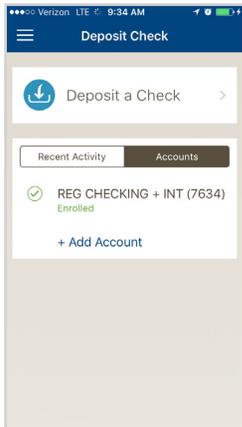
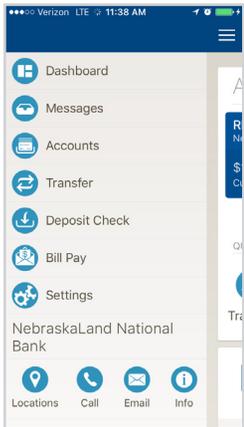


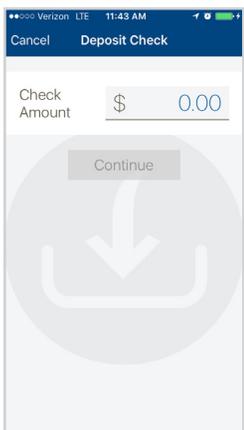
# MOBILE DEPOSIT INSTRUCTIONS: MAKE A MOBILE DEPOSIT

## STEP 1 Deposit a Check



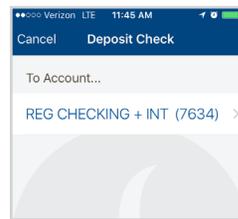
To deposit a check, simply tap the Navigation Menu at the top left of the main screen and then select “Deposit Check”. Once the page loads, select ‘Deposit a Check’.

## STEP 2 Enter the Amount



Next tap the “Check Amount” field and enter the value of the check, then select ‘Continue’.

## STEP 3 Select an Account



Select an account where the deposit will be made from the list of enrolled accounts.

## STEP 4 Take a Photo of the Front of the Check



The ‘Check Front’ screen will load so you can capture an image of the front of the check for deposit. Your mobile device may ask you to confirm the Mobile Deposit application to access the device’s camera.

Tap the ‘Tap to Capture’ option on the screen. Use the following guidelines to ensure your picture will be captured and read correctly.

Make sure there is sufficient lighting.

Place the check in flat on a contrasting background.

Ensure all edges of the check are inside the guides provided in the picture.

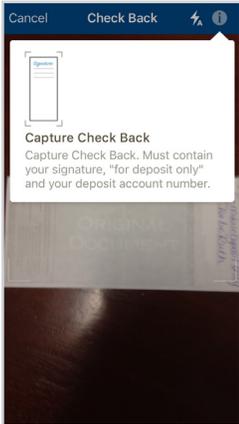
Avoid blurry images.

Once you have your photo, select ‘Continue’ to continue.

[continued ▶](#)

# MOBILE DEPOSIT INSTRUCTIONS: MAKE A MOBILE DEPOSIT

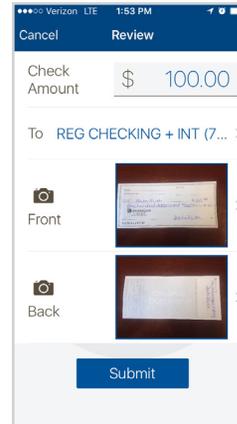
## STEP 5 Take a Photo of the Back of the Check



The “Check Back” screen will load so you can capture an image of the back of the check. Use the same guidelines for a good image.

Before photographing the back, be sure it is endorsed properly, write “For Mobile Deposit Only” followed by your signature and your deposit account number. Once you have the photo, select ‘Continue’.

## STEP 6 Deposit Check



Verify that all information appears correct, and then select ‘Submit’ to generate the deposit. You will then receive a confirmation that the deposit was successfully submitted to the Bank. You will receive an email notification when your deposit has been accepted or rejected.