

1. Click the arrow at the bottom of your screen. Select “deposits”
2. As part of the enrollment in the service you will be asked to accept or decline the Terms and Conditions
3. Select which share you would like to deposit the check
4. Enter the amount of the check you are depositing
5. Before you take a picture you are required to sign the back of your check and mark it “for Mobile Deposit”
6. Enter the dollar amount of your check (maximum \$2000)
7. Select the Front section to take a picture of the front portion of your check. It will ask you to make sure the check is on a dark background and to avoid shadows
8. Review the picture to make sure all edges show and the amount is visible. Then chose to retake or keep the picture
9. Select on the Back section to take a picture of the back portion of your check. It will ask you to make sure it is endorsed and marked “for Mobile Deposit”. Then you will see the prompt “Endorsement is Required and to make sure it is visible”
10. Verify all deposit information is correct and confirm and you’re done!