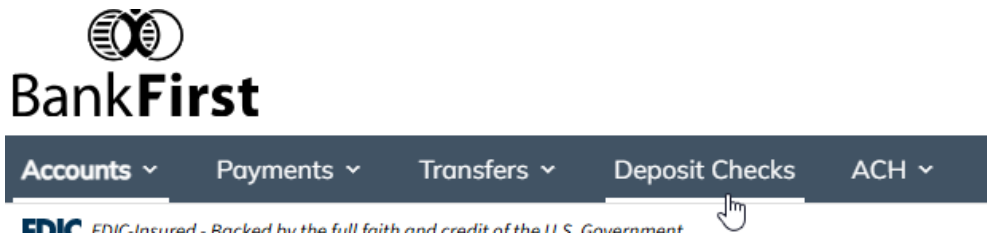


REMOTE DEPOSIT CAPTURE GUIDE

1. Log in to Digital Banking.

2. Select Deposit Checks.

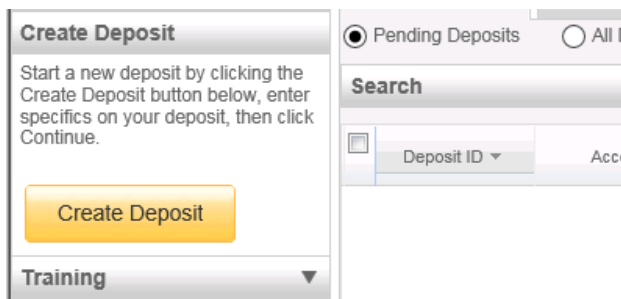
*You may need to enable pop-ups in your browser in order to launch the Web Capture site.



3. The scanner will turn itself on and the Silver Bullet window will display.

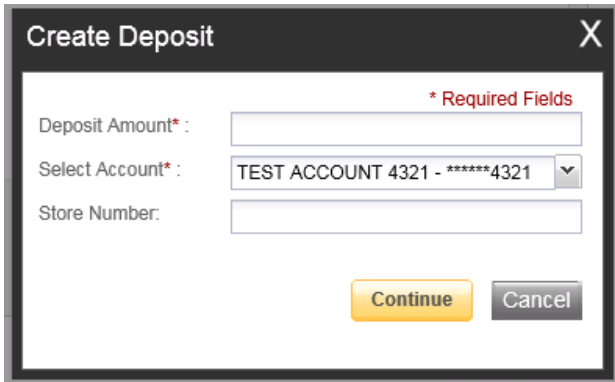


4. The Deposit Status box is displayed. Select the "Create Deposit" button.



5. The Merchant Create Deposit box is displayed.

- Enter the total of the deposit in the Deposit Amount box.
- Select the appropriate account from the Select Account drop-down menu (if user has access to more than one account).
- Store Number box can be left blank.
- Click the “Continue” button.



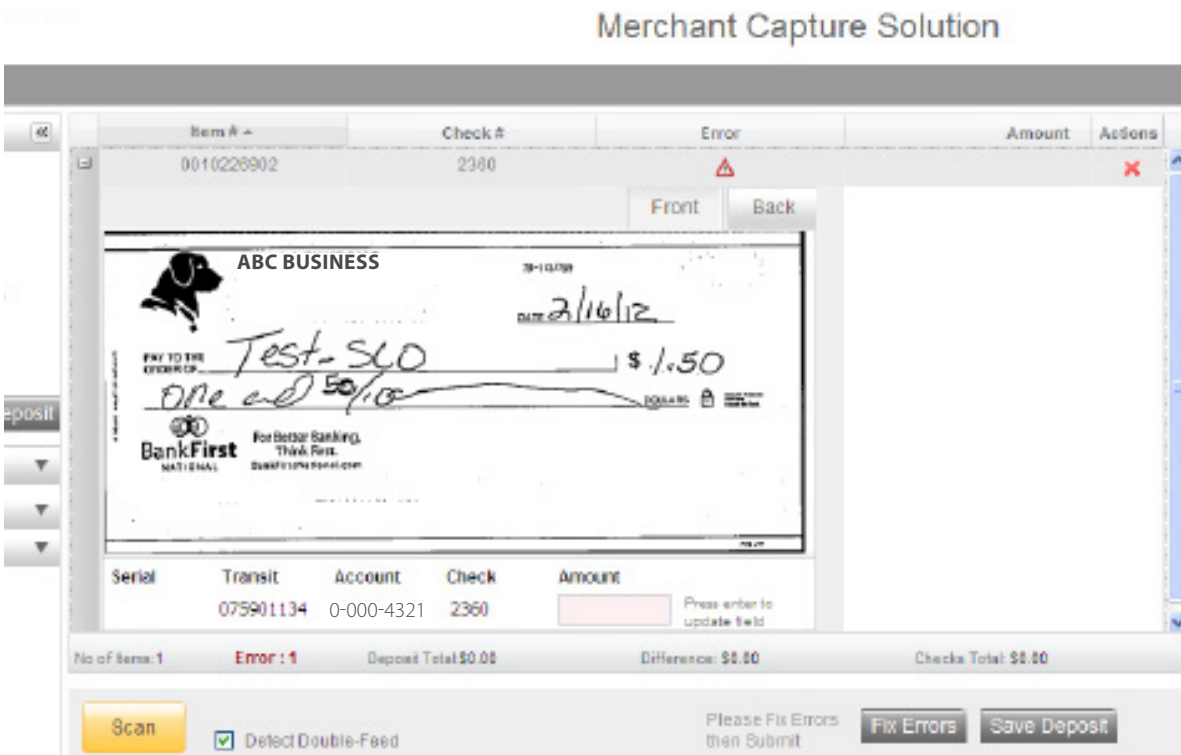
The "Create Deposit" dialog box has a title bar with a close button (X). Inside, there's a red asterisk and the text "* Required Fields". Below this, there are three input fields: "Deposit Amount*" (empty), "Select Account*" (a dropdown menu showing "TEST ACCOUNT 4321 - *****4321"), and "Store Number:" (empty). At the bottom right, there are two buttons: "Continue" (yellow) and "Cancel" (grey).

6. Align and feed check(s) into the remote capture machine. Click the “Scan” button to begin scanning items (the machine will not start scanning until you click the scan button).



The interface shows a summary bar at the top with the following text: "No of Items:0", "Error:0", "Deposit Total:\$5.00", "Difference:\$0", and "Checks Total:\$0". Below this is a "Scan" button (yellow) and a checkbox labeled "Detect Double-Feed" which is checked. To the right of the checkbox, it says "Correct All Errors to Submit Deposit" and there are two buttons: "Fix Errors" (yellow) and "Save Deposit" (grey).

7. Click the “Fix Errors” button to resolve any exceptions.



The interface shows a table with columns: Item #, Check #, Error, Amount, and Actions. The first row has Item # 0010228902, Check # 2360, an error icon (red triangle), and a red X in the Actions column. Below the table, there's a "Front" button and a "Back" button. The main area shows a check from "ABC BUSINESS" dated "2/16/12" for the amount "\$1.50". The check is from "Test-SLO" and "One and 50/100". The BankFirst logo is visible. Below the check, there's a table with columns: Serial, Transit, Account, Check, and Amount. The first row has Serial 075901134, Transit 0-000-4321, Check 2360, and Amount (empty). Below this table, it says "Press enter to update field". At the bottom, there's a summary bar with the following text: "No of Items:1", "Error:1", "Deposit Total:\$0.00", "Difference:\$0.00", and "Checks Total:\$0.00". Below this is a "Scan" button (yellow) and a checkbox labeled "Detect Double-Feed" which is checked. To the right of the checkbox, it says "Please Fix Errors then Submit" and there are two buttons: "Fix Errors" (grey) and "Save Deposit" (grey).



- Enter the correct amount in the "Amount" text box then press ENTER on your keyboard.

Merchant Capture Solution

Item #	Check #	Error	Amount	Actions
0010226902	2360	⚠		✖

Front Back

Serial	Transit	Account	Check	Amount	
075901134	0-000-4321	2360			Press enter to update field

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

Scan
☒ Detect Double-Feed

Please Fix Errors then Submit
 Fix Errors
Save Deposit

- When all errors are fixed you will receive a green "Success. All Errors Fixed." message. Once the deposit is balanced, select "Submit Deposit".

Merchant Capture Solution

✔ Success. All Errors Fixed.

Item #	Check #	Error	Amount	Actions
0010227202	2360		1.00	✖

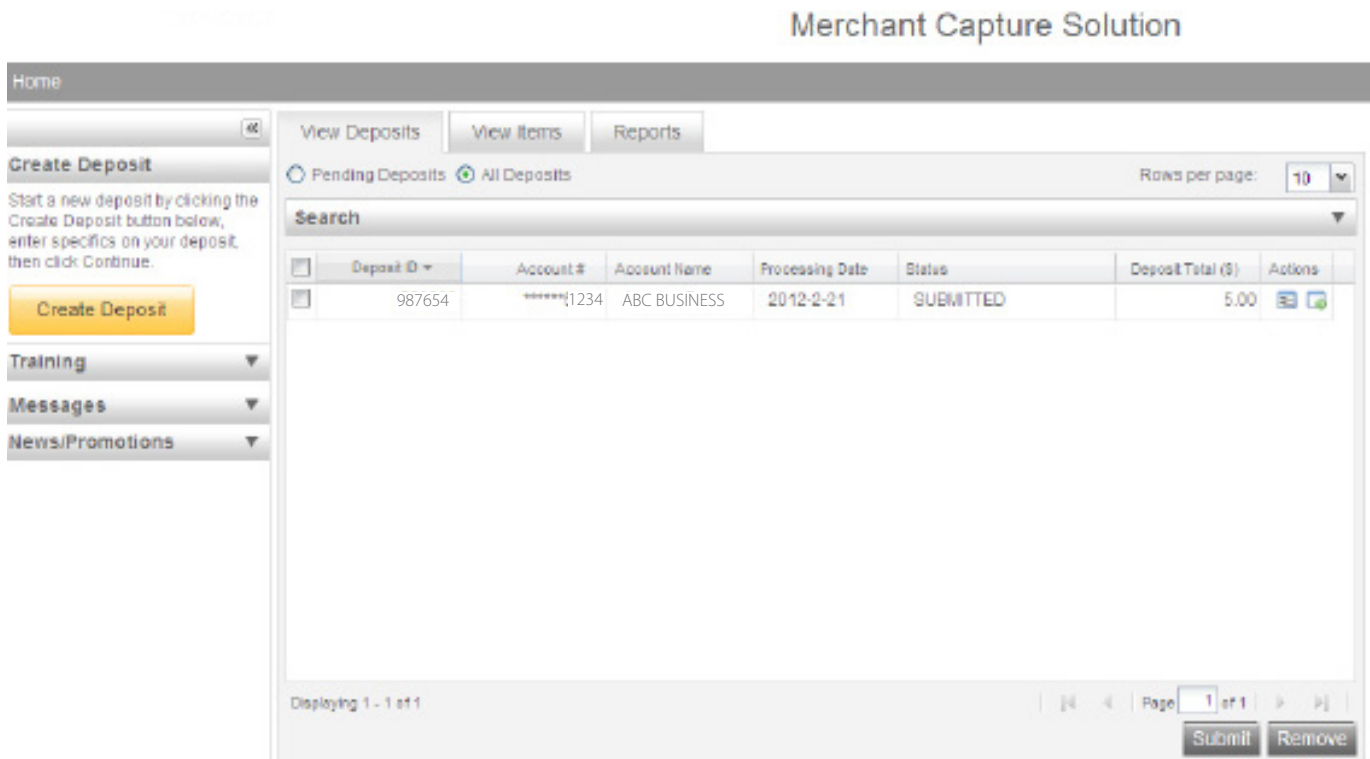
No of Items: 1
Error: 0
Deposit Total: \$1.00
Difference: \$0.00
Checks Total: \$1.00

Scan
☒ Detect Double-Feed

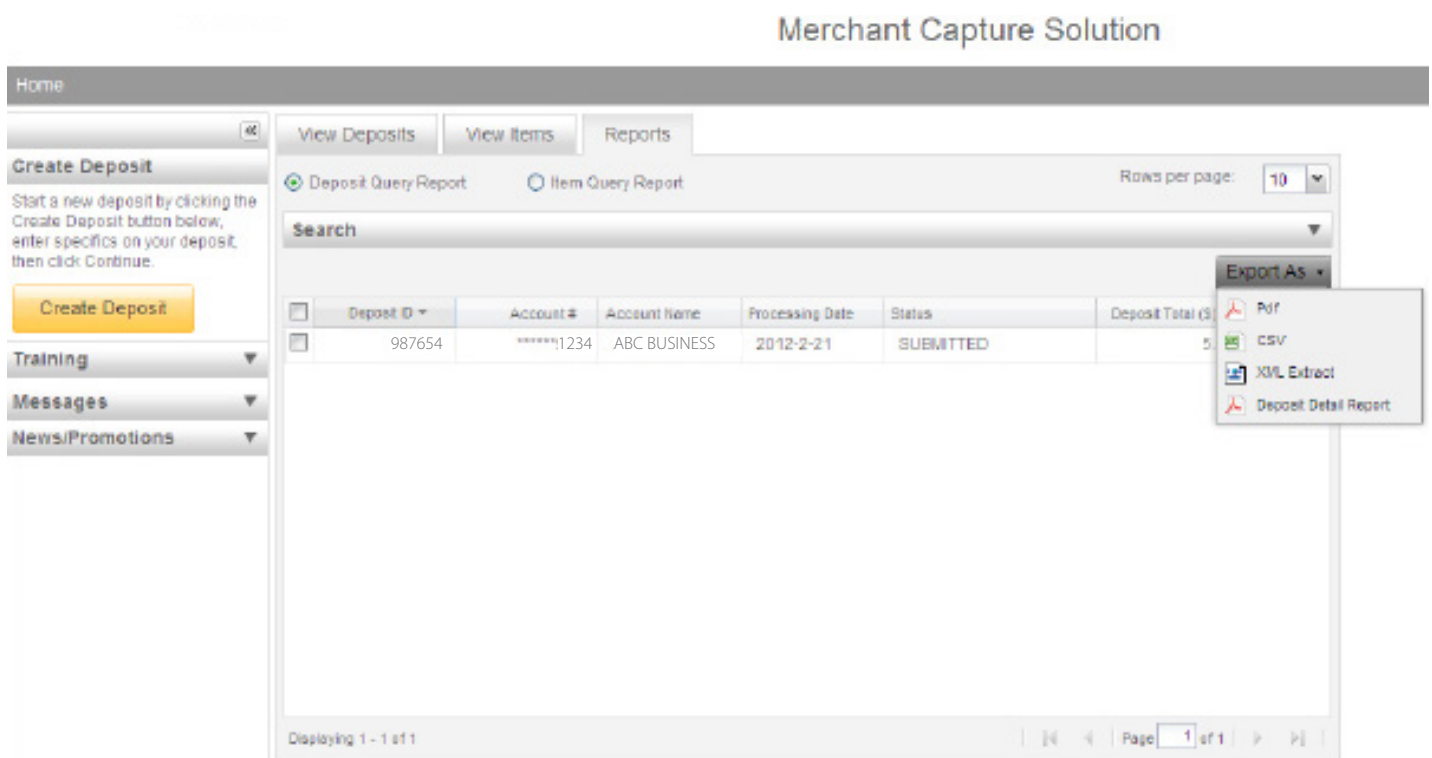
Please Fix Errors then Submit
 Submit Deposit
Save Deposit



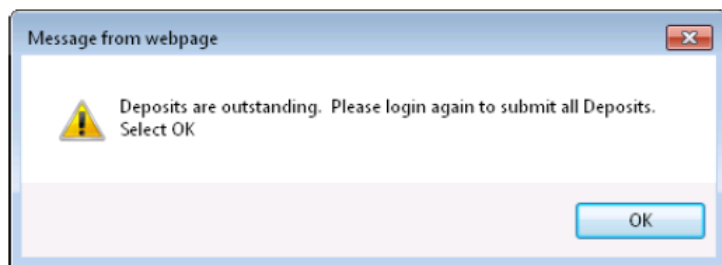
10. You will receive a Verify Balance window which will display your deposit total and your check total. If the totals are correct, select “Submit”.
11. You will be returned to the Home screen. Change the radio button from Pending Deposits to All Deposits to verify your deposit has changed to a Submitted status.



12. Click on the “Reports” tab, select “Export As”, select the “Deposit Detail Report”. The report will open and you will then have the option to print or save.



13. Once your deposit has been submitted click the “Logout” button in the upper right-hand corner of the screen.
14. If there are any deposits for the current day with a pending status, a warning message will pop up.



15. Log in again to resolve any outstanding deposits.

Questions? Please contact Bank First’s Treasury Management Support Team:
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