

How does Remote Deposit Capture work?

- Download our mobile banking app to your smartphone
- Login to mobile banking. If you have not enrolled in online banking, you will need to set up an online banking account.
- At the bottom of the home screen, tap the Mobile Deposit icon



- Enter the amount of the check
- Select the account to deposit the check (savings or checking) from the dropdown arrow
- In the Check Images box, tap the image "Tap to take photo"





• The pop-up box will appear reminding you to properly endorse the back of the check. Review. Click OK to proceed.



• Choose to take a photo of the front of the check. Place your check on a flat surface and line it up within the box. Click the white circle button to take a photo.





• Take a photo of the back of the check



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- Review the check amount and the pictures
- If the images are not clear pictures of the entire front and back of the check, you can retake the image(s).
- After you review the information, you can choose to "Submit" the deposit (or back out of the transactions by clicking "Cancel Deposit.")

Front of check	Back of check
Back	Submit
Cancel Deposit	

• That's it! The Credit Union will review the deposit. You can check whether the deposited items have been received and accepted or rejected by clicking the "View Deposit History" link.



