

1. Login to Remote Deposit from our website: Inbcarlyle.com and clicking the link to Merchant Login.



2. Sign in with your credentials and choose a Dou Authentication method.

Merchant:
User Name:
Password:

3. A Disclosure advises of our cut off times and sweep times.

Disclaimer

Deposits made before **4:30pm CST** on a normal business day will be processed the same day.
Deposits made after this time will be processed on the following business day.

Sweep times occur begging at **8:00am CST** and continue **every 15 minutes** until **4:30pm CST**.

Thank you for choosing to bank with The First National Bank in Carlyle.

You are now ready to scan checks for deposits.

1. From the Home screen, click on the Create Deposit button.

Home Deposits Export Reports Configuration Help Logout Chad Holthaus

Working Deposits

<input type="button" value="Create New Deposit"/>	Name	Site	Item Counts	Item Amounts	Create Date
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No records to display.

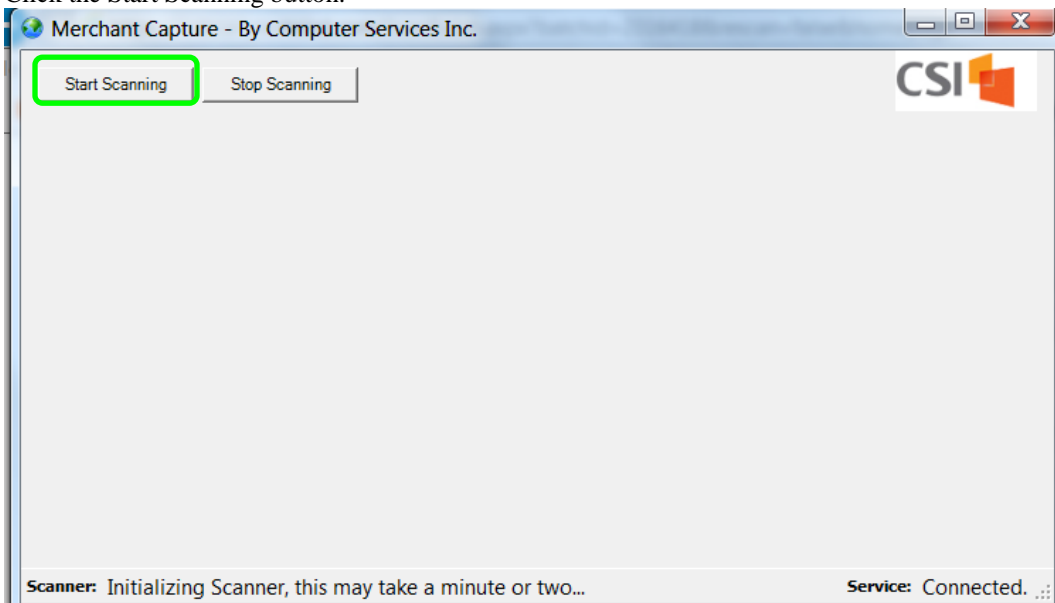
2. Complete the fields for the Deposit details as shown below. **The Item Count is the number of checks in the deposit** (Do not include the electronic deposit slip in the item count.) Click Next.

New Deposit

Deposit Information

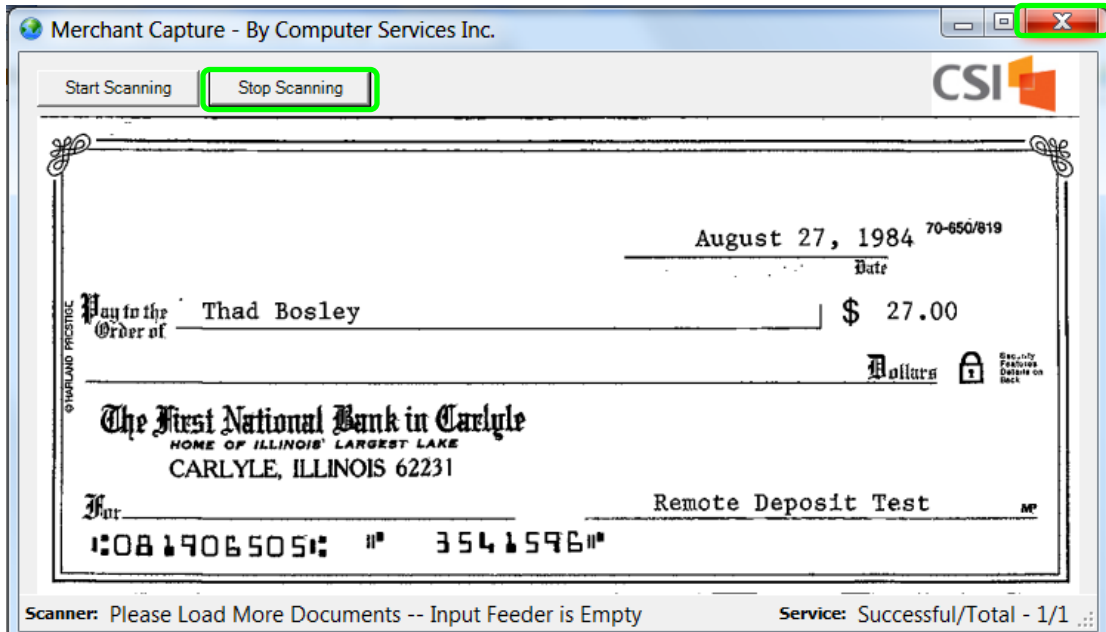
* Name:	October 24 Deposit
* Site:	Main Bank - Carlyle (DCCorporation Tel ▼)
* Account:	FNB Demo Operating Account ▼
* Item Count:	5
* Total Amount:	500.00 x

3. Click the Start Scanning button.



4. After you have scanned your checks, click the Stop Scanning button, then **click the Red "X" in the top right corner of the popup window.**





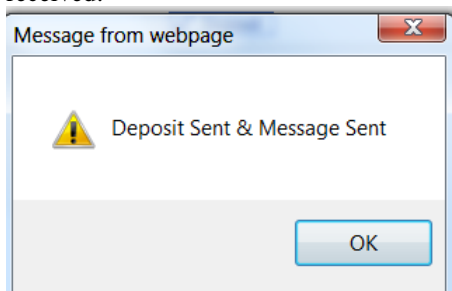
- Your deposit is now complete, click on the Deposit button to transmit.

Approve Deposit

Acct. Name(#Number)	Image Cash Letter	Account Totals
<input type="checkbox"/> FNB Demo Operating Account (#404268)	\$ 27.00 100.00 %	\$27.00
Deposit Total:		\$27.00
		Total: \$27.00

Account: <Select>

Next you will see that the deposit was sent, you will receive an email confirmation once the deposit is received.



From the Home screen you will now see the deposit and the status of the deposit. You can click on the PDF download icon to print a deposit slip.

Approved Deposits (Last 5 Days)

Name	Status	Site	Item Counts	Item Amounts	Create Date
Oct 22	Transferred To Bank	Main Bank - Carlyle	4	\$172.07	10/22/2014 1:23:55 PM
October 24 Deposit	Ready For Deposit	Main Bank - Carlyle	1	\$27.00	10/24/2014 11:51:56 AM