner Device to Software

After completing the final step of Section D, you are now ready to finalize the installation.

- Once the Device Control software has been installed, the application should automatically initialize
- At this point, a new window will appear asking to “Choose A Device Manufacturer”



- You will need to select the scanner that matches the one you received from Meridian and click “Install”

- The “Add/Remove Devices” window will appear, and you will need to select the scanner manufacturer from the device list and select “Install” again



MeridianBanker.com | 866.327.9199

- The “Install Wizard” window will appear
- Next, you will need to **DISCONNECT** the scanner’s USB cable from your computer, and then exit all other applications
- Click “Next” to continue



- Once the “Install Wizard” has completed, **RECONNECT** the scanner to your computer and click “Finish”



- You have now finalized the install of the software and check scanner, and are now ready to begin scanning

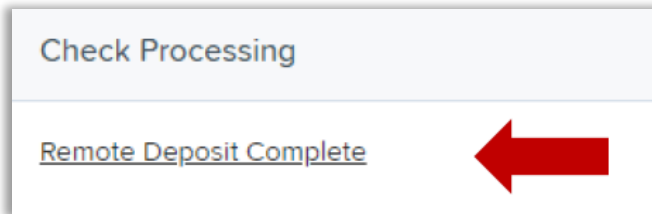


MeridianBank®

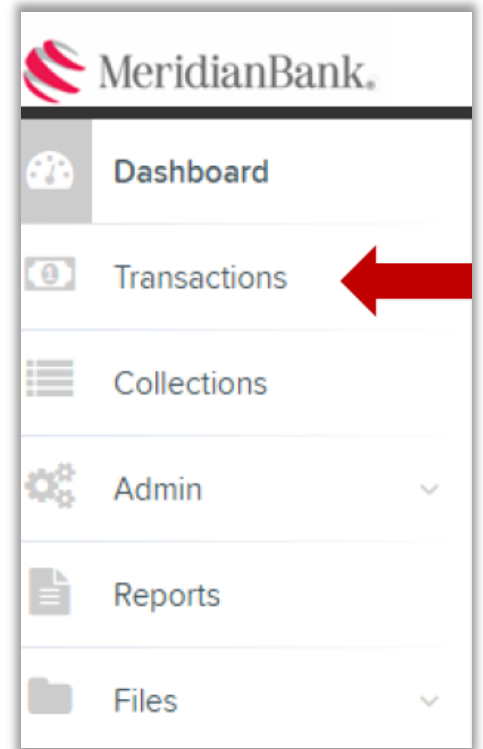
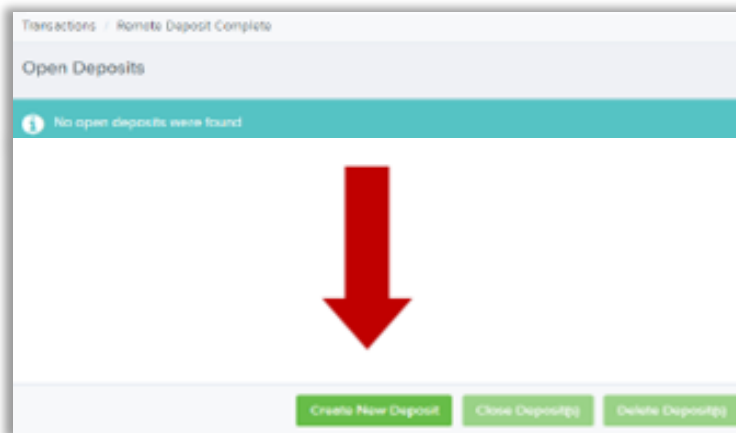
MeridianBanker.com | 866.327.9199

## Section F: Creating a New Deposit

1. From the **Main Dashboard** page, click the “Transactions” tab
2. Next, click the “Remote Deposit Complete” option



3. From the **Open Deposits** Page, click “Create New Deposit”



4. To begin a deposit, make sure that the scanner is ready to receive the checks by confirming that the “Scanner Terminal Number is displaying in the appropriate field (see image below)
5. Choose the **Location** – account that the checks will be depositing to
6. Enter the **Number of Checks** in your deposit
7. Enter the **Dollar Amount** of the deposit
8. Click “Create”



MeridianBanker.com | 866.327.9199

Transactions / Remote Deposit Complete / Create New Deposit

### Create New Deposit

**Location \***  

  
Location is required

**Payment Type \***

**Deposit Name \***

**Number Of Checks \***

**Total Amount \***

**Scanner Terminal Number**  
 60114458147

**Create**

9. Scan the checks and review the images of the checks for clarity and straightness
  - o Note: If the dollar amount does not fill in, click the refresh button (possibly more than once) if there are a lot of checks in the deposit

Transactions / Remote Deposit Complete / Deposit View

All Items **Refresh** New Entry View

**Place check(s) in the scanner to begin the process.**

Front of Check Back of Check

Please Insert Check

Scanner Interface	Bill	Deposit Status
<b>Service</b> Start Server Scan Command Sent.		<b>Location</b> Drexler Test Acct
<b>Scanner</b> Scanning Started on Digital Check Device..		<b>Control</b> 1: \$100
<b>Terminal Number</b> SCHASLANP		<b>Scanned</b> 0 / \$0.00

**Complete Deposit**



MeridianBanker.com | 866.327.9199

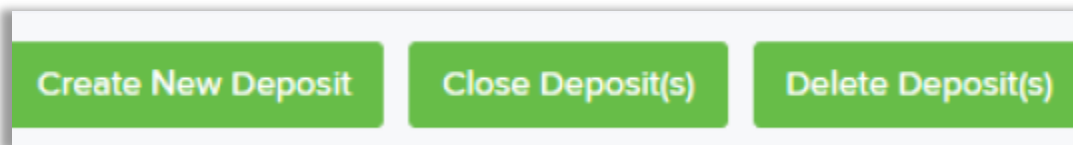
10. Compare the “Control Total” and “Scanned Total”

- If there is a difference, determine why by re-adding the checks and reviewing the scanned items
- If you miscalculated the checks, it is okay to submit the deposit, the scanned total will be credited
- If there are no Alerts on an item causing the difference, it is okay to submit the deposit
  - i. Our Proof Department will correct the amount for you

11. Click “Complete Deposit”

<input checked="" type="checkbox"/>	Open	Requires Attention	Date Created	Location	Deposit Name
<input checked="" type="checkbox"/>			07/15/2021 12:01:18 PM CT	Dreamini Test Ac...	12:00:16.1981782 7/15/2021 Deposit

12. To send the deposit(s) to the bank, place a check mark in the empty box in front of the line item and click “Close Deposit(s)”



13. To delete the deposit, Click “Delete Deposit”

14. Confirm your selection to **Close** or **Delete** the deposit

Confirm Deposit(s) Close

Are you sure you want to close the selected 1 deposit(s)?

Cancel Close



MeridianBanker.com | 866.327.9199

Confirm Deposit(s) Deletion

Are you sure you want to delete the selected 1 deposit(s)?

Cancel Delete

15. Once you make your selection, you will receive an email confirming our receipt of the deposit