**Remote Deposit Capture - Merchant Workflow**

<u>Processing a Deposit</u>

eDeposit
Start ISeDeposit
Prompted with an ActiveX message, click “Yes”
Capture Items
Location Dept. is optional
Choose account from drop down list
Enter total amount of deposit
Start Scan
Auto Scan
Stop
Upload
Finished

<u>Balance Items</u>

If status is “Balanced”, box will be empty, click Exit and move to transmit

If status is “Unbalanced” highlight and click Select
Edit an item amount, change the orientation of an image or add items
The Tools button can be used to delete a specific item
You can also edit the total deposit amount

You can delete a batch clicking Tools – Delete selected deposit

<u>Transmit Deposits</u>

Check the deposit to transmit (you can transmit multiple deposits at once)
Click Transmit

You can delete a batch clicking Tools – Delete selected deposit

Checks are pulled in at 10:00 am and 2:00 pm

The customer will automatically receive an e-mail notification that the bank has received a deposit.




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Reports

The Deposit Status Report lists information for all deposits transmitted on a specific date with totals at the bottom.

The **Deposit Transmission Report** lists information similar to the Deposit Status report, with totals for each account at the bottom.

The Deposit Detail Report lists information for a specific deposit.

Research

Customer can pull up images of checks scanned for the past 30 days.

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