

# ACCESSING MOBILE CHECK DEPOSIT

To access Mobile Check Deposit (Remote Deposit Capture), the member clicks Move Money and then Deposit Check.

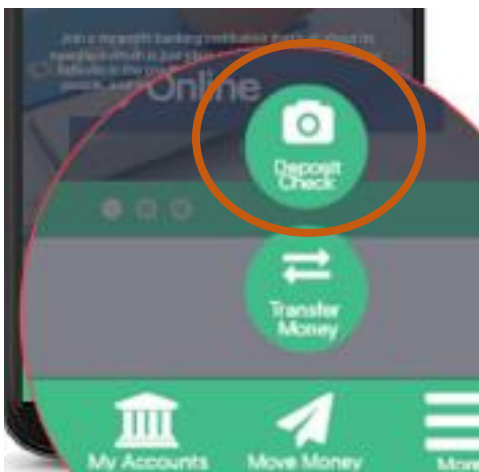
1.



2.



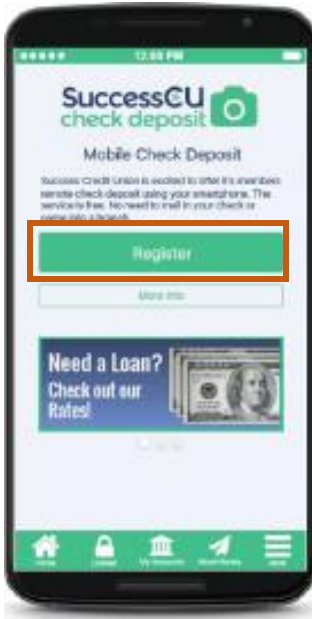
3.



# REGISTRATION

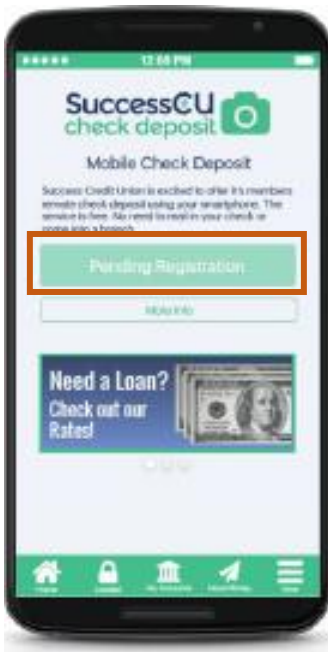
If this is your first time accessing Remote Deposit Capture (RDC) you will need to register your account by tapping the **Register** button.

4.



Once you tap the register button, you will see it change to **Pending Registration**

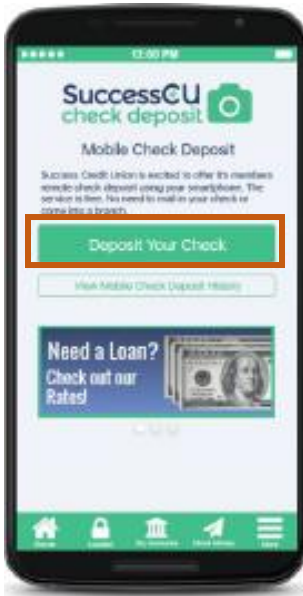
5.



## KNOWING WHEN YOU ARE APPROVED

If you are approved, you will see the button change to **Deposit Your Check**.

6.



If you are not approved, tap the **More Info** button or contact First General Credit Union.

7.



# ACCEPTING REMOTE DEPOSIT CAPTURE USE AGREEMENT

Once you have been approved, please read over and agree to the user agreement.

8.



Tap the **I Agree** button. This will be the only time you will see this message.

9.



## DEPOSITING A CHECK

Once you have tap the **Deposit your Check** button a screen will up with tips on depositing your check. Tap continue once you have read the check deposit tips.

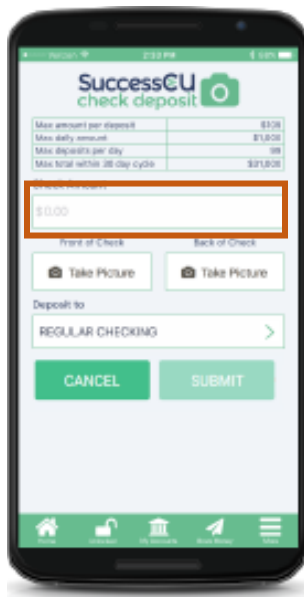
10.



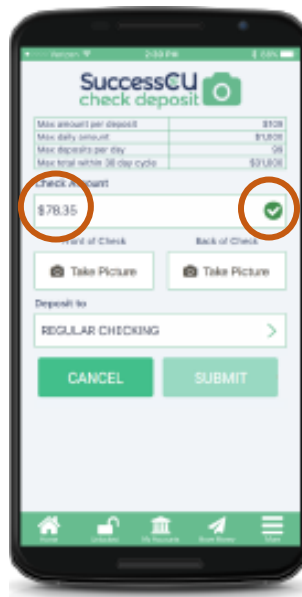
## ENTERING THE CHECK AMOUNT

Tap in the white box underneath the **Check Amount**. Enter in the amount you want to deposit including cents. Example: If you want to deposit seventy-eight dollars, you would enter \$78.00. If you want to deposit seventy-eight dollars and thirty-five cents, you would enter \$78.35.

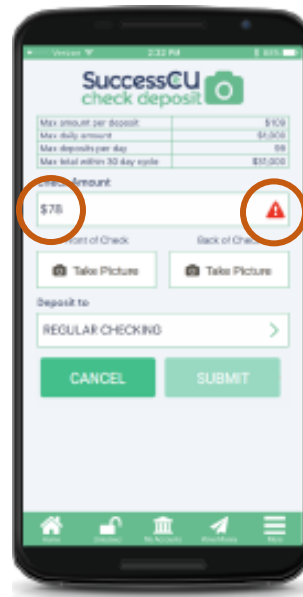
11. Check Amount



12. Correct



13. Not Correct



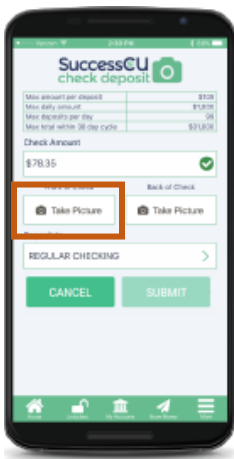
# TAKING A PICTURE OF THE CHECK

Always make sure you are in a secure location and consider your privacy before taking a picture!

Fill out the check as normal. Write **Deposited** and today's date on the front. Now, on the back sign the check and write **For Mobile Deposit Only** underneath the signature line.

Next tap the **Take Picture** button underneath **Front of Check**.

14.



The app will use your phone's camera for taking the picture. Be sure to give the app permission to use your phone's camera.

Using your phone camera, position the front of the check in the center of the viewing screen. Once this is done, tap the **Camera icon**. Once the picture is centered and contains the entire check, tap **Use**, if not tap **Cancel** or **Retake**. Repeat this step for the back of the check using the **Take a Picture** button underneath **Back of Check**.

15.



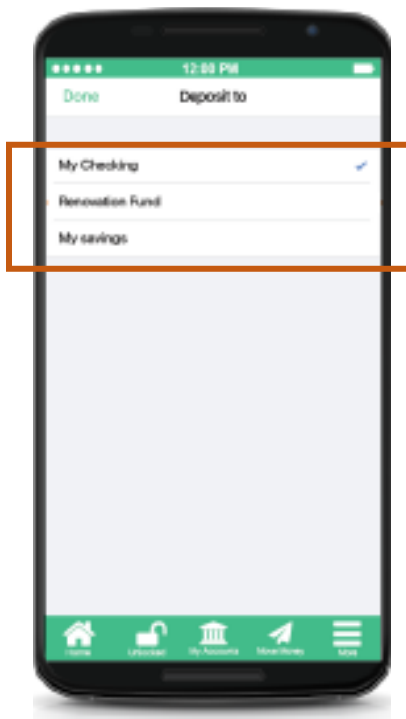
# CHOOSE YOUR ACCOUNT

Tap the **white box** underneath **Deposit to** and select your account.

16.



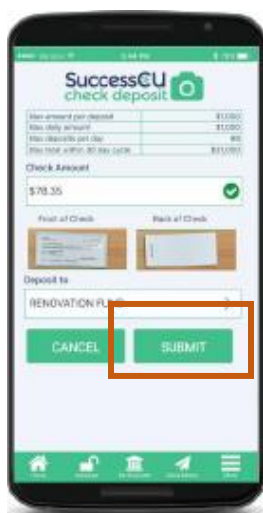
17.



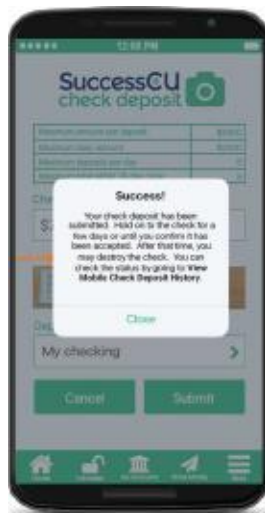
# SUBMIT YOUR CHECK

Tap the **Submit** button. You will get a message that states whether your check was accepted or denied.

18.



19. Accepted



20. Denied



## **Proper Disposal**

Once you have fulfilled the appropriate amount of time required to hold and validate your RDC check, you may dispose of the document in a secure manner (example; shredding the document).