Remote Deposit: Upgrading Instructions

Bremer has recently upgraded our Remote Deposit service for an enhanced user experience. Creating and completing deposits, scanning checks and adding users will be streamlined on the new site.

Before you will be able to access the new site, the primary user for Online Banking will need to complete the following steps:

Step 1: Update the Remote Deposit link within the user profiles area in Online Banking

The link for the primary user has already been updated. For additional Remote Deposit users, complete the following steps:

- In Online Banking, go to the **Administration** tab.
- Select **Company Administration.**
- Click on the user ID.
- Scroll down to **Services & Accounts.**
- Click on the **Edit** icon next to Services & Accounts.
  - Click on the plus sign to add the Remote Deposit Check Capture service.
  - Click on the **Edit** icon to the far right of Remote Deposit Check Capture.
- When the link box opens, enter the Company ID-Online Banking Username (for example, a Company ID of 1234 and username of Mickey would be 1234-Mickey).
- Click on **Save.** Repeat steps for any additional users.

An initial group of users have been setup in the Remote Deposit System as part of the conversion. Follow the Self-Administration Guide for any additional users needing access. The Guide will walk through both the Online Banking setup and Remote Deposit System setup.

Step 2: Install an updated version of WebScan

Note: Users must have administrative access to be able to download and run the installation for the drivers. This can be done by logging into the computer as an admin or providing admin credentials when prompted during the download process.

- In Online Banking, go to **Account Services> Remote Deposit Check Capture**.
- From the Remote Deposit home page, click on **Help**.
- Click on **Retrieve WebScan**.
- The WebScan (EXE) will automatically download.
- Open the download and run the WebScan (EXE) installation process.
- Click through any **Next** prompts until the update is complete.

Step 3: Create a test batch to verify scanner connection

- Under **Create Deposit**, select the location and account for the deposit.
- Enter a dollar amount of the deposit in the **Control Total** field.
- Click **Create Deposit**.
- Click on **Capture** to initialize the scanner.
- Click on **Start Scan**. The scanner will initialize and indicate that is it ready to accept checks.
- Click **Stop Scan** to disconnect the scanner.
- Click on the ellipsis (three dots) in the upper right-hand corner and select **Remove Deposit** to delete the batch.

You've now completed the steps to update Remote Deposit. Additional resources are available by clicking on Help on the Remote Deposit home screen.

Questions?

Contact Treasury Management at 800-537-0091 or by email at tmsuccess@bremer.com for additional assistance.