



Remote Deposit Quick User Guide

1. Daily Quality control check (Scanner)

Inspect scanner for general readiness

- Verify there is power to the unit
- Inspect the feeder and exit channels for debris and remove as necessary
- Color on Scanner LED*:
 - Amber Solid = Idle
 - Green Solid = Ready to Accept checks
 - Amber Flashing = Sending or Receiving Info
 - Any other color = Refer to Scanner's manual

2. Prepare items for scanning

Inspect the bundle for upside down items, backwards facing items, folds, tears, staples, etc. Correct / remove these conditions if found. Add up the total for this particular deposit. **ENDORSE ALL CHECKS.**

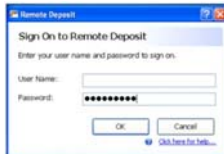
3. Logging On

Double Click on the icon



Remote Deposit

Input your Business Online Banking User ID and Password



4. Scanning the Items

Under the **Make a Deposit** section select an account you wish to deposit to by clicking on Select.



The Expected Total window will appear. Input the total in the field provided then click OK.



The account you had selected will appear towards the top left portion of the screen. If the account selected is correct proceed to the next step. If it is not correct click on the Cancel Deposit button towards the top right of screen then select the correct amount.

Begin Scanning, place the items in to the scanner hopper with the front of the item facing to your right.

Once the scanning begins the item will appear on the screen. The quantity of checks scanned and the total amount will appear on the bottom right of the screen.



When all checks are scanned for this deposit click on the **Review Deposit** button located on the bottom right of the screen.

Ensure all checks have been scanned and the Total amount is balance with the Expected total. Also make sure that Routing and Account number is correct. If in balance, information is correct, and no other checks are to be scanned, click on the **Submit** button.

A **Remote Deposit Receipt** screen will appear. You may print this screen to keep a copy for your records. Then click **OK**.



5. Void and Secure Scanned Checks

Using the void stamp, void all the scanned checks and file all scanned items in a secure place, it is recommended that checks be shredded after 14 days.

Email and Online Security

Please be sure to secure and maintain your user id and password. For more information on safeguard your data visit: www.regalfinancialbank.com.

Should you have any questions, please do not hesitate to contact us at 1-800-888-1955 or info@regalfinancialbank.com.

We appreciate the opportunity to work with you and provide you with the finest customer service available and look forward to working with you.