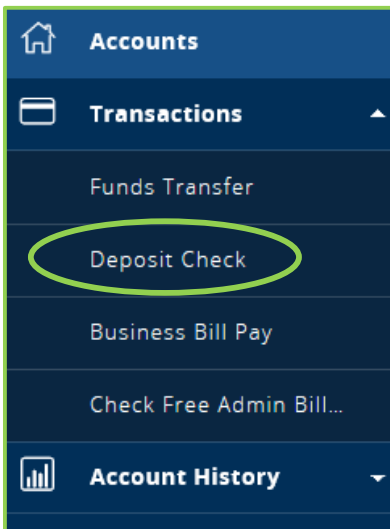




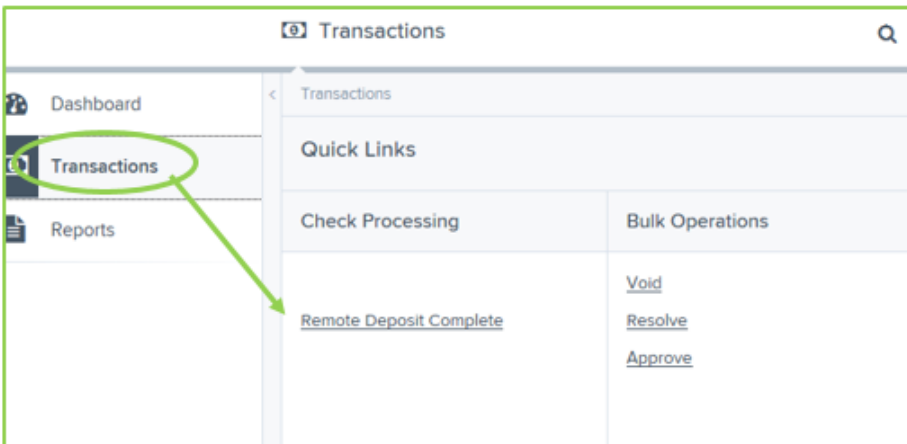
## How to Deposit Checks with RDC

**Special Instructions:** Virtual Endorsement is now given to all clients by default – you will no longer need to endorse checks deposited through RDC. If you wish to continue endorsing your deposits manually please contact the bank to remove this feature.

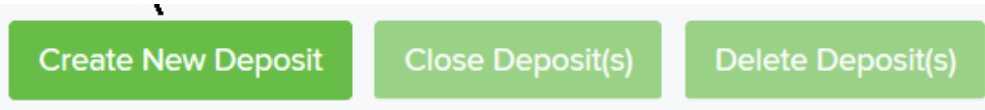
1. Login into Online Banking
2. Navigate to the “Deposit Check” link under the Transactions Menu



3. A new window will open, displaying your RDC Dashboard, select the Transactions Menu
4. Select Remote Deposit Complete



5. Select Create New Deposit



6. Fill in the required information and select Create

Create New Deposit

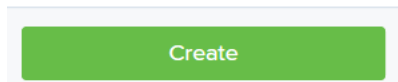

Location \*  
Home Federal

Deposit Name \*  
2/8/2017 Demo Deposit

Number Of Checks \*  
1

Total Amount \*  
\$ .01

Scanner Terminal Number  
114027060



7. Place check(s) in scanner to begin scanning

8. Select the Pencil Icon  to edit check, the trash can icon  to delete the check, or select the repeat icon  to rescan the check.

**IMPORTANT TO NOTE:** Virtual endorsements will not appear on the check until the deposit is processed.

Check	Alerts	MICR	Customer Number...	Name On Account...	Dy
1		⑆ 29 1 2 700 50 ⑆ 99999999999⑆			\$

Front of Check    Back of Check

Scanner Interface	Reset	Deposit Status
Service		Location
Start Server Scan Command Sent.		Home Federal
Scanner		Control
Scanning Started on Panini Device...		1 / \$0.01

Complete Deposit

Complete Deposit

9. Select Complete Deposit
10. Select the Deposit you want to submit and select Close Deposit(s)

Open Deposits							Page 1 of 1, Records 1 to 1 of 1
Open	Requires Rescan	Date Created	Location	Deposit Name	Item Count (S/C)	Deposit Amount (S/C)	
✓		03/03/2017 10:36:36 AM CT	5029110771	10:36:31.7109507 3/3/2017 D...	0 / 1	\$0.00 / \$0.01	

Create New Deposit
Close Deposit(s)
Delete Deposit(s)

**IMPORTANT TO NOTE:** Any discrepancies with deposits will be reviewed and any deposits that require a total amount adjustment will be rejected by default. If you wish to allow deposit adjustments at this stage please contact the bank to request this feature.