Depositing Checks

1 Making A Deposit

Log into your account at **RCBbank.bank**.
For your convenience, add this website to your favorites.

- Click **Business Banking**.
- Click **Remote Deposit Capture**.
- Click **Transactions**.
- Click **Remote Deposit Scan**.
- Select location for deposit.
- Type in amount of check (with decimal point).
- Endorse back of check with **"For Remote Deposit only to RCB Bank".** Feed check into scanner.
- Click **Process Payment**. The system will have a prompt confirming the submission, click **OK**.

2 Double check deposit amount

It is always a good idea to double check the amount of your daily deposit.

- Click **Dashboard**.
- Click **Approved**.
- Calculate total of all your checks. Make sure total of today's checks match the total listed on the **Approved** page.
- If there are discrepancies, you can make corrections as long as the deposit is not processed*.
- Click the View icon next to the incorrect line item to make changes. Often times errors are either the amount or date to process. Click the Edit button next to the field you want to change. Click Save .
- If you discover an error after the deposit is processed, please contact RCB Bank at 877.813.4663.
  *Checks are processed at 11:00 a.m., 4:00 p.m. and 7:00 p.m. Deposits are subject to verification and not available for immediate withdrawal.

3 Store your checks

We recommend you store your checks for 60 days in a safe and secure place locked away from unauthorized personnel. After 60 days, please shred checks.
On a daily basis after scanning, we recommend:

- Click **Reports**.
- Click **New Report**.
- Under **Advanced Filters** select the location in which you deposited the checks.
- Check the status of "Approved". Click **Run Report**.
- Click Printer icon .
- Use this transaction report as your deposit slip for the day.
- Wrap report around checks and store for 60 days in case of error or dispute.

? **Get in touch.** **877.813.4663 | RCBbank.bank |** Member FDIC

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Remote Deposit Scan

Installation Guide.

1   **Setting up your Admin login**

Use this guide if you are performing the initial setup, or if you ever connect your scanner to a different computer.
- Keep Remote Deposit Scanner unplugged until later in the set up process.
- Go to **RCBbank.bank**.
- Click **Business Banking**.
- Click **Remote Deposit Capture**.

2   **Assigning Other Users**

- Click **Admin**. Select **Users**.
- Select **Add User** then **Business User**. Under **Privileges for this User**, select preferences.
- Next to the **Privileges for this User** column, you will see **Role** options under Customer Service Privilege and Locations. Be sure to click on each drop-down list and check all roles you want to apply, including **Enabled Locations**. Click **Update**.
- **Roles within Reporting Privilege** drop down will appear. Check all that apply for user. Click **Update**.
- Go to List Users to confirm new users are listed. Once all users are listed, close Smartpay remote deposit tab.

3   **Scanner Installation**

- From your Online Banking, click Remote Deposit Capture from the Business Banking tab again.
- Click **Transactions**.
- Click **Remote Deposit Complete**.
- Select the location/account for deposit. The device control will automatically download. Watch for firewall or pop-up blockers.
  Note: If your browser closes after installation is complete, you will need to follow the previous four scanner installation steps. The device control will look for the device and the device driver will prompt for install.
- Follow the installation wizard, selecting the correct make and model of your machine. Once installed, plug the scanner into a wall outlet and to available USB port on your computer.
- Check for a green light to make sure scanner is connected properly. If you don't see the green light, please click **Reset Scanner**. You should see a number in the **Terminal Number** box on your screen.

You are now ready to process payments! **If you have any questions or need assistance setting up your device give us a call at 877.813.4663.** Flip over for deposit instructions.

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