

Remote Deposit: Daily Reference Guide

Getting Started

- Gather checks to be deposited. Ensure items are aligned together with a clean edge leading into the scanner, fixing any obvious folds or tears.
- Log into Online Banking, go to the **Account Services** menu, then click **Remote Deposit Check Capture**.
- If you receive an error, please contact Treasury Management Implementation or your local banker to complete the entitlement process.

Capture Your Deposit

- Under **Create Deposit**, select the location and account for the deposit.
- Enter the dollar amount of the deposit in the **Control Total** field.
TIP - You can use Create Tape to compute a Control Total.
- Click **Create Deposit**.
- Click on **Capture** to initialize the scanner.
- Insert the check(s) to be deposited into the scanner. Click on **Start Scan**. The scanner will begin to pull checks.
- When scanning is complete, click **Stop Scan** to disconnect the scanner.
- Click on **Next**. The screen will move to one of the following tabs:
 - **Correct Items** tab if there are items that need correction.
 - **Review Deposit** tab if the batch is balanced and ready to submit.
- On the **Correct Items** tab, you can edit missing MICR information or adjust the amount of a check. Once the items are corrected, click on **Next** to move to the **Review Deposit** tab to submit the batch for processing.
- On the **Review Deposit** tab, confirm the information for the deposit and click on **Submit**.
- After the batch is submitted, a **Receipt** button will appear. Reports with deposit details can be downloaded or printed using this button.

Access Reports

- Deposit detail and image reports can be accessed from the **Reports** tab at the top of page.
- Select the desired report from the dropdown menu and click on **Create**.
- The selected report will open for you to print or download.

Log Out and Securely Store Your Checks

- Click on the **Log Out** button in the upper right corner of the screen.
- Place all paper checks in a secure location. Checks can be securely destroyed after 30 days.

Questions?

Contact Treasury Management at 800-537-0091 for additional assistance.