Mobile Deposit Quick Start Guide
for desktop users

NAVIGATION

USER/ACCOUNT INFORMATION is available on the main page header under the PROFILE icon.

DEPOSIT HISTORY is available on the main page header under the FILE FOLDER icon. A red badge on the file folder will indicate the number of deposits held for review.

USER AGREEMENT, HELP SCREENS, and OTHER LINKS are available on the main page header under the OVERFLOW MENU icon (three vertical dots).

MAKING A DEPOSIT

How to LOAD check images: For all browsers (except Internet Explorer)
For all other internet browsers or for Mac computers, you will use the LOAD button to upload front and back image files.

1. Capture check images using scanner utility tool or another predetermined method; save these images in a location to which you can browse.
2. Ensure that each check is properly endorsed. (Endorsement instructions are available on the help screen.)
3. Start a new deposit by selecting the ADD NEW DEPOSIT button.
4. Select the LOAD button.
5. Select the BROWSE button to choose front and back images captured in Step 1.
6. Select the SAVE button to continue.
7. Repeat steps 1 through 6 as necessary.
8. Review the deposit. If there are any items denoted with a red circle[1], you must correct them before proceeding.
9. Select SUBMIT when you are done.

How to SCAN checks: For Internet Explorer Only
Using Microsoft Internet Explorer, you can SCAN checks using Active X controls or a Java applet. For first time access to the new Mobile Deposit site, Active X is the default option. To select Java, click on the "Enable Java" button on the top right. Your selection will be remembered and will be the default for subsequent visits to the Mobile Deposit site.

1. Ensure that each check is properly endorsed. (Endorsement instructions are available on the help screen.)
2. Start a new deposit by selecting the ADD NEW DEPOSIT button.
3. Select the SCAN button. (Information on how to adjust the scanner settings for best performance is available on the help screen.)
4. Choose a scanner from the dropdown list and select the SCAN button.
5. Review scanned images by using the FIRST, PREVIOUS, NEXT, or LAST buttons.
6. Correct orientation, image quality or other errors using the ROTATE, CROP, or DELETE buttons.

(A list of common image quality errors and troubleshooting suggestions is available on the help screen.)

7. Select the SAVE button to continue.
8. Review the deposit. If there are any items denoted with a red circle[*], you must correct them before proceeding.
9. Select SUBMIT when you are done.

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[*] A red circle with a dollar sign indicates an amount must be entered. A red circle with an exclamation mark denotes an error; click on the icon for more details. Note: errors must be deleted and rescanned.