

REMOTE DEPOSIT USE GUIDE

CONTEMPORARY VIEW

When logging into the system to make your deposit, click on the icon that was set up on your computer.

Enter in your User ID and password (token plus four digit PIN). Remember your User ID is case sensitive.

In a couple of seconds, you will hear your scanner perform a quick test. When the green light in the front of the scanner is on, your are ready to start your deposit.

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	Merchant Capture Login User Id: Password: Login
	VERSION - 4.2.2.25 Build - 2

You may see the following message upon logging in. Simply click "OK" and you will be taken to the home screen. Instructions on how to eliminate this step are included in an addendum.

Web Capture - Windows Internet	lation	and the loss of th
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👷 Fausarites 🌼 🖉 Web Sil	u Galaxy •	
📅 • 👩 Park Bank Intravet	🖉 Web Capture 🛛 🗉	🗿 * 🔯 + 🖄 🖶 * Bept * Sefet * Taok * 🚇 * "
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Deepe		 Tracted size I Portected Made OF

To initiate your deposit, click on "Create Deposit" in the upper left hand corner.

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Neb Capture - Windows Internet l	Explorer	Switch To: Classic View
fieory		Switch Fo. Classic view
TIJCI V.	merchant Capture Solution	Welcome, JEFF LOWE
Home		User Audit Help - Logout
	View Deposits View tems Reports	
Create Deposit	Pending Deposits All Deposits Rows per page: 10	
Start a new deposit by clicking the Create Deposit button below,	Search	
then click Continue.	Deposit D + Account # Account Name Processing Date Status Deposit Total (\$) Actions	
Create Deposit		
Training 🔻		
Messages 🔺		
News/Promotions •		
	No deposits to display	
	Submit Remove	
Session Started @ 02:43:09 PM It	tems Scanned: 0 Items Processed: 0	
Done	✓ Trusted sites Protected Mode:	Off ④ ▼ € 100% ▼

Next enter in the total amount of your deposit, and Select Account, choose the account you wish the funds to be deposited to. If you only have one account, that account will default. Store Number can be left blank.

Create Deposit	X	
	* Required Fields	
Deposit Amount:		
Store Number:		
	Continue Cancel of 1 Submit	▶ ▶ Remove

Click Continue

Place your check(s) in the scanner and hit the yellow **SCAN** button. Depending on your computer screen setup, you may need to scroll down to see the **SCAN** button.

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liseiv.		Merch	ant Capture Solut	tion	Welcome	, JEFF LOW	/E
Home					User Audit	Help L	.ogout
(W)	Item # 🔺	Check #	Error	Amount Actions			
Deposit ID: 293389							
Account No.: ******4343							
Account Name: TEST PAYROLL							
More Details							
Export As - Delete Deposit							
Training 🔻							
Messages 🔺							
News/Promotions v	No of items:0 Error:0	Deposit Total \$1.00	Difference:\$0	Checks Total \$0			
(Scan Detect Double	H-Feed	Please Fix Errors then Submit	Fix Errors Save Deposit			

Your checks will now run through the scanner. If you were to have any exceptions, an error icon will show up in the "Error" column and the "Error" count near the bottom of the screen will display the number of errors in your deposit.

	«		ltem # ▲	Check #	Error	Amount	Actions
Deposit ID:	293389	+	0010004202	0890			×
Account No.:	*****4343				\smile		
Account Name	PAYROLL						
More Details							
Export As -	Delete Deposit						
Training							
Messages							
News/Prom							
		No of Items.	Error : 1	Deposit Total:\$1.00	Difference: \$1.00	Checks Total: \$0.00	
		Scan	Detect Doubl	e-Feed	Please Fix Errors then Submit	Fix Errors Save Depo	osit

Next, click on "Fix Errors" in order to make your corrections.



You will see an error message in LIGHT PINK near the top of the screen that reads "Error in MICR fields." The error will show up in LIGHT PINK. To make the correction, simply click your mouse in the LIGHT PINK area under the check, enter the correction and hit the Enter key.

(W)	Error Correction
Deposit ID: 293389	Error in MICR fields
Account No.: ******4343	Hom # 99 Hmills/202
Account Name: TEST PAYROLL	Front Back
More Details Export As - Delete Deposit	THE TEST CORPORATION 0890 1015 GREENWAY CROSS 70 004759 FITCHBURG, WI 53715 1 2 3
Training 🔻	PAYTOTHE Test Corporation \$ 1.00
Messages 🔺	One and 00/1005 Dollars a the
	PARK BANK MURRAUM COMPACT MAY KIR MAY KID 7 5 90 9 9 4 51: 3 9 4 10 08 90
News/Promotions V	Serial Transit Account Check Amount 075909945 194-343 0850 Press enter to update fight
	No of items:1 Error:1 Deposit Total:\$1.00 Difference: \$1.00 Checks Total: \$0.00
	Scan Please Fix Errors then Submit Fix Errors Save Deposit

Once all errors are corrected, you will see a new message at the top of the screen reading "Success. All Errors Fixed." The "Error" count at the bottom of the page will also read "0."

Home							
	«	Success. Al	Errors Fixed.				
Deposit ID:	293389		em # *	Check #	Error	Ameunt	Actions
Account No.:	*****4343	± 00	10004202	0890		1.00	×
Account Name:	TEST PAYROLL						
More Details							
Export As •	Delete Deposit						
Training	•						
Messages							
News/Promo	otions ▼	No. of Barrier	Frrer 10		Difference 50 .00		
		NO OT ITEMS:1	ETTOT :0	Depisit Tota::\$1.00	Difference: \$0.00	Checks Total: \$1.00	
		Scan	Detect Doub	le-Feed	Please Fix Errors then Submit	Submit Deposit Save	Deposi

Next, take a look at the bottom of the deposit screen and make sure that there is not a difference between the deposit amount entered and the total amount of the checks that were scanned. If the difference is \$0.00, then you can submit your deposit.

Home						
	«	Success. Al	Errors Fixed.			
Deposit ID:	293389	It	tem # 🔺	Check #	Error	Amount Actions
Account No.:	*****4343	± 00	10004202	0890		1.00 🗙
Account Name:	TEST PAYROLL					
More Details						
Export As -	Delete Deposit					
Training	•					
Messages						
News/Promo	otions V					
		No of Items:1	Error :0	Deposit Total: \$1.00	Difference: \$0.00	Checks Total: \$1.00
		Scan	Detect Double	e-Feed	Please Fix Errors then Submit	Suomit Deposit Save Deposit

The "Submit Deposit" button is near the bottom of the screen.

Deposit ID: 2 Account No.: 2 Account Name: 1	293389 ******4343 TEST	Success. Al	I Errors Fixed. tem # ▲	Ober 1. #			
Deposit ID: 2 Account No.: 4 Account Name: 1	293389 ******4343 TEST	li	tem # ▲	Charle #			
Account No.: * Account Name: 1	******4343 TEST	± 00		Check #	Error	Amount	Actions
Account Name: 1	TEST		10004202	0890		1.0	0 🗙
1	PAYROLL						
More Details							
Export As -	Delete Deposit						
Training	•						
Messages							
News/Promot	ions v						
		No of Items:1	Error :0	Deposit Total:\$1.00	Difference: \$0.00	Checks Total: \$1.00	
		Scan	Detect Double	e-Feed	Please Fix Errors then Submit	Submit Deposit Sav	e Deposit

A confirmation screen will pop up and should read "Transaction is Balanced." If you would like to add a memo to the deposit, you may do so here. If you do not wish to add a memo, simply click "Submit Deposit."

Home						
	~	Success. Al	I Errors Fixed.			
Deposit ID: 293389		It	tem # 🔺	Check #	Error	Amount Actions
Account No.: ******4343		⊕ 00	10004202			1.00 🗙
Account Name: TEST PAYROLL						
More Details						
Export As Delete De	posit				Submit Deposit	Х
Training	V				Transaction is Balanced	
Messages					Add Memo (Optional)	
News/Promotions	v				256/256	Submit Deposit
		No of Items:1	Error:0	Deposit Total: \$1.00	Difference: \$0.00	Checks Total: \$1.00
		Scan	Detect Double	e-Feed	Please Fix Erro then Submit	Submit Deposit Save Deposit

Once you have submitted your deposit, you will automatically be taken back to the main screen.

Home								
•	View Deposits	View Items	Reports					
Create Deposit	Pending Deposits	 All Deposits 					Rows per page:	10 🛩
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit	Search							•
then click Continue.	Deposit ID 🔻	Account #	Account Name	Processing Date	Status		Deposit Total (\$)	Actions
Create Deposit	29338	39 *****4343	TEST PAYROLL	2012-1-23	SUBMITTED		1.00	23
	29279	******4335	TEST OPERATI	2012-1-23	DELIVERED		1.00	≅ 🖬
News/Promotions v	Displaying 1 - 2 of 2					4 = 4	Page 1 of 1	▶ ≥I Remove

If you wish to print a receipt of the deposit for your records, click on the "View Deposit" icon located on the right side of the screen. This will take you back into the deposit you just made.

Home							
(View Deposits	View Items	Reports				
Create Deposit	Pending Deposition	its 💿 All Deposits				Rows per pag	e: 10 💌
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit.	Search						•
then click Continue.	Deposit ID 🔻	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
Create Deposit	293	389 *****4343	TEST PAYROLL	2012-1-23	SUBMITTED	1.0	• 23
	292	798 *****4335	TEST OPERATI	2012-1-23	DELIVERED	1.0	0 📰 🗔
Training •							
News/Promotions							
	Displaying 1 - 2 of 2					Page 1 of 1	t Remove

On the left side of the screen you will see an "Export As" button. Click on that once and you will see a dropdown menu. Choose "PDF."

Home											
		«		ltem # 🔺		Chec	k #	Error		Amount	Actions
Deposit ID:	293389		±	001000420)1	70	9			1.00	
Account No.:	*****4343		±	001000420	2	089	0			1.00	
Account Name:	TEST PAYROLL										
More Details											
Export As + Pdf CSV Pdf vith Im CSV	ages ges	•									
News/Promo	otions		No of Items	s:2 Erro	or :0	Deposit Total:\$1.	00	Difference: \$0.	00	Checks Total: \$1.00	
		1									

Your detailed deposit report appears which you can print off for your records, if you wish.

[Deposit De	etail Repor	<u>t</u>
Deposit Detail for D	eposit ID: 2	93389	
Site ID: 075909945-9999		Deposit Re	port: DELIVERED
Batch ID: 132735165		Processing	g Date: 2012-01-23
Customer Name: Test Client		Company I	D: 075909945-9999
WorkType ID: 1		Submit Tin	ne: 2012-01-23 14:53
Deposit Name:		Acct: TEST	PAYROLL
Transaction Detail for Transact	ion ID: 293389001		
Type: ELECTRONIC	Dep	osit Account: 194343 -	TEST PAYROLL
Aux On-Us RIC RT	W Aux Account	Check	Amount Item Type Item Status
075909945	194343	709	\$1.00 Credit
075909945	194-343	0890	\$1.00 Debit

Now you can close the window and you will be brought back to your deposit. If you are done and do nothave any more deposits to make, simply click the "Logout" in the upper right corner

of the page. If you have another deposit you wish to make, cick on "Home" and repeat the steps above.

fieory					Switch To: Cla	assic View
11961 v .		Merch	ant Capture Solut	ion	Welcome, JEFF	LOWE
Home					User Audit Help	- Logou
Cepositi ID: 29389 Account No: ****4343 Account Name: TEST PAYROLL More Details Export As * Training T Messages A	Item # + 3 0010004201 3 0010004202	Check # 709 0890	Error	Amount Actions 1.00 1.00		
News/Promotions V	No of itema:2 Error:0	Deposit Total \$1.00	Difference: \$0.00	Checks Total \$1.00		
https://sco-web.ufsdata.com/W	ebCaptureWeb/GetThemeResource?resource	Name=theme/default/closeN	KC.h - Windows Internet Explorer		0	×
	Thank you for	using Mer	Close the browser	re! Your session	has ended.	
Done					Trusted sites Protected Mode: Off $\hat{\phi}_{\widehat{M}} = \hat{\eta}_{\widehat{L}}$ 100	*

Duplicate Checks

After you scan your deposit and make any necessary adjustments, you may see duplicates appear. This is a warning telling you that this check has already been presented within the last 45 days.

Images of the two duplicate checks, the one that was previously scanned and the one you just scanned, will automatically be displayed on your deposit screen.

Right below the check image, the system will tell you who scanned the check, the date and the status (delivered, pending,etc.). "Delivered" means that the check has already been deposited into your account.

	~	Error Correction	
Deposit ID: Account No.:	293435 ******4335	Duplicate Item Detected	
Account Name	TEST OPERATING	Current Item Front Back	Items from Previous Deposits Displaying 1 of 1 duplicates
More Details Export As + Training Messages	Delete Deposit	THE TEST CORPORATION MARKED BATTS REVENUE Test Corperation \$ 1.00 Due all 29 100 Test PARK B SANK REVENUE	THE TEST CORPORATION MOMENTAL WISTON MOMENTAL WISTON M
News/Prome	 otions ▼	Item#:0010005102 Check#:0890 Amount:1.00 Accept Delete	Previous Item Details Deposit ID: 293389 Capture Operator: JEFFJLOWE Capture Date: 01/23/2012 Status: SUBMITTED

If you choose to accept the check, click on "Accept" and submit the deposit. If you would like to delete the check, click on "Delete."

	6	Error Correction	
Deposit ID:	293435	Duplicate Item Detected	
Account No.:	******4335	Current Item	Items from Previous Deposits Displaving 1 of 1 duplicates
Account Name:	OPERATING	Front Back	Front Back
Export As •	Delete Depos	THE TEST CORPORATION 0690 International Constitution Determine International Action Determine	THE TEST CORPORATION 0890 Into definition 47 2008 Asserts Incodesing in 2013 [] (3.5) [2.2]
Training		BATTOTHE Test Corporation \$ 1.00	PATTOTHE Test Corporation \$ 1.00
Messages		2 C/L AL 09 1005 DEELAS @ 200 PARK 13 BANK WARK 13 BANK WARK 13 BANK WARK 13 BANK 10759099451: 194=343+ 0690	Que ALL 09 100 TO CLASS & BA PARK 10 BANK POLLASS & BA WHATHERDER POLLASS & BA WATHERDER POLLASS & BA VID 7590 994 51: 194-34.3" OB 90
News/Promo	otions T	Item#:0010005102 Check#:0890	Previous Item Details Deposit ID: 293389 Capture Operator: JEFFJLOWE Capture Date: 01/23/2012 Status: SUBMITTED