

How To: Mobile Deposit

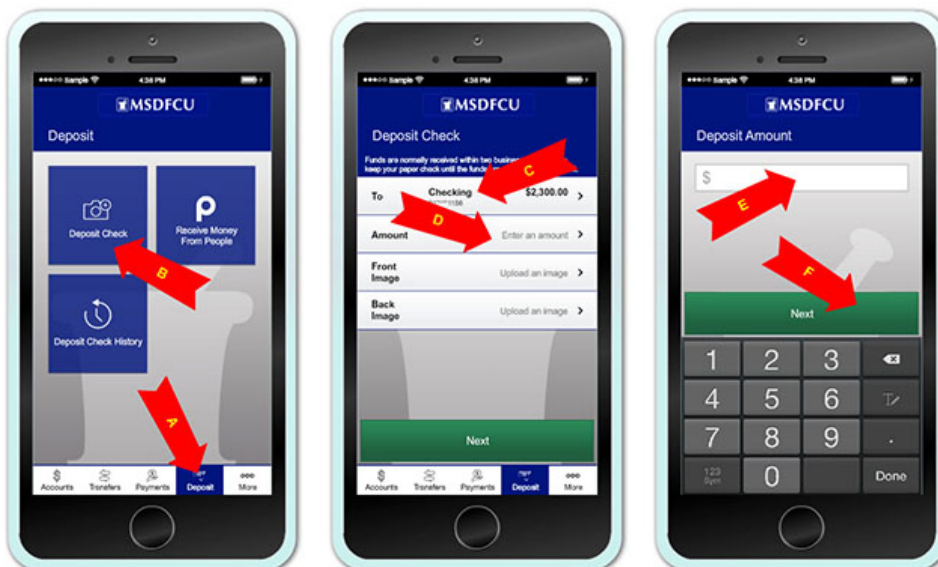
Begin by endorsing the paper check and label it "For Mobile Deposit Only."

From within the application.

- A. Select **Deposit** from the bottom menu
- B. Select **Deposit Check**

From the Deposit Check Screen

- C. Choose the account to make your deposit
- D. Choose Amount
- E. Enter the amount
- F. Click next



Take a photo of the front and back of the check (read photographing tips listed below).

- G. Choose **Front Image**, Upload an image > from the menu bar.
- H. Take a photo of the front of the check. By clicking on the green **Camera** icon.
- I. If the photo is clear accept it by clicking on the green **Use** button.
- J. If not click on the blue **Retake** button and repeat the process.
- K. Repeat the process choose **Back Image**, Upload an image > from the menu bar.
- L. Once both sides of the check have been captured click **Next**.

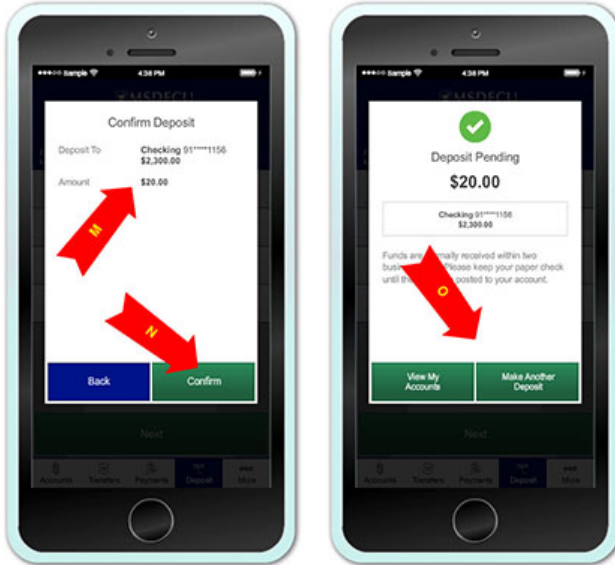


Confirm Deposit

- M. Verify the account for deposit and the deposit amount.
- N. If correct click the green **Confirm** button.

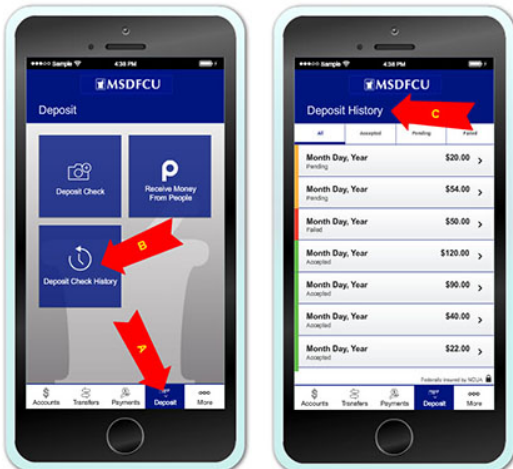
You're finished

- O. You can choose to **Make Another Deposit** or **View My Accounts**.



Checking the Status of a Mobile Deposit.

- A. From the bottom menu click on the **Deposit** icon.
- B. Select **Deposit Check History** from the available options.
- C. From **Deposit History** you can view the categories Pending, Failed or Accepted.



We recommend that you store mobile deposited checks for a minimum of 60 days before disposing of them safely.

Tips on Photographing for Mobile Deposit

- Before logging in to the Mobile Deposit app, close all other apps running in the background on your mobile phone.
- Sign/Endorse the back of your check, and label it "For Mobile Deposit Only."
- When prompted for the amount, carefully enter the check amount to ensure it matches the amount written on your check.
- Flatten folded or crumpled checks before taking your photos.
- Keep the check within the view finder on the camera screen when capturing your photos. Try not to get too much of the area surrounding the check.
- Take the photos of your check in a well-lit area.
- Place the check on a solid dark background before taking the photo.
- Keep your phone flat and steady above the check when taking your photos.
- Hold the camera as square to the check as possible to reduce corner to corner skew.
- Make sure that the entire check image is visible and in focus before submitting your deposit.
- No shadows across the check.
- All four corners are visible.
- Check is not blurry.
- The MICR line (numbers on the bottom of your check) is readable.

