

Remote Deposit Capture:

Tutorial

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Image

Enter Deposit Information

Selecting your account:

- Using the drop down arrow, select the account to which you want to credit this deposit
- If you do not see all of the accounts you believe should be available to you here, please contact your credit union for assistance

Entering the amount of your deposit:

- Key in the numeric amount listed on the front of the check including the decimal

Selecting your scanner:

- Your scanner should automatically appear in the drop down box.
- If your scanner does not appear
 - please check the power and connection cables
 - refer to your scanner manual for further troubleshooting
- If you have more than one flatbed scanner installed on your PC, all scanners will show in the drop down box
 - please select the scanner you are using

Accepting your deposit:

Once you have verified your account and amount, click "Accept"

You will be asked to confirm your deposit on the next screen. If any problems are detected, return to screen #3 to make necessary revisions.

To Scan the Front of the Check

Positioning your check for scanning:

- If you do not achieve a good image, reposition the check on the scanner and rescan the item.
- If you continue having trouble, please refer to your scanner manual for proper positioning.

Scanning your check:

- If you have clicked scan and do not see an image
 - Verify you have selected the right scanner
 - Verify the scanner has power
 - Refer to your scanner manual for further instructions

Confirm Front Image Quality

Rotating your check:

If your check appears upside-down or sideways, click on the rotate option to adjust the image.

Correcting the image:

If your check image is unacceptable, clicking the "Correct" option will allow you to make corrections or rescan the item.

To properly select the four corners of the image, your cursor needs to be precisely on the edge of the corner of the image in order for this feature to function as designed.

If you have made a mistake, select "Undo" to remove the last change made.

If you determine the image is not usable, select "Rescan" to start over

Accepting your image:

Once you are satisfied with the check image, click "Accept"

Correct the Image

Correcting the image:

- If your check image is unacceptable, clicking the "Correct" option will allow you to make corrections or rescan the item.
- To properly select the four corners of the image, your cursor needs to be precisely on the edge of the corner of the image in order for this feature to function as designed.
- If you have made a mistake, select "Undo" to remove the last change made.
- If you determine the image is not usable, select "Rescan" to start over.

Accepting your corners:

Once you are satisfied with your corner placement, click "Accept"

Reconfirm Front Image Quality

Rotating your check:

- If your check appears upside-down or sideways, click on the rotate option to adjust the image.

Correcting the image:

- If your check image is unacceptable, clicking the "Correct" option will allow you to make corrections or rescan the item.
- To properly select the four corners of the image, your cursor needs to be precisely on the edge of the corner of the image in order for this feature to function as designed.
- If you have made a mistake, select "Undo" to remove the last change made.
- If you determine the image is not usable, select "Rescan" to start over.

Accepting your image:

- Once you are satisfied with the image of your check, click "Accept"

To Scan the Back of the Check**Endorsing your check**

- Flip the check to the back
 - Look for the end of the check that says "endorse here"
 - Sign your name
 - Write your account number below your name
- Black ink is preferred to ensure a clean, legible endorsement on the image.

Positioning your check for scanning

- If you do not achieve a good image, reposition the check on the scanner and rescan the item.
- If you continue having trouble, please refer to your scanner manual for proper positioning.

Scanning your check:

- If you have clicked scan and do not see an image
 - Verify you have selected the right scanner
 - The scanner has power
 - Refer to your scanner manual for further instructions

Confirm Back Image Quality**Rotating your check:**

If your check appears upside-down or sideways, click on the rotate option to adjust the image.

Correcting the image:

If your check image is unacceptable, clicking the "Correct" option will allow you to make corrections or rescan the item.

To properly select the four corners of the image, your cursor needs to be precisely on the edge of the corner of the image in order for this feature to function as designed.

If you have made a mistake, select "Undo" to remove the last change made.

If you determine the image is not usable, select "Rescan" to start over.

Accepting your image:

Once you are satisfied with the image of your check, click "Accept"

Correct the Image**Correcting the image:**

- If your check image is unacceptable, clicking the "Correct" option will allow you to make corrections or rescan the item.
- To properly select the four corners of the image, your cursor needs to be precisely on the edge of the corner of the image in order for this feature to function as designed.
- If you select the wrong area, click "Undo" to remove the last change made.
- If you determine the image is not usable, select "Rescan" to start over.

Accepting your corners:

- Once you are satisfied with your corner placement, click "Accept".

On Line History Screen

Scan Date:

Indicates the date on which the check was scanned

Account:

Indicates the account, into which you selected to deposit the check

Total Items:

Indicates the number of items you scanned for any given deposit

Entered Amount:

Indicates the dollar amount you entered for the check.

Approved Amount:

Indicates the amount accepted by your financial institution.

Review Status:

Items marked as "Pending" have been received but have not been reviewed for processing.

Items marked as "Complete" have been reviewed but may not have been submitted for posting.

Notes:

This section indicates action taken on your deposit by your credit union

Receipt:

Click to view/print a receipt for any given deposit

Image:

Click to view/print the scanned image of any given check