

Login to Business Online Banking, be sure to select the Business radio button:



Once logged in, select "Checks & deposits" from the top menu bar:



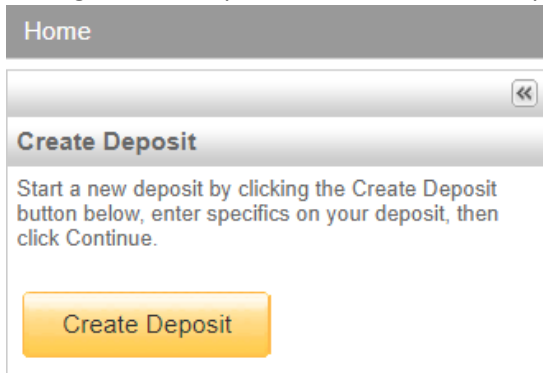
Select "Deposit Checks"

## Checks & Deposits

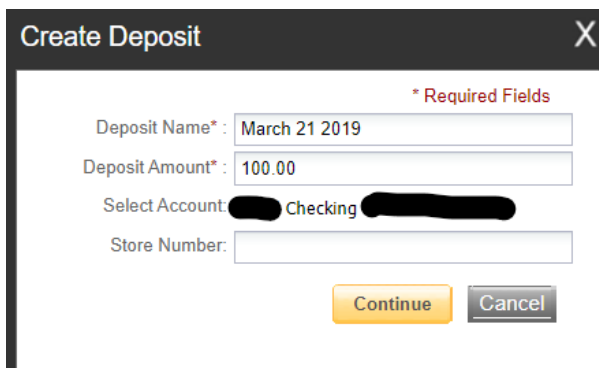
Stop payments **Deposit checks**

This will open a new window to our Remote Deposit program.

To begin a new deposit, click the "Create Deposit" button from the Home screen:



Next enter your Deposit details and click "Continue":



Select the "Scan" button near the bottom of the window:

No of Items:0	Error:0	Deposit Total:\$100.00	Difference:\$0.00	Checks Total:\$0.00
---------------	---------	------------------------	-------------------	---------------------

<input type="button" value="Scan"/>	<input checked="" type="checkbox"/> Detect Double-Feed	Correct All Errors to Submit Deposit	<input type="button" value="Fix Errors"/>	<input type="button" value="Save Deposit"/>
-------------------------------------	--	---	---	---

After all check items are scanned, verify the balance is correct or Fix Error as instructed.  
Click "Submit Deposit" to send the deposit to the bank.

### Verify Balance

✔ Transaction is Balanced

**Deposit Data**

Deposit Total:	<input type="text" value="91.45"/>	Check Total:	\$91.45	Difference:	\$0.00
Item Count:	<input type="text" value="1"/>	Items In Deposit:	1	Difference:	0

**Add Memo (Optional)**

256/256