![Consumers credit union logo]
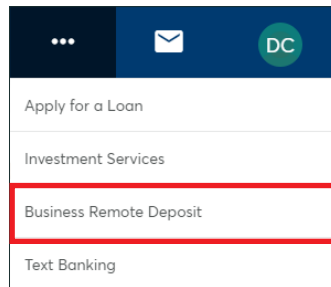
Business remote desktop scanning

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 business remote deposit items will be determined during the application process and stated in the signed *Business Agreement*.
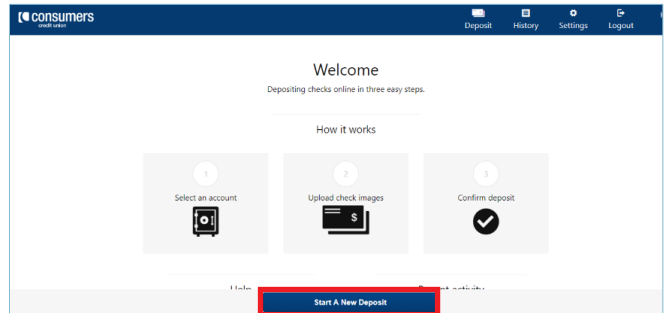
1.

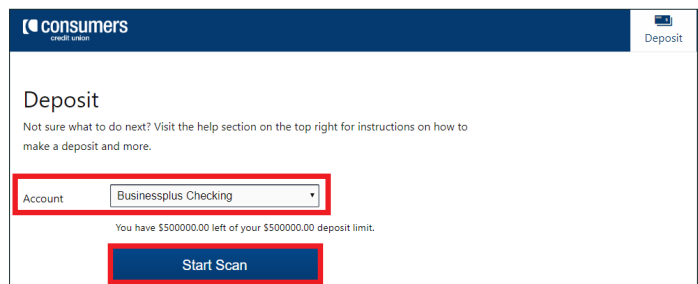Log in to Online Banking and click **More (...) links.**

2.

Click **Business Remote Deposit.**

3.

To begin a new deposit, click **Start a New Deposit.**

4.

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.

![Consumers credit union logo]

Business remote desktop scanning (cont.)

5.

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 the **minus sign** 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.

6.

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

Remember:

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

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