

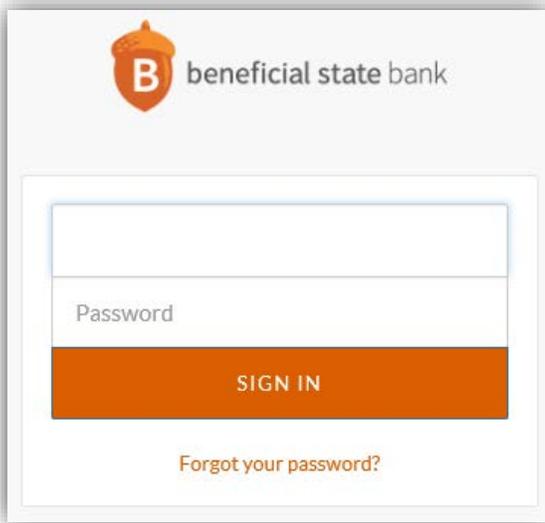
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# Remote Deposit

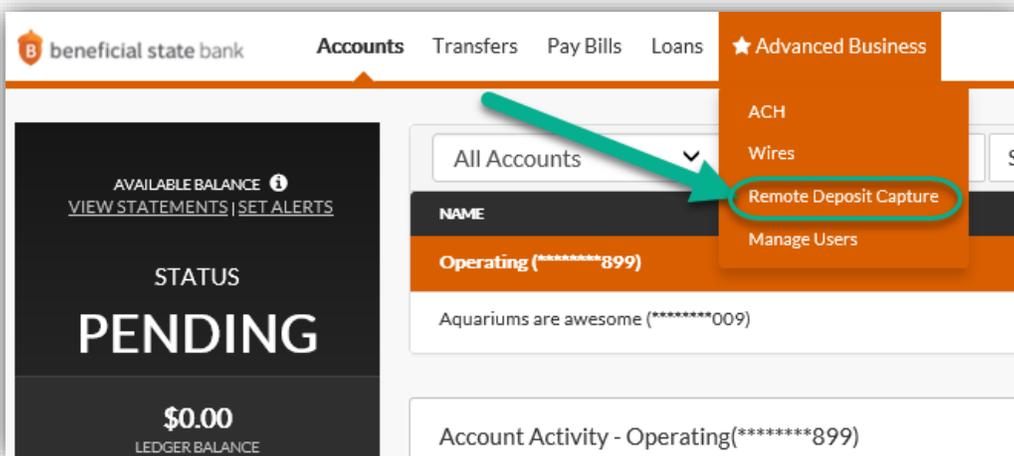
## First Time User Guide

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1. Log into Online Banking with your username and password.



2. Select Remote Deposit Capture from the Advanced Business drop-down menu.



3. You will now be prompted to open a new page to perform your deposits. Click "Open Link" to continue.

This link opens an external site in a new tab. We do not provide and are not responsible for its content or performance. Consult our Privacy Disclosure for further information if you have concerns. You will not be logged out of web banking by following this link.

[Open Link](#) [Stay Here](#)

4. Your first time logging in, you will need to enter your credentials. This will be the only time you will enter these credentials; our Online Banking system will remember you from now on.

\* Client ID:

\* Name:

\* Password:

[Log In](#)

5. You are now ready to make a new deposit by clicking "Create New Deposit."



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Home Deposits Export Reports Configuration Help Log

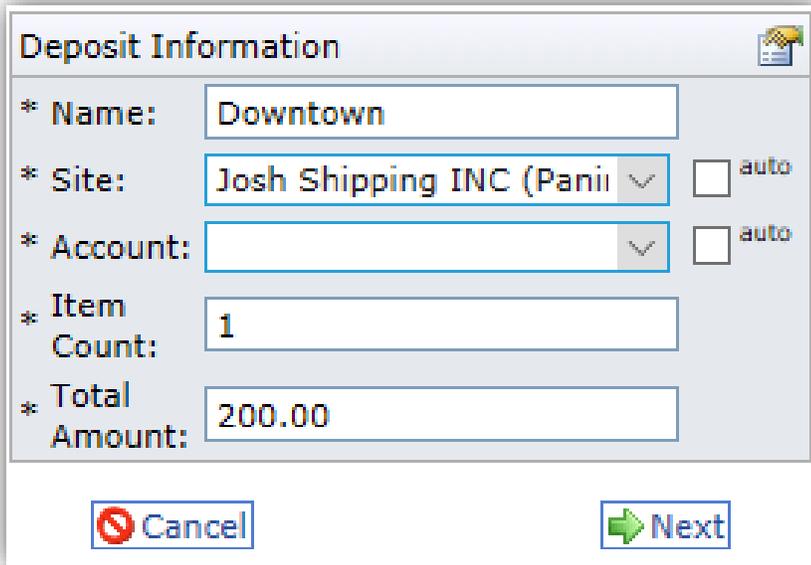
**Working Deposits**

<a href="#">+ Create New Deposit</a>	Name	Site	Item C
No records to display.			

**Approved Deposits (Last 5 Days)**

Name	Status	Site	Item Counts
No records to display.			

6. On the next screen, you will input information about the deposit you are about to make. Click "Next" to continue.



**Deposit Information**

\* Name:

\* Site:   auto

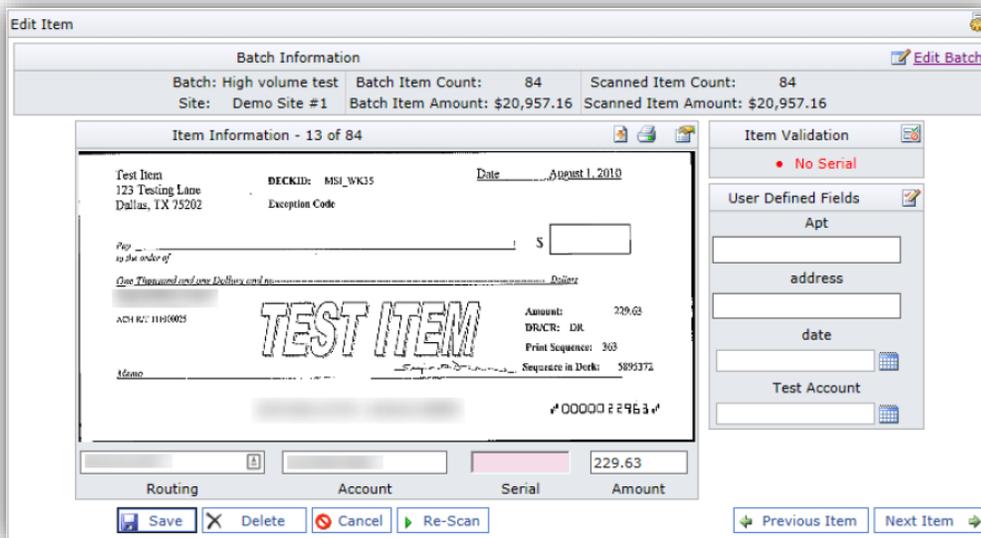
\* Account:   auto

\* Item Count:

\* Total Amount:

- **Name**– You can name your deposits for future research. We recommend using the date, or if you have multiple locations you can use the name of those locations.
- **Site**– You will select the scanner type you are about to use. (you should only have 1 scanner to choose from)
- **Account**– You will select the account number you wish to make a deposit to. You will only see accounts that are assigned to you.
- **Item Count**– The total number of checks you are scanning.
- **Total Amount**– The total dollar amount of all checks you are scanning.

7. Any checks that need corrections will open a window for you to correct as needed.



**Edit Item**

Batch Information

Batch: High volume test Batch Item Count: 84 Scanned Item Count: 84  
Site: Demo Site #1 Batch Item Amount: \$20,957.16 Scanned Item Amount: \$20,957.16

Item Information - 13 of 84

Test Item  
123 Testing Lane  
Dallas, TX 75202

BECKID: MSI\_WK35 Date: August 1, 2010  
Exception Code

Pay to the order of \$

One Thousand and no/100 Dollars and no/100/100 Dollars

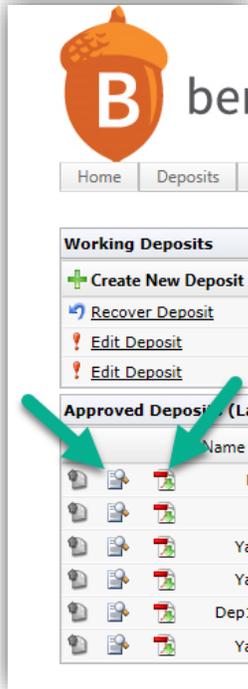
ACH #: 11100025 Amount: 229.63  
TEST ITEM DR/CR: DR  
Print Sequence: 303  
Sequence in Deck: 5893372

Routing  Account  Serial  Amount

Item Validation  
• No Serial

User Defined Fields  
Apt   
address   
date   
Test Account

8. Once your transaction is complete, you will be taken back to the Remote Capture homepage. On the homepage, you can make another deposit or review past deposits. Next to each Approved Deposit, you can select the middle icon for a "Deposit Summary" report or the right icon for a "Deposit Receipt" report.



### Deposit Summary

**Merchant:** [REDACTED]      **Creation Date:** 07/23/2018  
**Site:** Main      **Items In Batch:** 10

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**Deposit Account:** [REDACTED]      **Deposit Amount:** [REDACTED]  
**Account Name:** [REDACTED]      **Batch:** PC Batch 9

Item Number	Routing	Account	Serial	Amount
1	[REDACTED]	[REDACTED]	48852	\$240.00
2	[REDACTED]	[REDACTED]	1381	\$500.00

### Deposit Receipt

Merchant: [REDACTED]      Date: 7/23/2018  
Site: Main      Amount: \$1,800.50  
Batch: PC Batch 9      Items: 10  
Account: [REDACTED]

Remote Deposit

Date: 7/23/2018  
Account: [REDACTED]

\$1,800.50

Amount: \$1,800.50

WELLS FARGO MONEY ORDER

47-041814885

**RITE AID**

\$ 240.00

Amount: \$240.00