

My Deposits | Remote Desktop Scanning

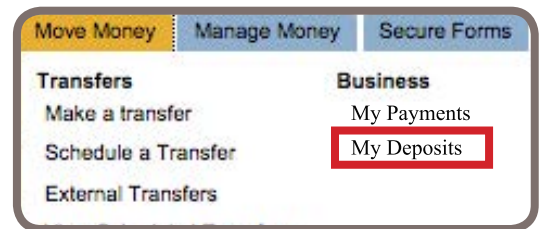
Use this easy to follow guide to deposit checks from your home or office, using Online Banking. To submit an application for this service stop into any office or speak with your Business Development Representative.

Note: The daily limit for My Deposits will be determined during the application process and stated in the signed Business Agreement.

1

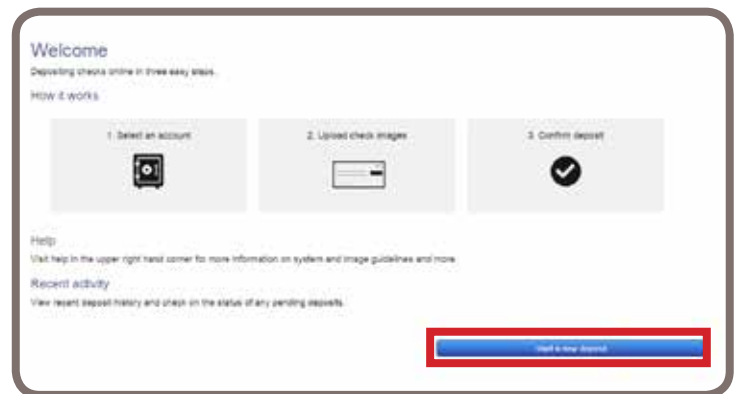
While logged into Online Banking, hover over the **Move Money** tab.

Click **My Deposits**.



2

To begin a new deposit, click **start a new deposit**.



3

Choose from the dropdown menu which account you would like to make your deposit.

Place your checks in the desktop scanner, click **start scan** to begin the process.




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Result:

Once all scanned checks have finished processing, the review screen will appear.

From the review screen, you can do the following:

- View the Batch Total, the total amount being deposited.
- Click on the check image to correct individual check amounts.
- Click  to remove a check from the deposit.
- Click **cancel** to remove the entire deposit.
- Click **submit** to make your deposit.
- Click **scan more checks** to add more items to this deposit.



Once submitted, you will receive a message prompting you to enter your email address to receive your receipt for your deposit.

Remember:

1. Print and file your receipt with the physical check(s)
2. Keep check(s) for 60 days, then shred

