





Mobile Check Deposit

1. Log into the mobile banking app.
2. Use the menu button to navigate to other mobile banking options:
 - a.  at the top left corner on tablets
 - b.  at the bottom center on mobile phones
3. Click “Deposit” on mobile phones or “Check Deposit” on tablets.
4. Tap “Continue” to get started.
5. Read the notice regarding important information to complete your mobile check deposit and click “Accept.”
6. In order to use mobile check deposit, you will need to allow the app to access the camera. Tap “OK.”
7. Tap “Front” to capture a picture of the front of the check.
8. Ensure the check is clear and in between all four white corners, then click the white circle button.
9. Once the check has been captured, touch the green checkmark button.
10. Tap “Back” to capture a picture of the back of the check.
11. Ensure the check image is clear and in between all four white corners and click the white circle button.
12. Once the check has been captured, tap the green checkmark button.
13. With both check images appearing on the screen, tap “Amount” to enter the dollar amount, then tap “Done.”
14. Tap “Deposit To” and select the account you want the check deposited into.
15. Enter your email address to receive deposit notifications.
16. Tap “Continue” then “Approve.”
17. You will receive an email notification when your deposit is received and a separate email when it is approved.
18. Tap “Back” to go to Check Deposit to deposit another check, or tap the menu button ( or ) to perform other functions.



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