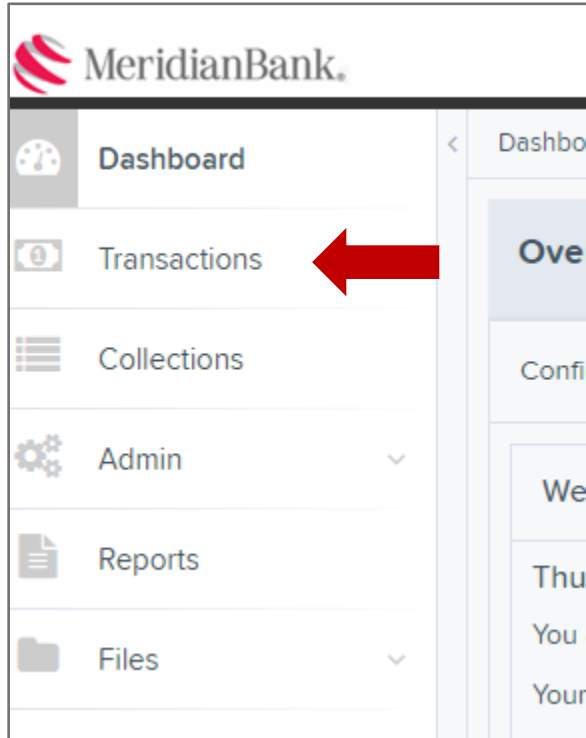
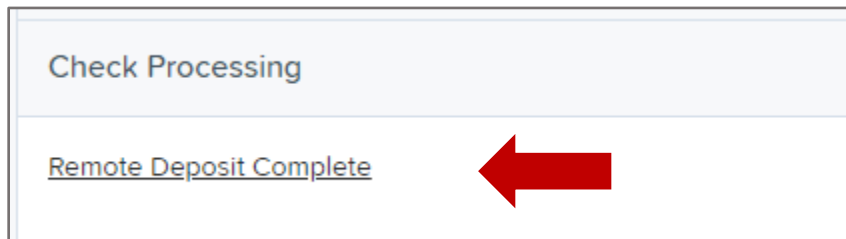


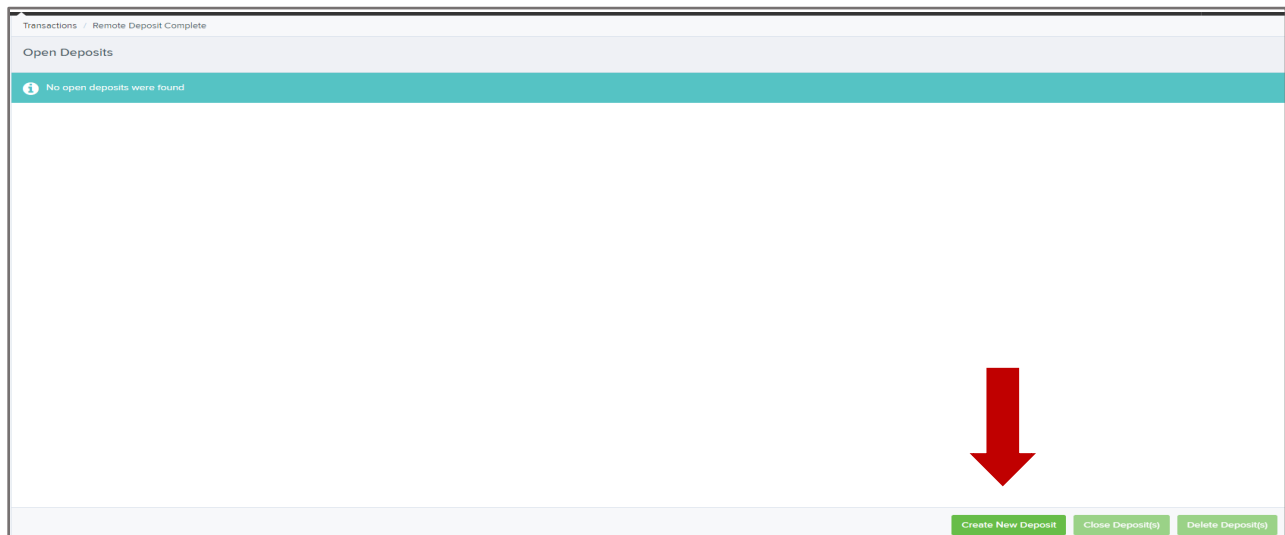
From the Dashboard page, click the Transactions tab



Next, Click Remote Deposit Complete



From the Open Deposit Page, Click Create New Deposit



To Begin a Deposit:

**** The scanner is ready to receive the checks when the Scanner Terminal Number displays**

1) Choose the Location (account you are depositing to)

2) Enter the number of checks in your deposit

3) Enter the dollar amount of your deposit

4) Click Create

Transactions / Remote Deposit Complete / Create New Deposit

Create New Deposit

Location *
-- Select --
Location is required

Payment Type *
Mailed In/Dropped Off

Deposit Name *
12:00:16.1981782 7/15/2021 Deposit

Number Of Checks *

Total Amount *
\$

Scanner Terminal Number
60114458147

Create

5) Scan checks and review picture of check for clarity and straightness

***Note, if the dollar amount does not filled in, click the Refresh button, possibly more than once, if there are a lot of checks.**

6) 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 ok to submit the deposit, the scanned total will be credited; if there are no ALERTS on an item causing the difference, it is ok to submit the deposit- the proof department will correct the amount for you.

7) Click Complete Deposit

Transactions / Remote Deposit Complete / Deposit View

All Items Refresh Data Entry View

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

Front of Check Back of Check

Please Insert Check

Scanner Interface	Reset	Deposit Status
Service Start Server Scan Command Sent.		Location Dreamini Test Acct
Scanner Scanning Started on Digital Check Device...		Control 1 / \$1.00
Terminal Number 60114458147		Scanned 0 / \$0.00

Complete Deposit

8) 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)

9) To Delete the deposit, click Delete Deposit

Transactions / Remote Deposit Complete

Open Deposits

<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

Create New Deposit Close Deposit(s) Delete Deposit(s)

10) 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

CI | Dreamini Test Ac... | 12:00:16.1981782 / /15/2021 Deposit

Confirm Deposit(s) Deletion

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

Cancel Delete

CI | Dreamini Test Ac... | 12:00:16.1981782 / /15/2021 Deposit

**** You will receive an email confirming our receipt of the deposit.**