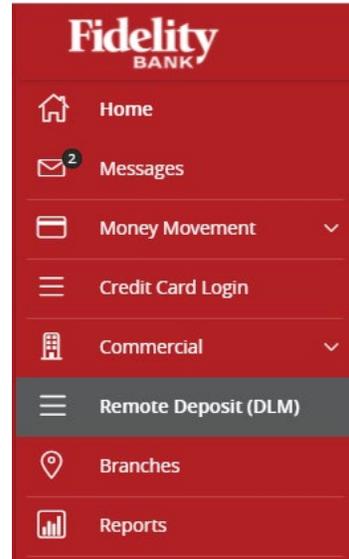
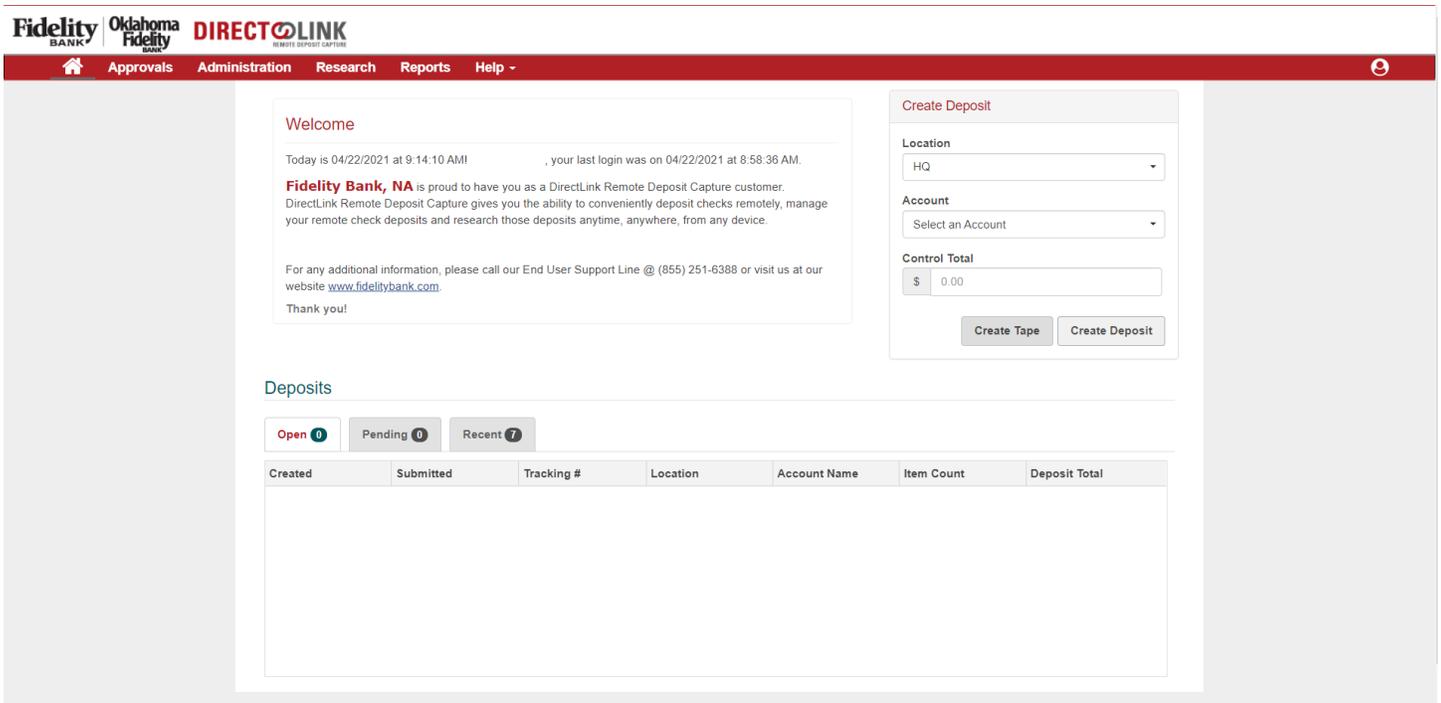




1. To access Remote Deposit, click the 'Remote Deposit' link within Business Online Banking.



The remote deposit landing page appears.

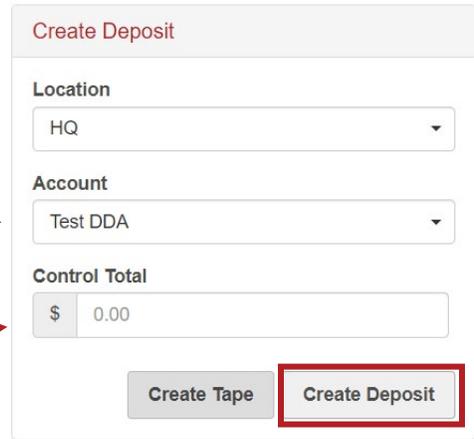


Note: Button location throughout the process will vary depending on size and width of browser display.

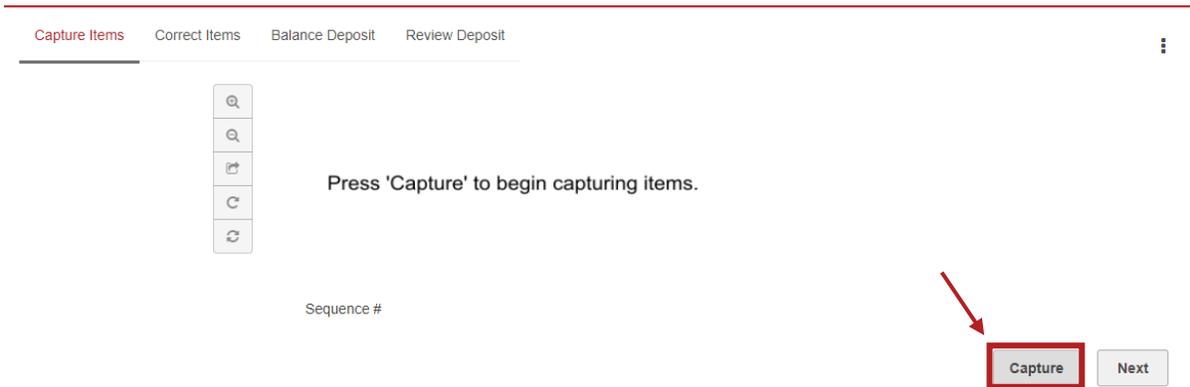
2. Select 'Accounts' tab within the **Create Deposit** Box to select the account the deposit will go in to

3. Enter the total for the deposit into the 'Control Total' box

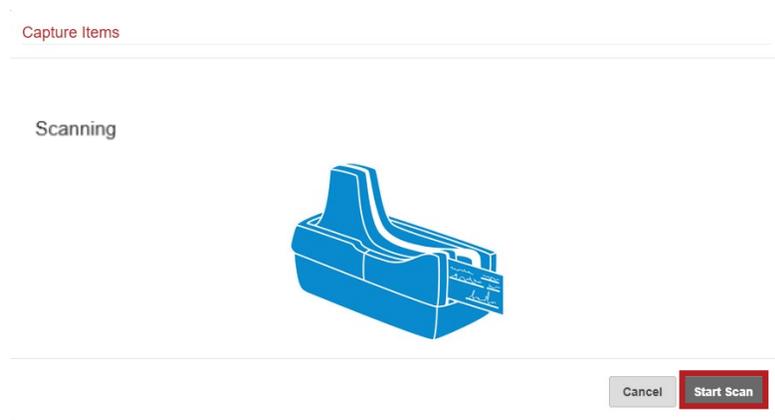
4. Select '**Create Deposit**'



5. Load checks into scanner and click 'Capture' to scan items – Click 'Start Scan' in 'Capture Items' window



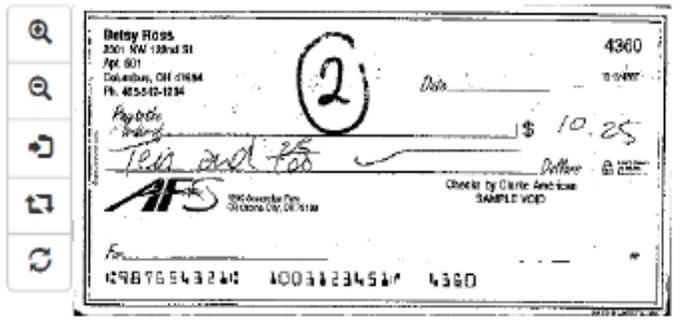
Note: Clicking capture connects to the scanner and opens a window that enables the user to view messages regarding the scanning of the items including error messages.



Click 'Start Scan' here

6. Once the items have been scanned, the 'Capture Items' page is updated with those items

Capture Items    Correct Items    Balance Deposit    Review Deposit    ⋮



Sequence #440000002

Capture    Next

Items can be selected here by checking the box next to the item. To remove an item, clicking the menu button here will enable removal of the items.

## Items 2

Results can be sorted by column simply by clicking the header label.

Amount	Sequence	Routing Number	Account	Serial	<input type="checkbox"/>
\$10.25	440000002	987654321	0000001003123451	0000004360	<input type="checkbox"/>
\$9.50	440000003	987654321	0000001003123451	0000004359	<input type="checkbox"/>

To view an item from the list, select the item by clicking it. The image pane will update with the image of the selected item.

If there are no issues with the items scanned, the system will move on to the Deposit Review page – the next step can be skipped and you can move on to page 5, step 9.

If there are any issues with items scanned, step 7 below explains the process to resolve.

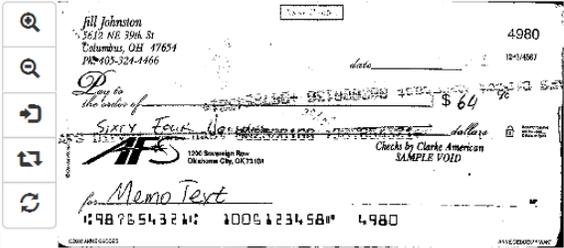
7. If there are any problems detected, the system will prompt a correction page to resolve the issue:

- Duplicate Detected
- Amount not recognized
- MICR code information error

### Example: Missing Check Amount

Capture Items **Correct Items** Balance Deposit Review Deposit

Correcting 1 of 2



Amount: \$ 0.00  
The amount must be greater than \$0 and less than \$100,000,000.00.

MICR: 987654321 1006123458 4980

Buttons: Remove,  Verify MICR, Accept

Sequence #439000002

#### Exceptions 2

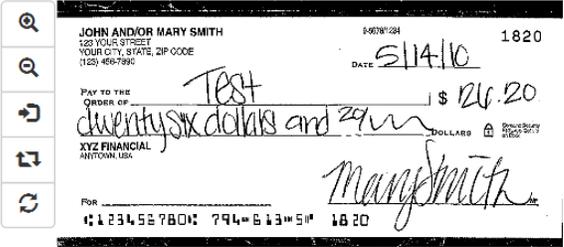
- AMOUNT CANNOT BE ZERO
- Excessive Skew

### Example: Duplicate Item

Capture Items **Correct Items** Balance Deposit Review Deposit

Correcting 1 of 2

**The item must be removed to continue.**



Amount: \$ 26.20

MICR: 123456780 794-613-5 1820

Buttons: **Remove**,  Verify MICR, Accept

Sequence #438000002

Duplicate Item [Click to view the duplicate image](#)

Exceptions 2

- Excessive Skew
- Item is a duplicate

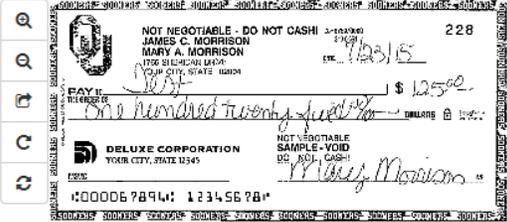
To remove an entire deposit, click the menu button and then select remove deposit.



To remove the item, click the 'Remove' button

- If scanned items do not match the control total entered on the Create Deposit page, the Balance Deposit page appears to make corrections as needed.

Capture Items   Correct Items   **Balance Deposit**   Review Deposit



Sequence #10649800040

### Deposit Information

**Debit Total** \$2,377.88

**Difference** \$600.00

**Control Total**

If the total amount was entered incorrectly, it can be corrected here.

All Items **12**
Out of Balance **1**
Amount Edited **5**
CAR Warnings **0**

Row	Amount	Sequence	Routing	Account	Serial	
1	\$ 1367.66	106498000002	222222234	12343	9841	<input type="checkbox"/>
2	\$ 1349.23	106498000010	123456706	258352180	1209	<input type="checkbox"/>
3	\$ 18.43	106498000020	000067894	1234567890123	0759	<input type="checkbox"/>
4	\$ 225.67	106498000030	222222234	12343	9841	<input type="checkbox"/>
5	\$ <input style="border: 1px solid blue; width: 50px;" type="text" value="725.00"/>	106498000040	000067894	12345678		<input type="checkbox"/>

To remove or edit an item, select the checkbox of the item, then click the item menu button to perform the action.

Capture
Save Changes
Review

If the check value was misread, it can be edited here.

To capture more items, click the 'Capture' button. Once additional items have been captured, 'Save Changes' and move onto review step.

- Review the deposit for accuracy and submit the deposit.

Capture Items   Correct Items   Balance Deposit   **Review Deposit**

**Merchant Capture Deposit Ticket**

Account Number: 6500532283  
Date: 04/19/2016 01:40:05 PM  
Amount: \$ 109.24

### Deposit Information

**Location** Main

**Account** \*\*\*\*\*2283

**Control Total** \$109.24

**Item Count** 2

**Date** 4/19/2016, 1:39:22 PM

**Tracking Number** M000000733

**Comment**

If comments are necessary, enter them here.

Balance
Submit

Submit the deposit by clicking 'Submit'

10. Once submitted, the system confirms the deposit.

✔ The deposit was submitted successfully!

**Merchant Capture Deposit Ticket**

Account Number: 6500532283  
Date: 04/19/2016 01:40:05 PM  
Amount: \$ 109.24

⑆5436⑆0619⑆ 06500532283⑆ ⑆0000040924⑆

### Deposit Information

Location: Main  
Account: \*\*\*\*\*2283  
Control Total: \$109.24  
Item Count: 2  
Date: 4/19/2016, 1:39:22 PM  
Tracking Number: M000000733  
Comment:

[Home](#) [Receipt](#)

Click either to return home or to show deposit receipt.

### Deposit Receipt View

To download or print the receipt, choose either of these.

Deposit Receipt 1 of 1

**Deposit Detail Receipt**

SUBMITTED DATE: 4/14/2016 3:38:33 PM	DEPOSIT STATUS: Submitted
MERCHANT NAME: World Wide Distributors Inc	LOCATION: Main
CREATED BY: ww001	ACCOUNT: *****2283
SUBMITTED BY: ww001	TRACKING NO.: M000000733

<u>CAPTURE SEQUENCE</u>	<u>ITEM TYPE</u>	<u>SERIAL NO.</u>	<u>ITEM AMOUNT</u>
733000002	DEBIT	791	\$ 44.28
733000003	DEBIT	5552	\$ 64.96

Deposit Summary: M000000733    **DEBIT COUNT** 2    **AMOUNT** \$ 109.24

Close

Click to close the window and return to page with submitted deposit.