

Quickly deposit checks electronically; anytime and anywhere. Our Business Check Deposit app is a convenient, secure service which allows business clients to deposit checks with the use of a smartphone or tablet. Take a photo of your check(s) and upload the image(s) to the Business Check Deposit app in order to electronically deposit into your account.

## Download the Business Check Deposit App

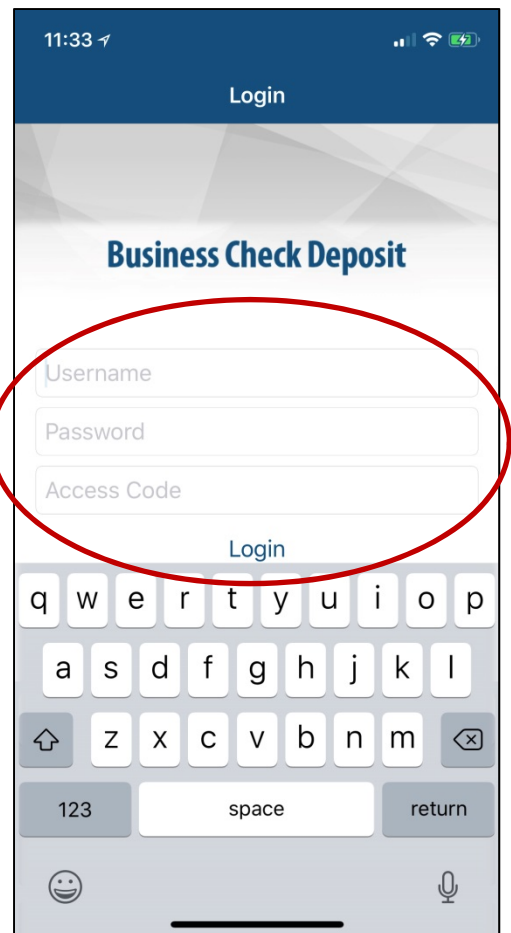
To request the service, please contact the Bank to enroll.

### Login

Once your Business Check Deposit service is activated, you will be sent two emails – the first one will have your User ID followed by an email with your temporary Password and Access Code.

You will be instructed to reset your password on first login.

*Password Parameters: Minimum of 8 characters is required. Must include 2 alpha, 1 upper case, 1 lower case, 1 numeric, and 1 special character.*



## Making a deposit

Click on the "+" located to the right in the header.

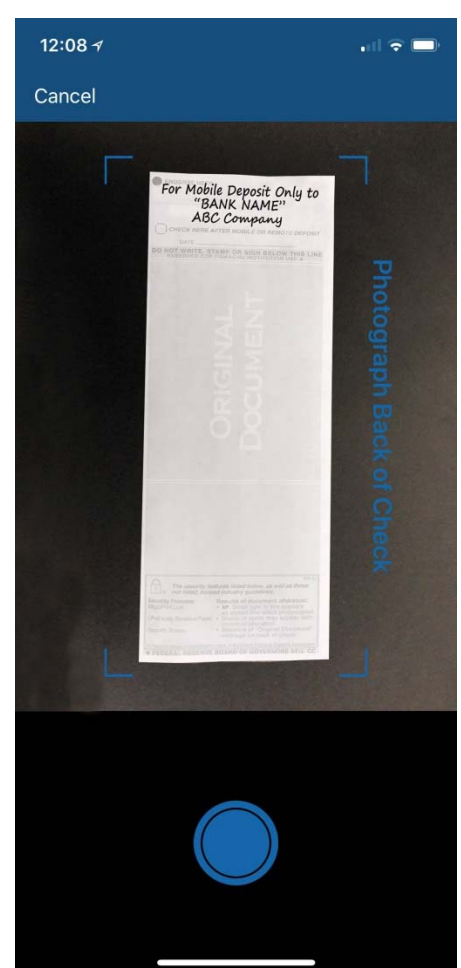
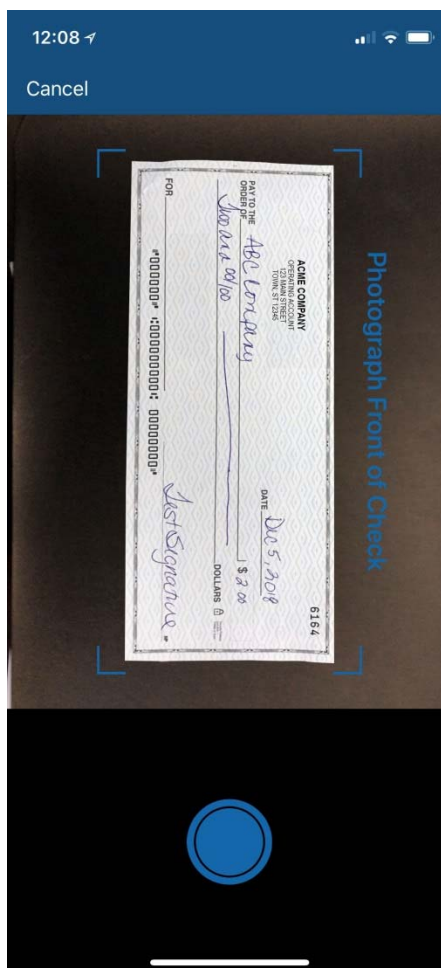
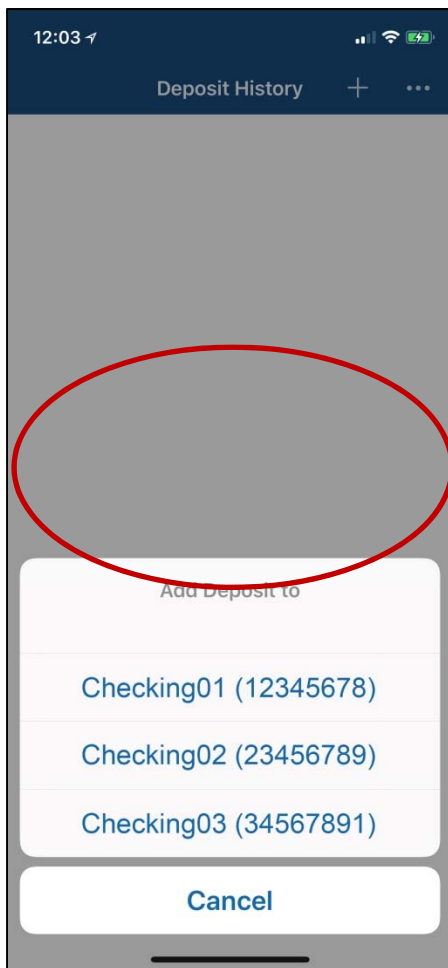
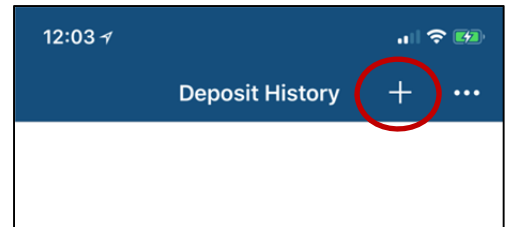
Select an account.

Endorse the check with:

For Mobile Deposit Only to  
"BANK NAME"  
ABC Company


Take a picture of the front and back of check.

*All four corners must show and the picture must be clear.*



## Making a deposit, cont.

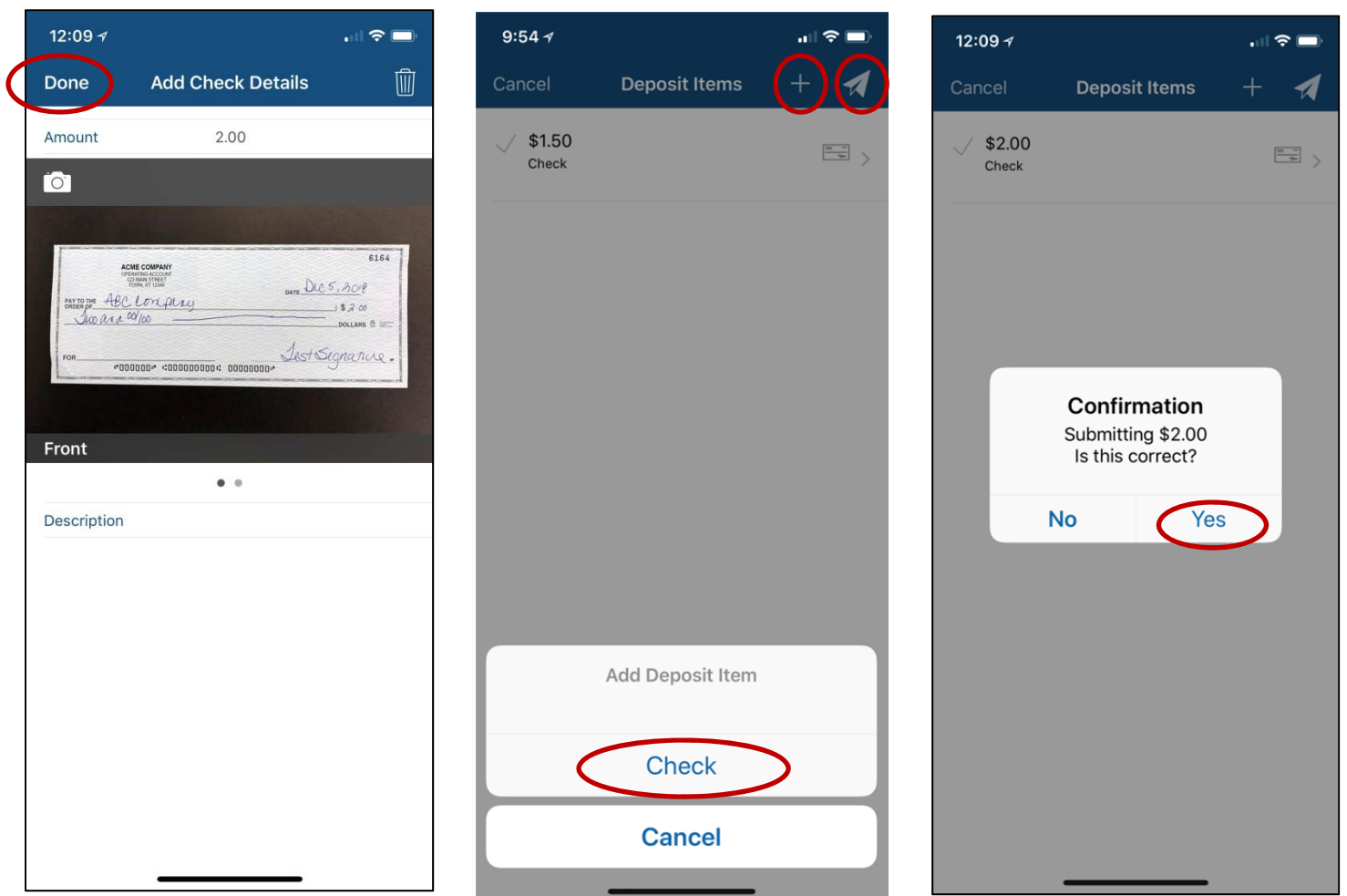
Verify the amount of the check. Review front and back photos. Add a description if needed.

You can delete the deposit item by clicking on  in the upper right hand corner

Click Done.


Click  to add another deposit item. Follow the prompts.

Click  to review Confirmation. Click Yes to proceed.



## Menu

---

Select  in the upper right hand corner to reach the menu screen.

