

REMOTE DEPOSIT CAPTURE QUICK REFERENCE GUIDE

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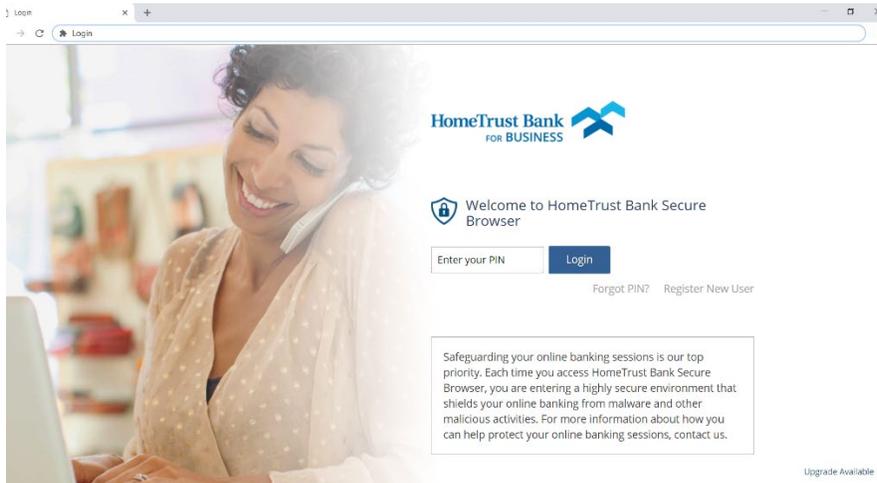
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How to Access your Remote Deposit

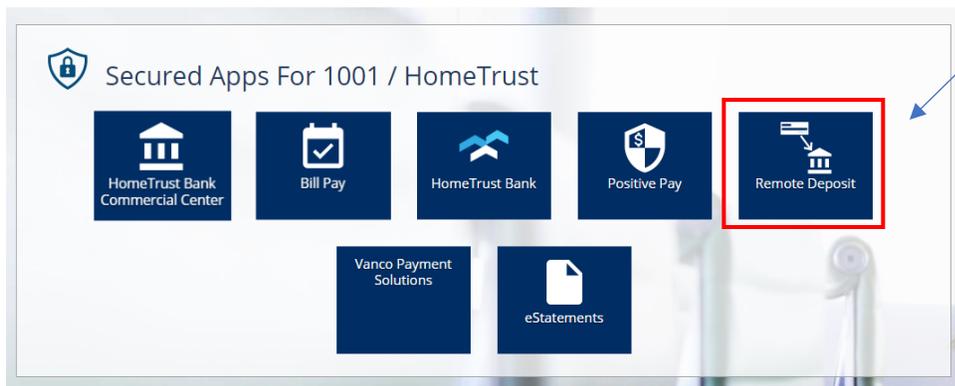
Access Remote Deposit through the Commercial Center Secure Browser.

- Enhanced security features to better protect you and your information
- A modern, user-friendly design on our website and mobile applications
- More capabilities to manage your own profile and settings
- If you are the company administrator, you will now be able to create, modify, and delete your employees' profiles and their permissions

If you have any additional questions, or require help, Customer Care Center is ready to assist you. They can be reached by phone at 800.627.1632, option 6, Monday – Friday 8:00 a.m. to 7:00 p.m. or Saturday from 9:00 a.m. to 3:00 p.m.



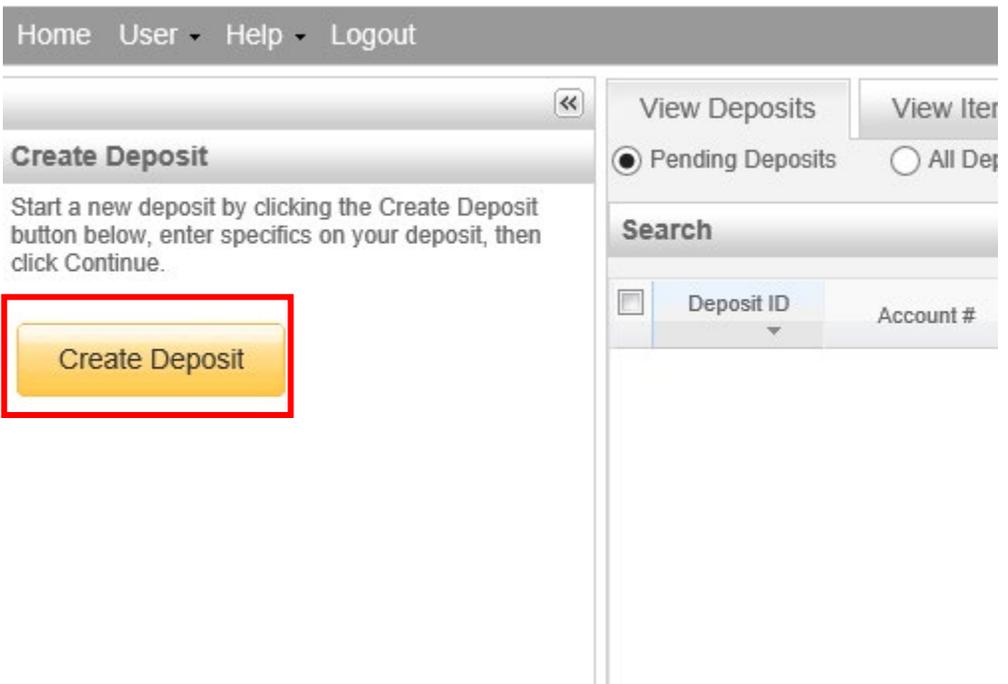
Log into the Commercial Center Secure Browser by using your PIN.



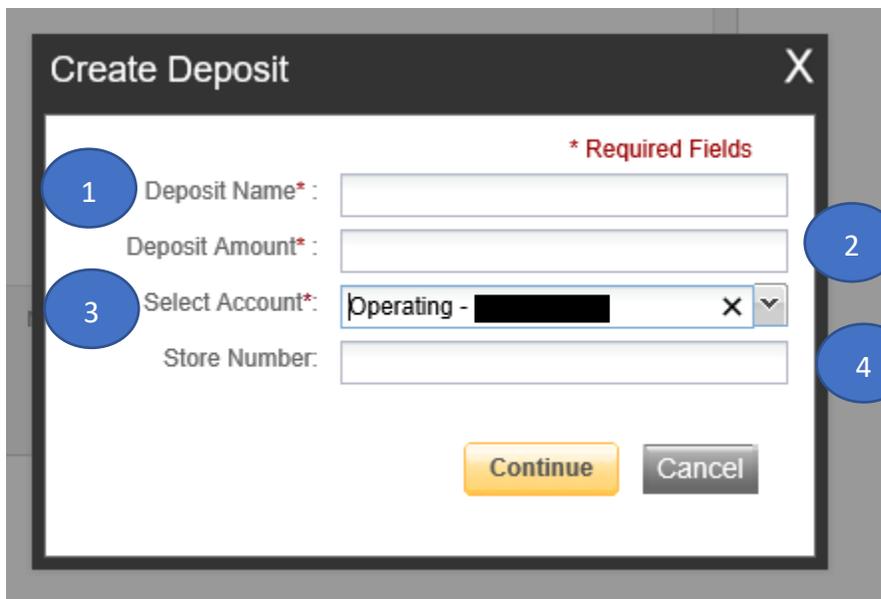
Click the Secure App for Remote Deposit.

Depositing Checks

Click Create Deposit to start a new deposit.



The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'User', 'Help', and 'Logout'. Below the navigation bar is a 'Create Deposit' section. The section title is 'Create Deposit' and the text below it reads: 'Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.' A yellow button labeled 'Create Deposit' is highlighted with a red rectangular border. An arrow points from the text 'Click Create Deposit to start a new deposit.' to this button. To the right of the 'Create Deposit' section are two buttons: 'View Deposits' and 'View Iter'. Below these buttons are two radio buttons: 'Pending Deposits' (selected) and 'All Dep'. Below the radio buttons is a 'Search' section with a search bar and two columns: 'Deposit ID' and 'Account #'. The 'Deposit ID' column has a dropdown arrow.

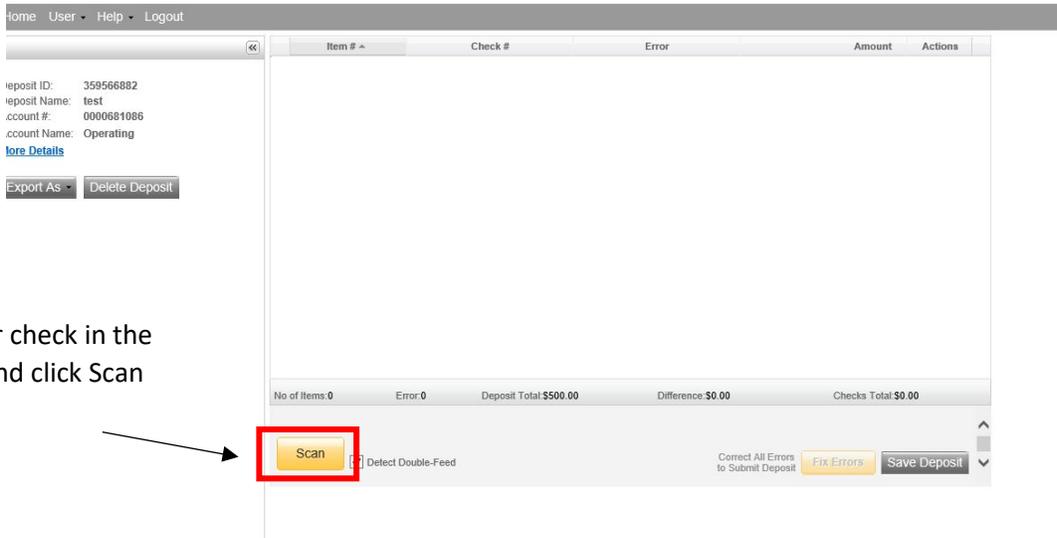


The screenshot shows a 'Create Deposit' dialog box with a close button (X) in the top right corner. The dialog box contains the following fields and buttons:

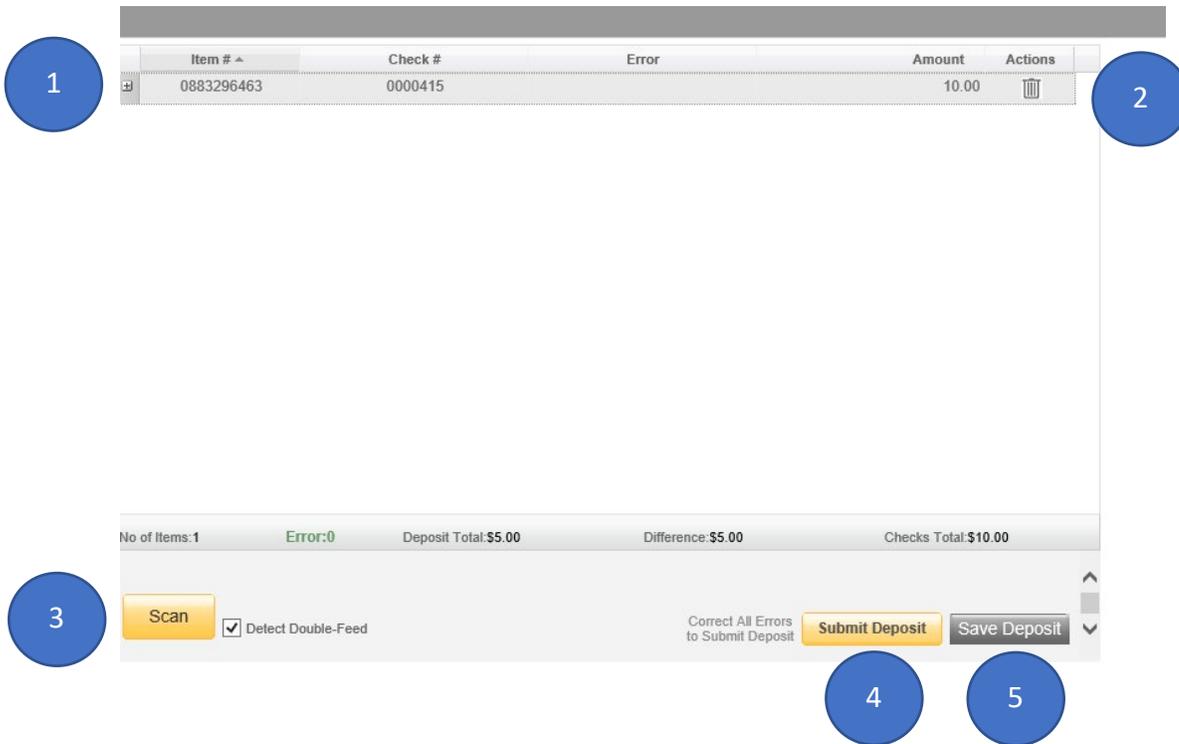
- 1** Deposit Name*: [Text Input Field]
- Deposit Amount*: [Text Input Field]
- 2** [Text Input Field]
- 3** Select Account*: [Dropdown Menu] (Current selection: Operating - [Redacted])
- Store Number: [Text Input Field]
- 4** [Text Input Field]
- Continue [Yellow Button]
- Cancel [Grey Button]

* Required Fields

1. Choose a name for your deposit. This can be the date or the deposit purpose.
2. Enter the total deposit amount.
3. If you have multiple accounts, choose the correct account number.
4. Store number is an optional field.



Place your check in the scanner and click Scan to begin.



1. Click the plus sign to see details about the check and to view and front and back image.
2. Click the trash can to remove the check from your deposit.
3. Click Scan to add other items to your deposit.
4. Click Submit deposit to submit your deposit to the bank. Deposits submitted prior to 7 PM EST will be counted as a same day deposit and will be visible the next business day in your transaction history.
5. Click Save Deposit to save your deposit for later. *Please note, your deposit will not process until you click Submit Deposit.*

Item #	Check #	Error	Amount	Actions
0883332923	0000415		10.00	

No of Items: 1 **Error: 1** Deposit Total: \$10.00 Difference: \$0.00 Checks Total: \$10.00

 Detect Double-Feed Correct All Errors to Submit Depos

If we are unable to fully read the MICR line on the check, you will see error display and an option to Fix Errors at the bottom of the page.

AUX/Serial	RT	WAUX/FLD4	Account	Check	Amount
0000415	253170279				10.00

Press enter to update field

The error will be highlighted in red. Type in the needed information and press enter on your keyboard.

Home User ▾ Help ▾ Logout

Deposit ID: 359953472
Deposit Name: test
Account #: 0000681086
Account Name: Operating
[More Details](#)

Export As ▾ Delete Deposit

1 2

1. Export Reporting to save details about your deposits.
 - a. PDF
 - b. CSV
 - c. PDF with Images
 - d. Extract Images
2. Delete the entire deposit.

Submitting Deposits

Remote Deposit Capture compares your deposit amount provided when creating a deposit to the items that are being scanned into the system. If a discrepancy is detected, you will have an opportunity to correct the deposit total on this screen.

The 'Verify Balance' dialog box displays a warning message: 'Transaction should be balanced before submitted.' Below this, the 'Deposit Data' section shows the following information:

Deposit Total:	<input type="text" value="10.00"/>	Check Total:	\$10.00	Difference:	\$5.00
Item Count:	<input type="text" value="1"/>	Items In Deposit:	1	Difference:	0

The 'Add Memo (Optional)' section contains a text area with the text 'Rent Deposit |'. At the bottom right, there is an 'Update' button.

The 'Verify Balance' dialog box displays a success message: 'Transaction is Balanced'. Below this, the 'Deposit Data' section shows the following information:

Deposit Total:	<input type="text" value="10.00"/>	Check Total:	\$10.00	Difference:	\$0.00
Item Count:	<input type="text" value="1"/>	Items In Deposit:	1	Difference:	0

The 'Add Memo (Optional)' section contains a text area with the text 'Rent Deposit'. At the bottom right, there is a 'Submit Deposit' button, which is highlighted with a red box.

Click *Submit Deposit* once the transaction has been balanced.

Viewing Deposits

1 Pending Deposits 2 All Deposits Rows per page: All

Search ▲ 3

From Date*: 2023-02-07 To Date*: 2023-02-07 From Amount: To Amount:

Advanced Search Search Clear

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
359953472	0000681086	Operating	29	2023-02-07	DELIVERED	10.00	4

1. Pending Deposits will show deposits that have yet to be submitted. The status will display as *Suspended*. Pending deposits will be removed from display within 24 business hours.
2. All Deposits will show any deposits that were submitted or suspended.
3. Click the arrow to adjust the date range. Deposits will remain in the system for 45 days.
4. Under actions click the to view deposit details and to visit the deposit. For any suspended deposits, click to submit the deposit to HomeTrust Bank.