

Remote Deposit Capture

1. Log into Online Banking

- Navigate to **Payments & Transfers** section.
- Select **Remote Deposit Capture** from the available options.



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Dashboard Account Information **Payments & Transfers** Control & Recon Adminis

Quick View

Select Quick View Accounts
Account Number / Name

Account Type

Search All

Checking

- Payment Activity
- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Tax Payments
- Bill Pay
- Remote Deposit Capture**

Data reported

2. Access the Remote Deposit Capture Site

- Click the green arrow icon to proceed to the Remote Deposit Capture platform.

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Dashboard Account Information Payments & Transfers

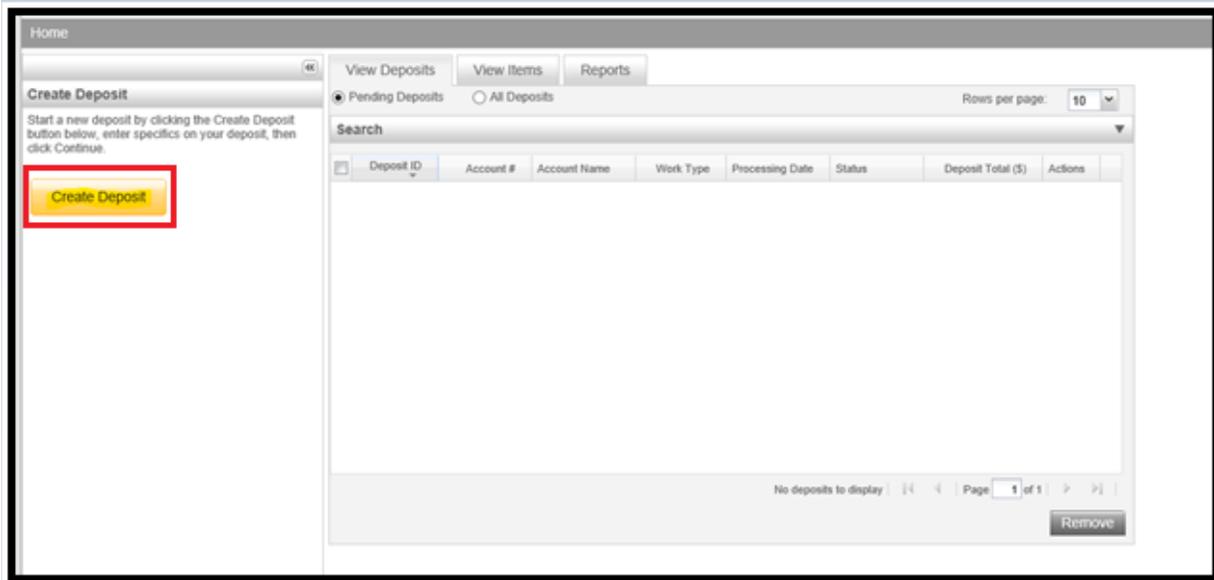
Remote Deposit Capture

You will now be taken to the desktop check deposit site.
Are you sure you want to do this?

Continue to Remote Deposit Capture? Cancel

3. Initiate a New Deposit

- Click **Create Deposit** to begin the deposit process.



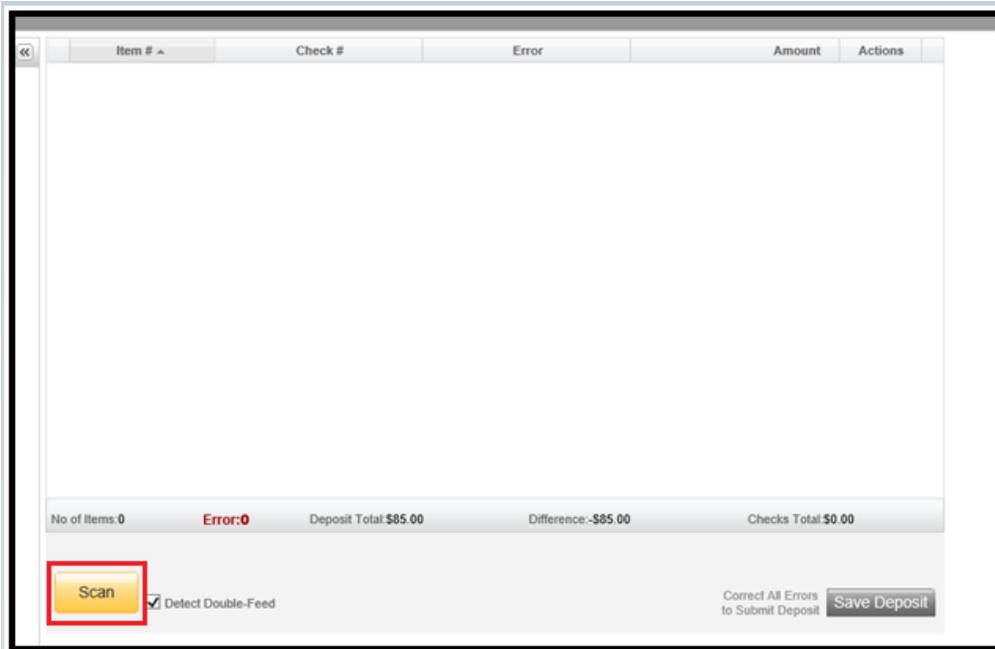
4. Enter Deposit Details

- Enter the **total amount** for all checks included in the batch.
- Select the appropriate **deposit account** from the dropdown menu.

The screenshot shows a 'Create Deposit' dialog box. It contains three input fields: 'Deposit Amount*' with the value '85.00', 'Select Account*' with a dropdown menu showing 'Analysis - *****4567', and 'Store Number:' which is currently empty. A red asterisk indicates that the first two fields are required. At the bottom of the dialog, there are two buttons: 'Continue' (highlighted in yellow) and 'Cancel'.

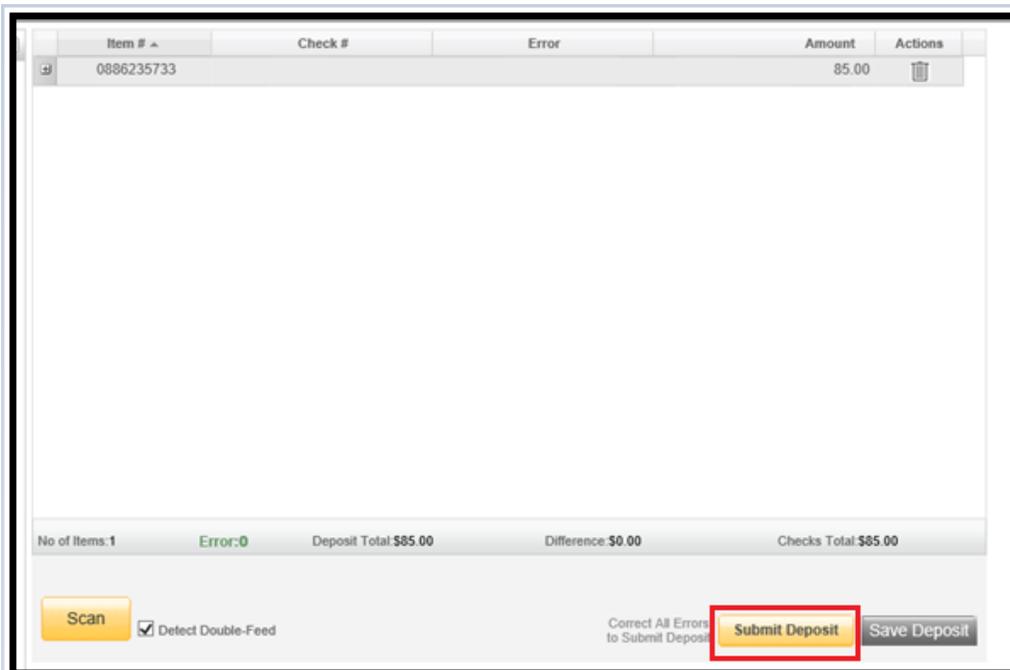
5. Scan Checks

- Place the check(s) into the scanner.
- Wait for the scanner light to turn gold, indicating it is ready.



6. Submit the Deposit

- If there are no errors, click **Submit Deposit** to finalize the transaction.



7. Resolve Errors (if Applicable)

- If errors are detected, an error icon will appear.
- Click the **Fix Errors** button to begin correcting the issues.

Item #	Check #	Error	Amount	Actions
0886235983				

No of Items: 1 **Error: 1** Deposit Total: \$82.00 Difference: -\$82.00 Checks Total: \$0.00

 Detect Double-Feed Correct All Errors to Submit Deposit

8. Correct Entry Errors

- For each error, click the corresponding field and enter the requested information.
- Press Enter on your keyboard to confirm each correction.
- The system will guide you through remaining errors until all are resolved.

The screenshot shows a software interface for correcting MICR errors. At the top, a red banner reads "Error in MICR fields". Below this is a "Front" button and a "Back" button. The main area displays a check from the State of California, dated 04/24/2025, for \$82.00. To the right, the "User Fields" section contains four input boxes labeled "Field 1:", "Field 3:", "Field 2:", and "Field 4:". Below the check image is a table with columns: AUX/Serial, RT, WAUX/FLD4, Account, Check, and Amount. The "AUX/Serial" field contains "121113423". A "Delete" button is located below the table. At the bottom, a summary bar shows: "No of Items: 1", "Error: 1", "Deposit Total: \$82.00", "Difference: -\$82.00", and "Checks Total: \$0.00". At the very bottom, there are buttons for "Scan", "Detect Double-Feed", "Correct All Errors to Submit Deposit", "Fix Errors", and "Save Deposit".

9. Finalize the Deposit

- Once all errors are corrected, click **Submit Deposit** to complete the process.

The screenshot shows the "Success. All Errors Fixed" screen. At the top, a green banner reads "Success. All Errors Fixed.". Below this is a table with columns: Item #, Check #, Error, Amount, and Actions. The table contains one row with Item # "0886235983" and Amount "82.00". Below the table, a summary bar shows: "No of Items: 1", "Error: 0", "Deposit Total: \$82.00", "Difference: \$0.00", and "Checks Total: \$82.00". At the bottom, there are buttons for "Scan", "Detect Double-Feed", "Correct All Errors to Submit Deposit", "Submit Deposit", and "Save Deposit". The "Submit Deposit" button is highlighted with a red box.