Business remote desktop scanning

Use this easy-to-follow guide to deposit checks from your home or office using Online Banking. To submit an application for this service, stop into any office or speak with your business development representative. **Note:** The daily limit for business remote deposit items will be determined during the application process and stated in the signed Business Agreement.

1. Log in to Online Banking and click More (...) links.

2. Click Business Remote Deposit.

3. To begin a new deposit, click Start a New Deposit.

4. Choose from the dropdown menu which account you would like to make your deposit. Place your checks in the desktop scanner. Click Start Scan to begin the process.
Business remote desktop scanning (cont.)

5. Once all scanned checks have finished processing, the review screen will appear. From the review screen, you can do the following:
   - View the Batch Total, the total amount being deposited.
   - Click on the check image to correct individual check amounts.
   - Click the minus sign to remove a check from the deposit.
   - Click cancel to remove the entire deposit.
   - Click submit to make your deposit.
   - Click scan more checks to add more items to this deposit.

6. Once submitted, you will receive a message prompting you to enter your email address to receive your receipt for your deposit.

   Remember:
   - Print and file your receipt with the physical check(s)
   - Keep check(s) for 60 days, then shred