DEERWOOD BANK

EST. 1910

TREASURY MANAGEMENT

REMOTE DEPOSIT CAPTURE

USER GUIDE

RETAIN FOR EASY REFERENCE

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OVERVIEW

Depositing checks into your Deerwood Bank business accounts is secure, fast, and simple with Remote Deposit Capture.

This product allows you to:

- Consolidate funds from multiple locations.
- Save time preparing deposits.
- Cut costly courier fees or trips to the bank.
- Reduce the risk of fraud.
- Access cash faster.

Deerwood Bank's Remote Deposit allows you to scan your checks from the convenience of your office, review images of the scanned check from your computer and verify your deposit, electronically submit deposit through a secure internet connection, and comprehensive reports (including check images) are available for review.

In addition, you can submit deposits 24 hours a day, seven days a week and funds are deposited in your Deerwood Bank account up to 6:00 p.m. each day.

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INSTALLING REMOTE DEPOSIT PLUS SCANNER

The Admin User on the computer will need to complete the remote deposit scanner installation.

*Please DO NOT plug the scanner into the computer until the installation is complete.***
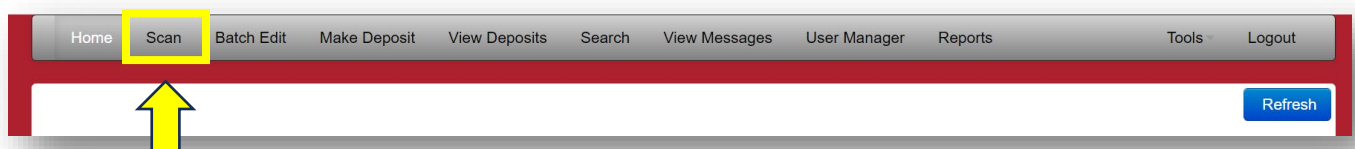
1. In an internet browser window, type or copy and paste the Deerwood Bank's remote deposit website address as follows: https://www.remotedepositplus.com/rdpwebclient/deerwoodbank
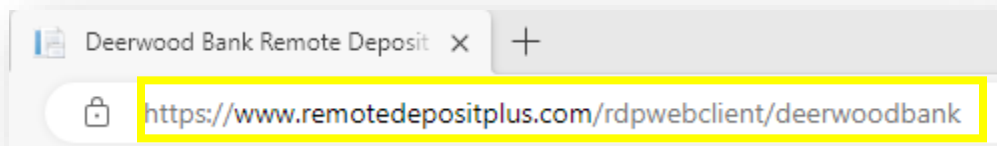
2. Enter your log in credentials provided by the bank, then click **Sign in**.

3. On the Home screen, click **Scan**.

4. You will see a quick warning message and then a pop-up screen, "**Scanner Service Installer.**" Follow the installation instructions **Step 1-3**.
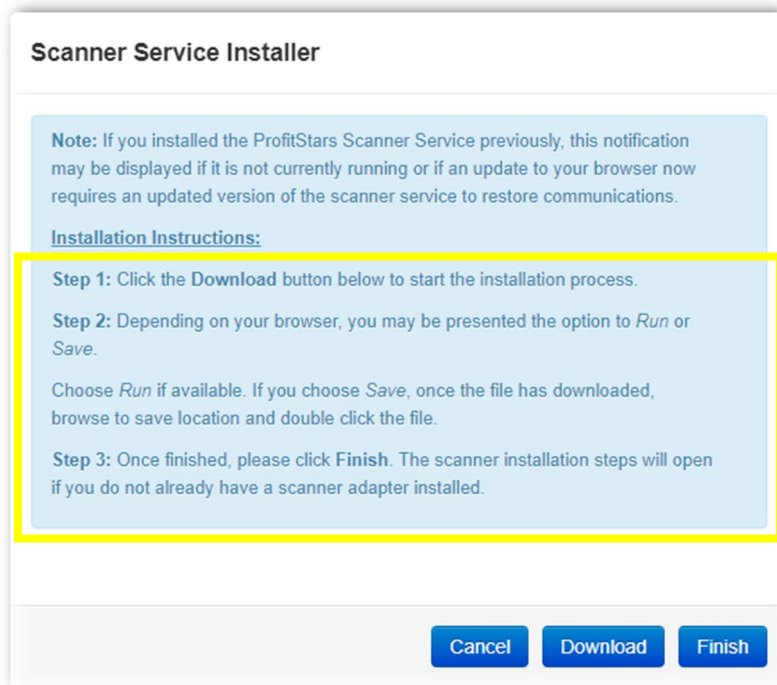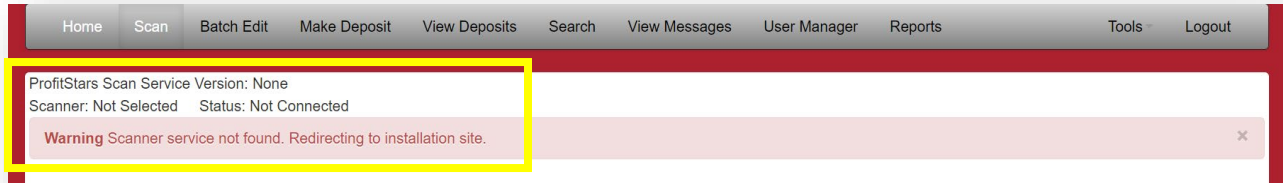

5. After the file has been downloaded, you will see the file "PSScanServiceSetup.msi" in the Downloads on the upper right-hand corner of your screen. Click **Open file**.
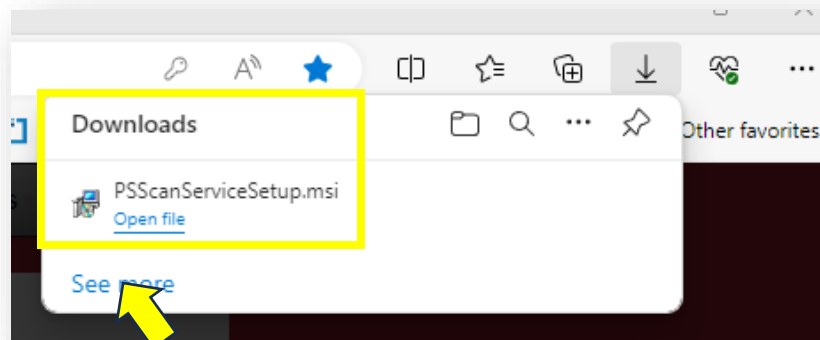
6. A pop-up screen will appear "Welcome to the ProfitStars Scan Service Setup Wizard." Click **Next**.
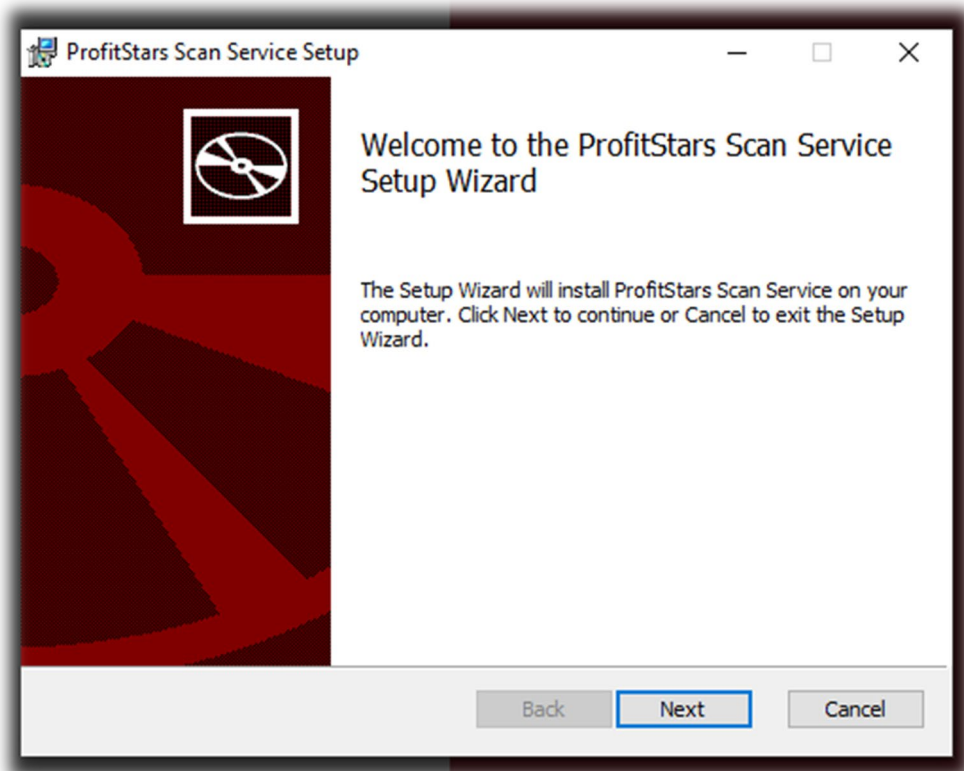
7. On the next screen, the Destination Folder will automatically show the default folder where the installation will be installed on your computer. Click **Next** to install to the default folder <u>or</u> click **Change** to choose another folder.
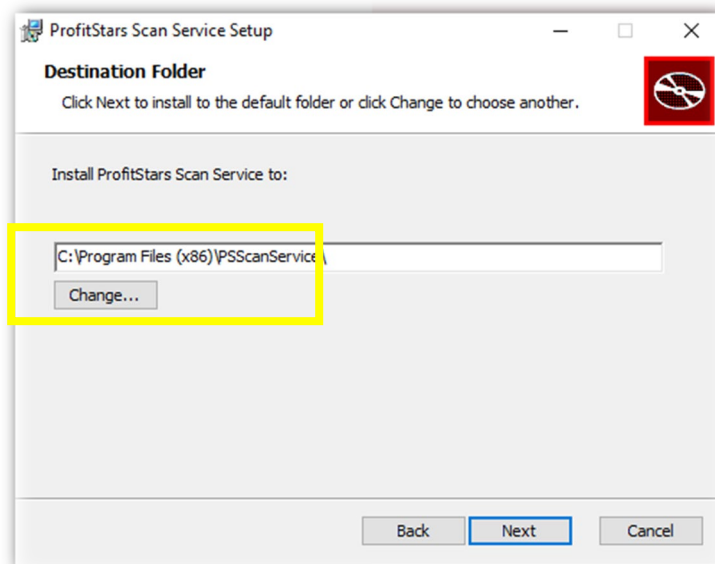
9. Click **Install** to begin the installation.
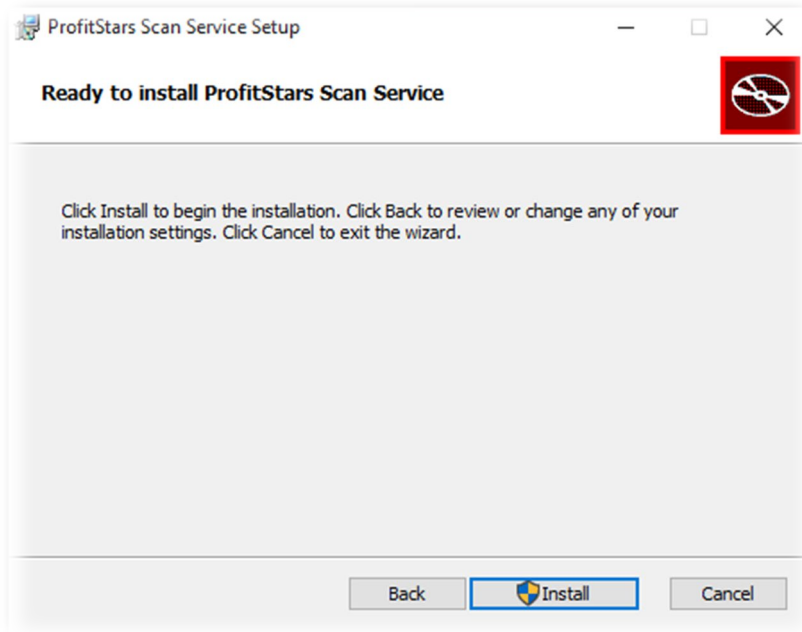
10. When this installation is complete, it should automatically bring you to the screen "Welcome to the Install Shield Wizard for Panini Universal Installer" and you should see a blue disk on the screen. Click **Next**. The installation for Panini Universal will be installed in the background and when the installation is complete, it will bring you to the Deerwood Bank's Remote Deposit login page. Plug in the scanner.
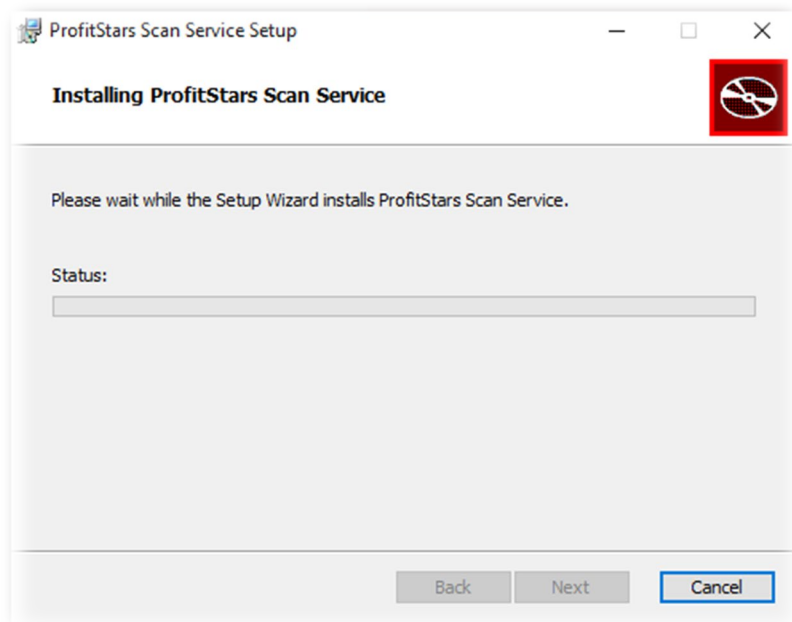
REMOTE DEPOSIT PLUS SCANNER FEATURES

The Remote Deposit Plus Scanner menu bar includes **Home, Scan, Batch Edit, Make Deposit, View Deposits, Search, View Messages, User Manager, Reports, and Tools.**
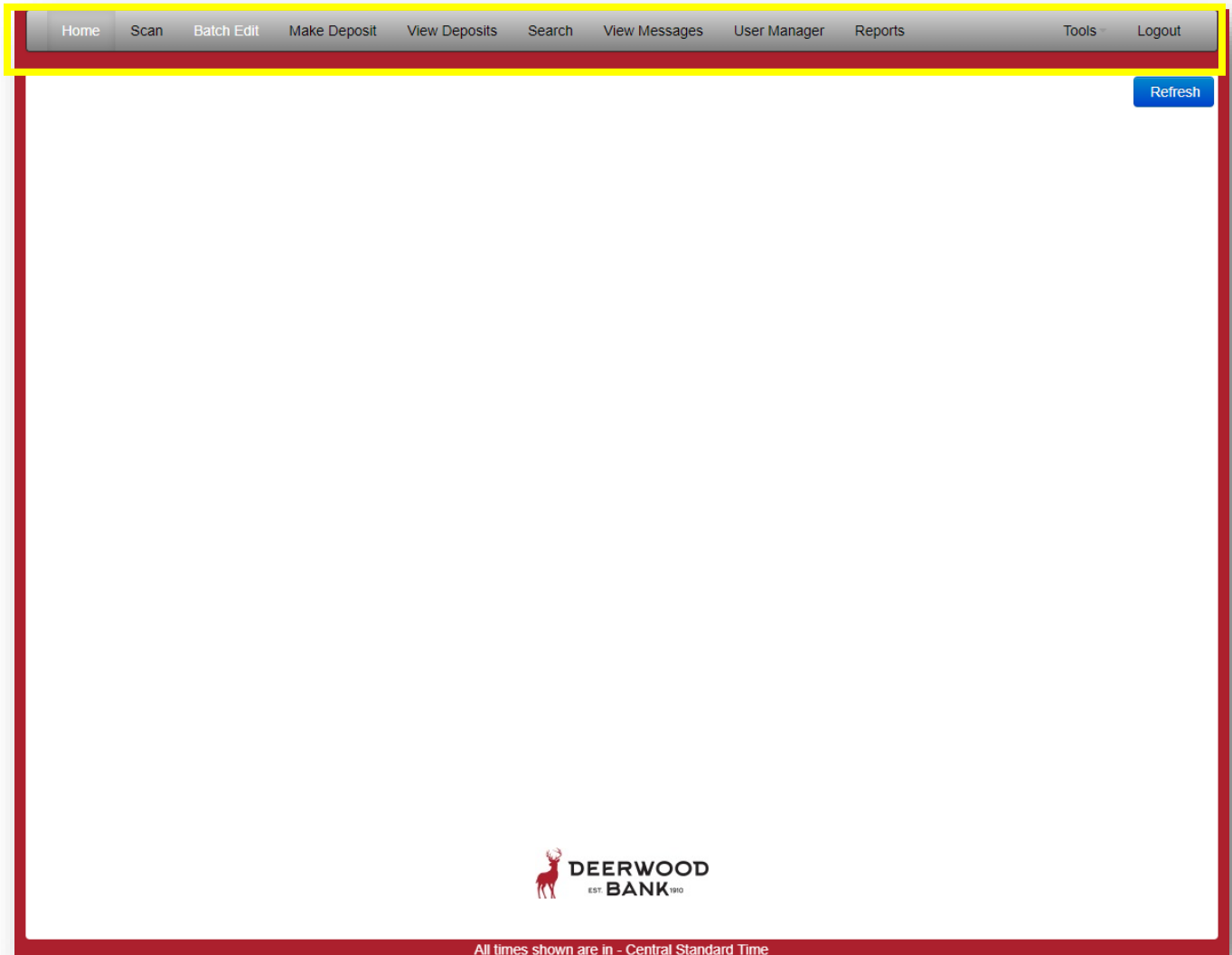
SCAN

1. Place check(s) in the machine.
   NOTE: Check(s) must be facing you with the back of the check signature line going into the scanner. Make sure the check slide on the scanner is pulled out. Endorse check(s) and have estimated total amount of the check(s) ready.
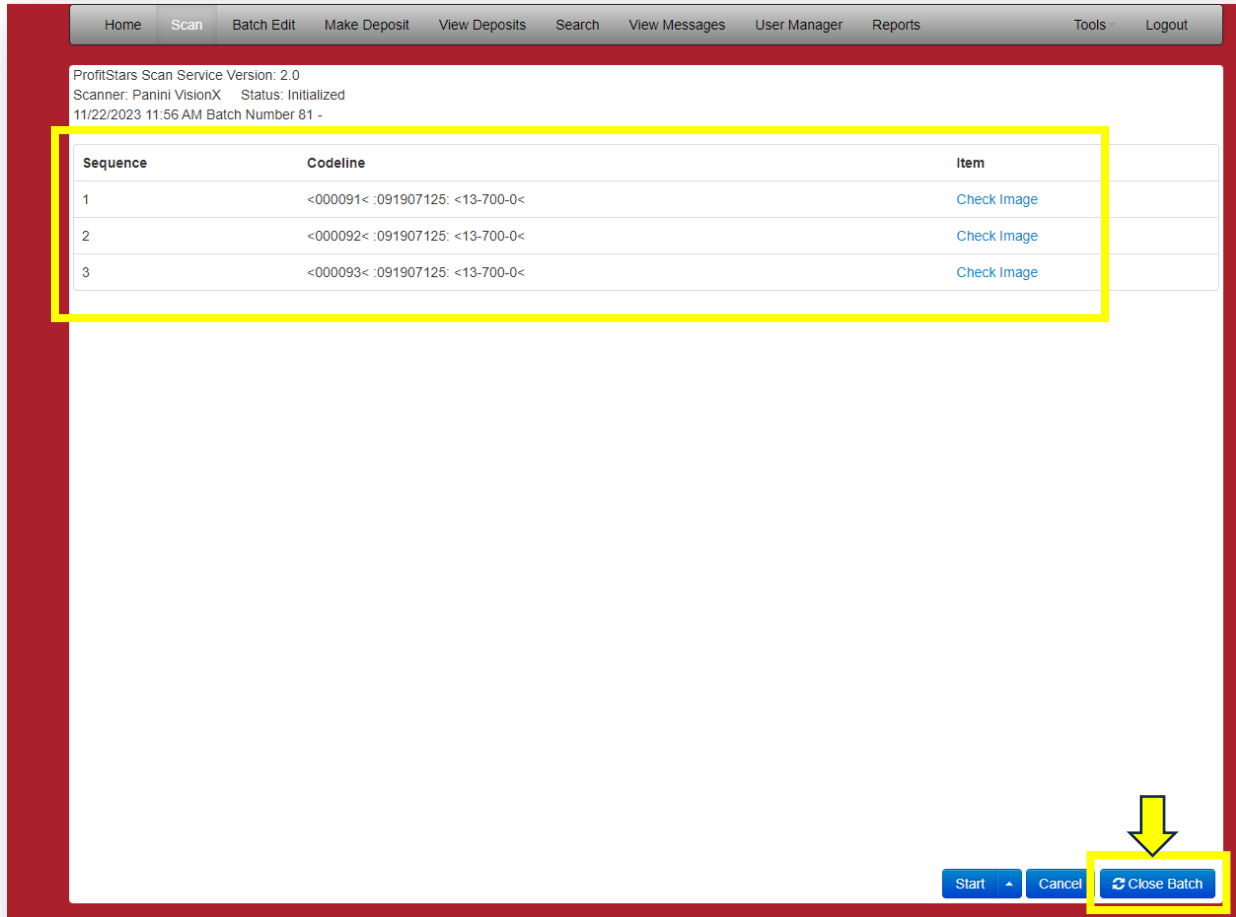
2. Click **Scan**.

3. Click **Start**.
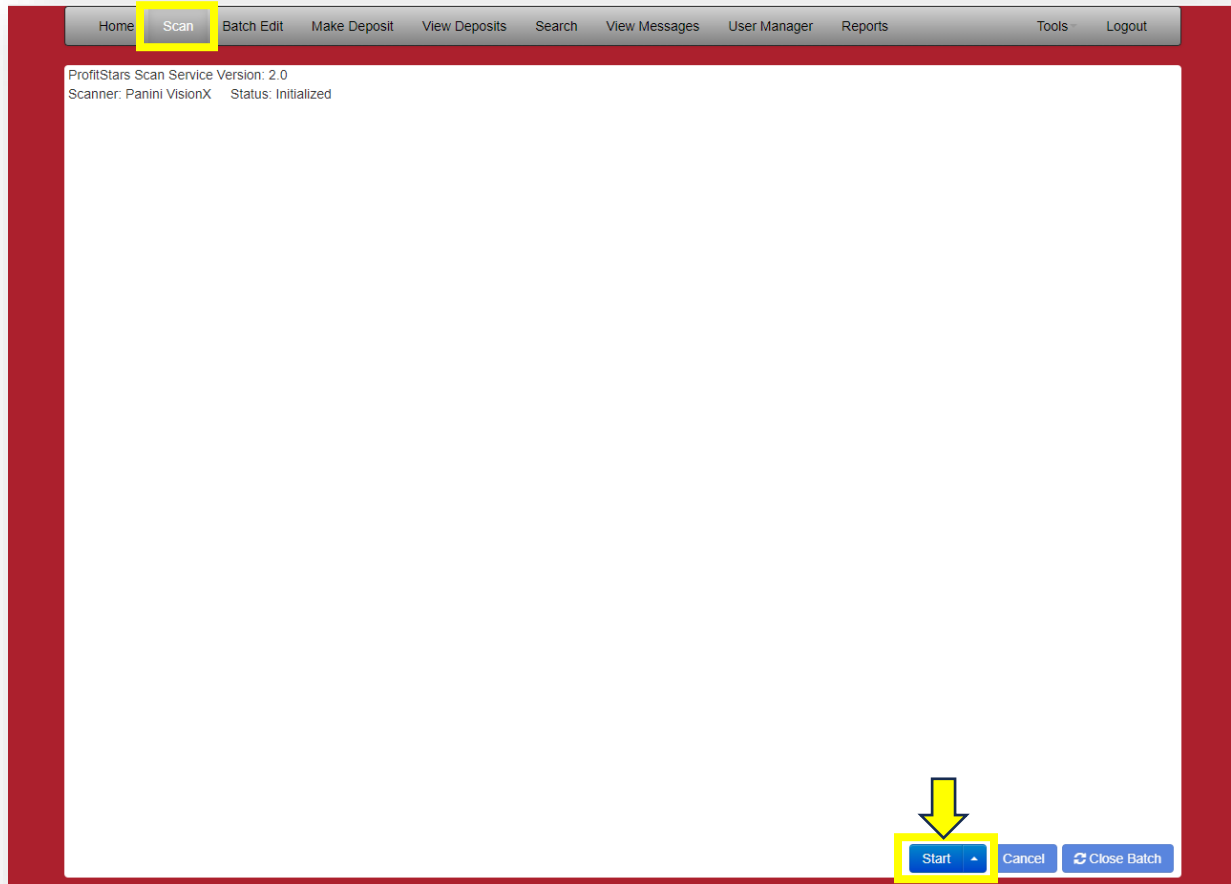
4. Enter the **Expected Batch Total** amount for the New Batch.

5. Click **OK**.

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NOTE: The check(s) will scan through the machine. If you need to scan more than one set, click **Start** each time you put the check(s) in.

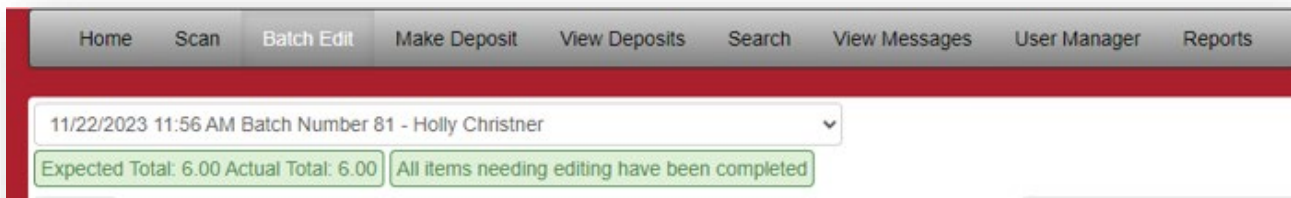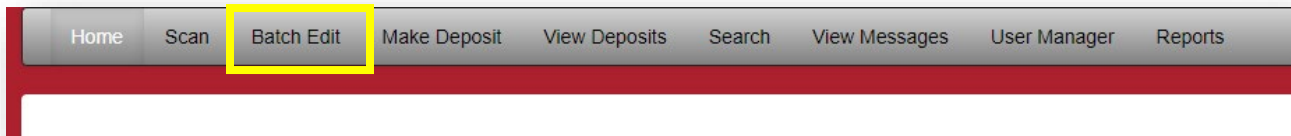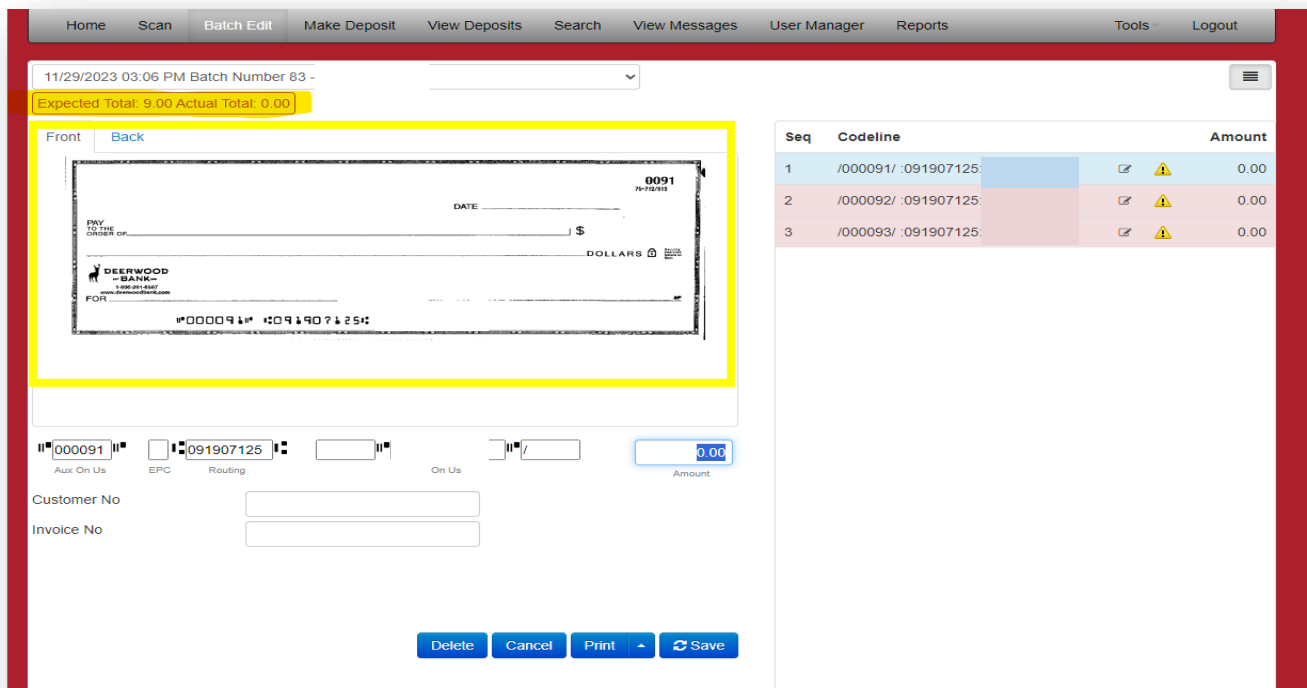6. When the check(s) have been scanned, click **Close Batch**.

BATCH EDIT

1. Click **Batch Edit.**
   NOTE: You will see a green check mark with a message that says, "**Batch is in balance and ready for deposit**" *Or* "**The expected batch total does not balance with the actual batch total.**"
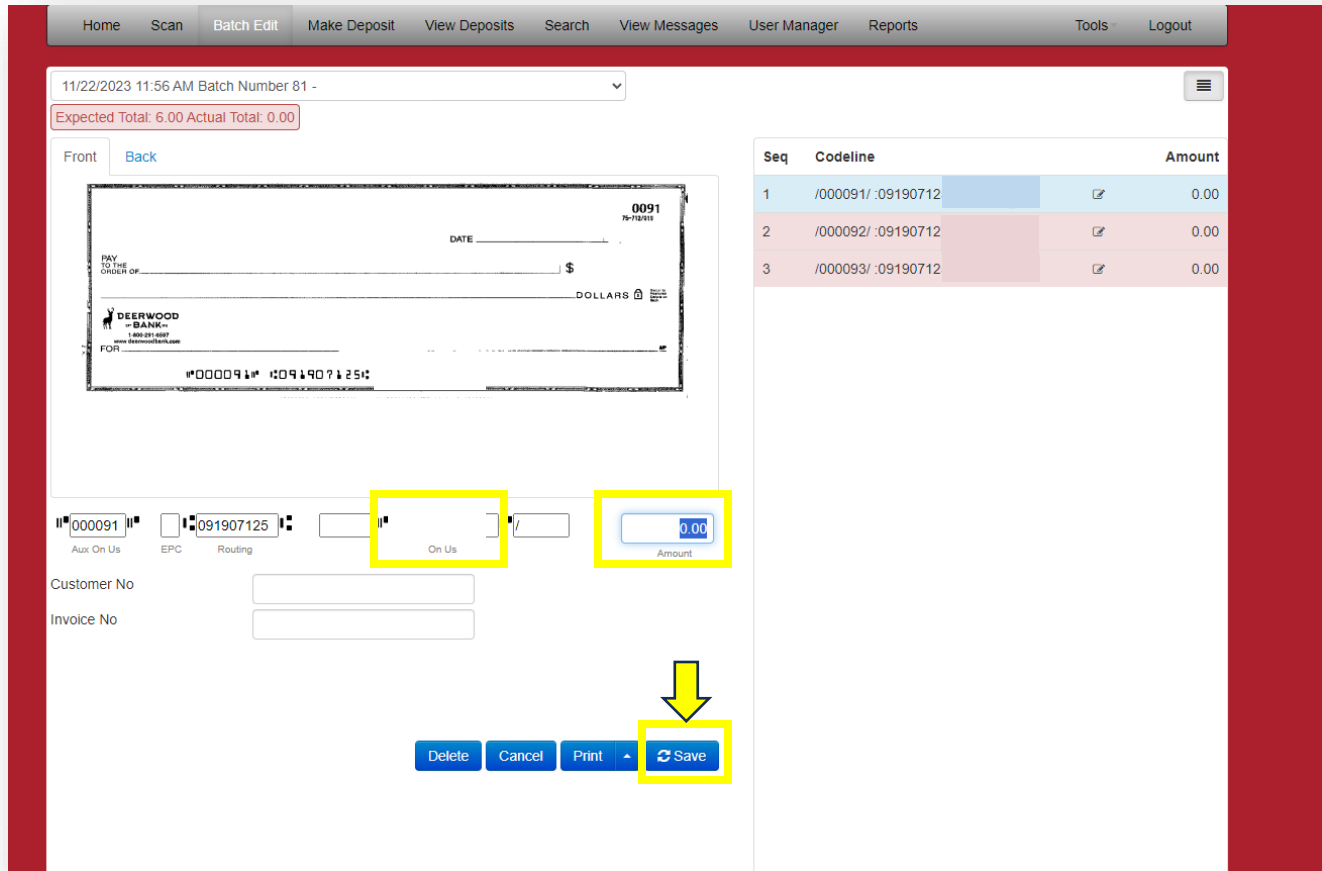

2. If the batch is out of balance, then it will bring you to the first image that needs correction.

3. You can manually enter the missing information in the appropriate box for each check item and click **Save**.

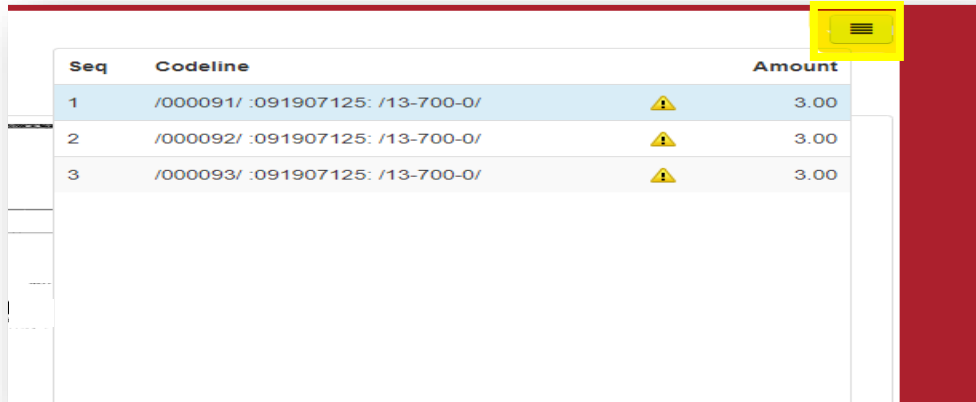   **EXAMPLE:** Missing account number and dollar amount.

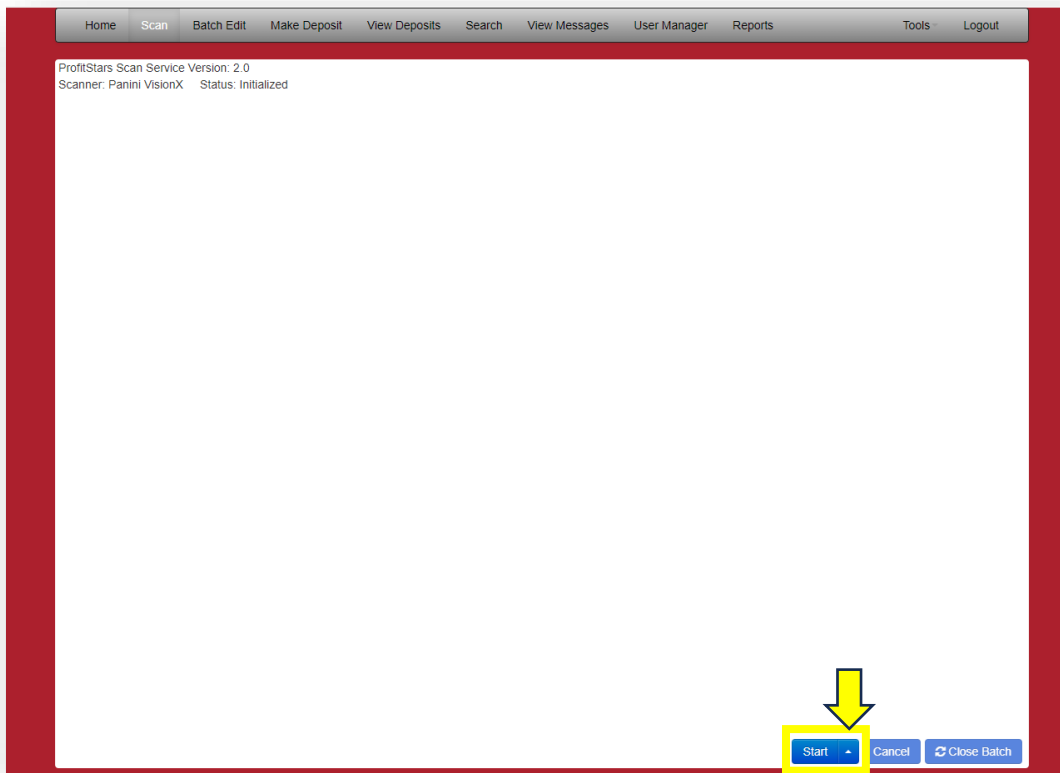4. Continue to manually enter the missing information for each check item until the batch is in balance.

    NOTE: You will see a green check mark that says, "**All items needing editing have been completed.**"
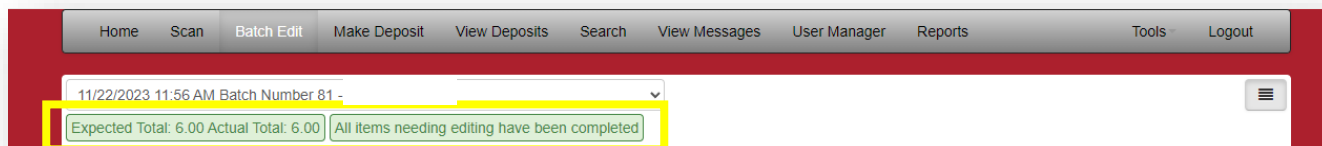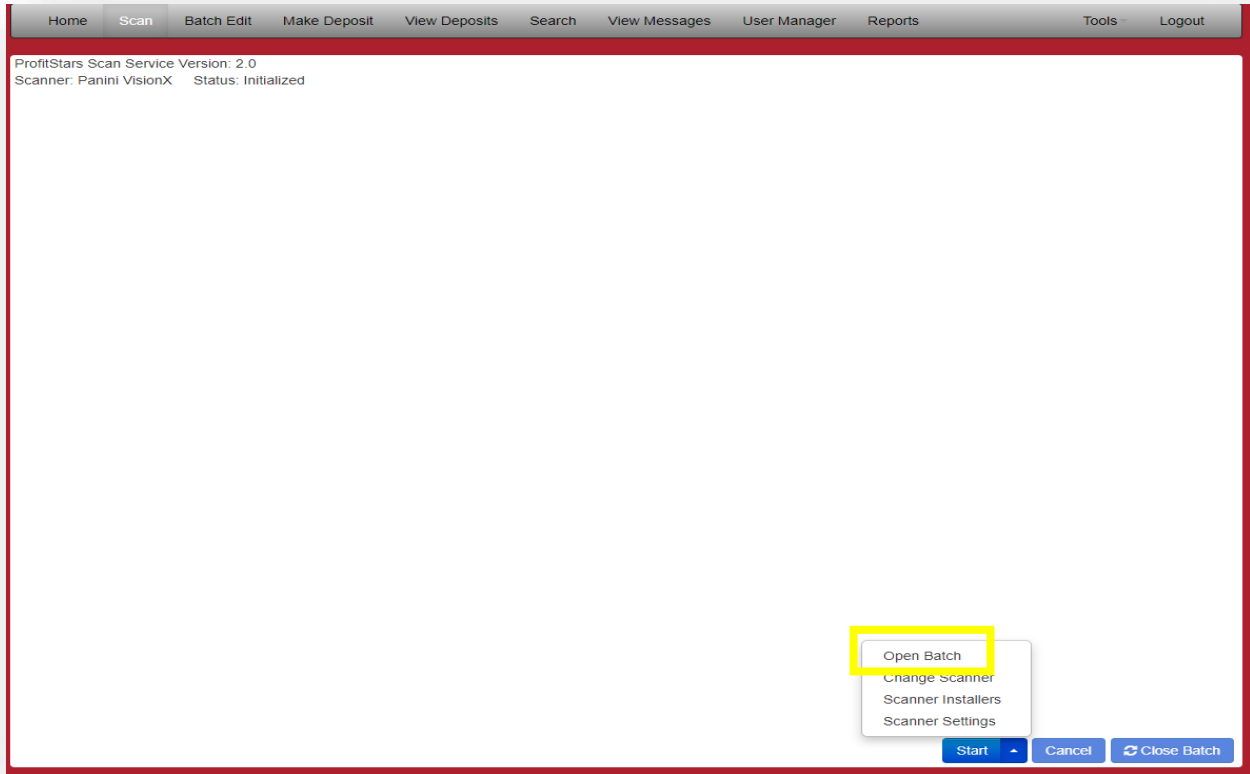
5. If you have several check items and want a quick view of the deposit. Click on the **3 lines icon** in the upper right-hand corner of the screen. You will be able to get a listing of the items to find your deposit difference, then select the **pencil icon** to go directly to that specific item.

Seq	Codeline		Amount
1	/000091/ :091907125: /13-700-0/	⚠	3.00
2	/000092/ :091907125: /13-700-0/	⚠	3.00
3	/000093/ :091907125: /13-700-0/	⚠	3.00

6. If you need to add or change an item on the deposit, you will need to reopen the existing batch. In the lower right-hand corner next to Start, click **the dropdown arrow**.
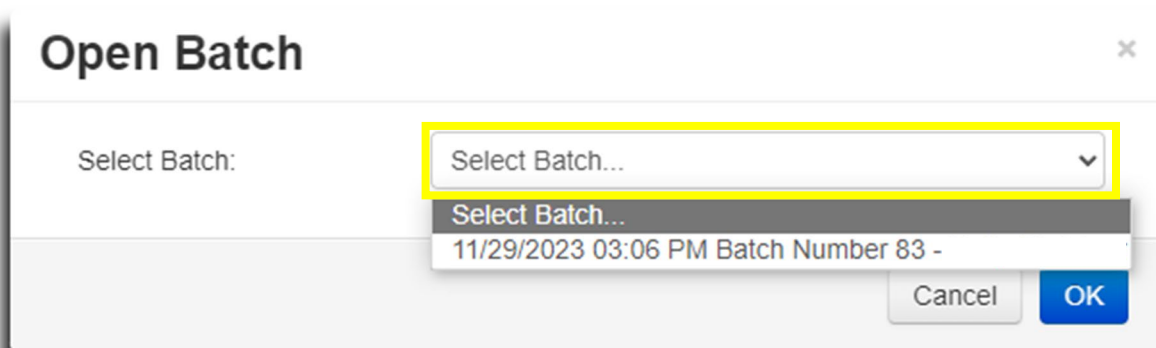
| Home | Scan | Batch Edit | Make Deposit | View Deposits | Search | View Messages | User Manager | Reports | | Tools | Logout |

ProfitStars Scan Service Version: 2.0
Scanner: Panini VisionX   Status: Initialized

Start ▲   Cancel   ↻ Close Batch

7. Select **Open Batch** from the list.

8. Select the **Batch** you want to reopen from the dropdown list.

    NOTE: The newest batch will be listed on top.

9. Re-enter the **Expected Batch Total** amount of the deposit, then click **OK**.

10. This will bring you into your current batch file(s). If the only error was the total amount, then click **Save Batch** and continue to the **Batch Edit**.

11. To add additional check(s), place the check(s) in the scanner, then click **Start**. When the check(s) has been run, click **Save Batch**.

MAKE DEPOSIT

1. If the batch is in balance, click **Make Deposit**.

2. In the **Batches Available for Deposit**, check the box next to the batch that you want to deposit. On the right-hand side, enter the total deposit amount for the specific account(s) to be deposited in to then, click **Make Deposit** in the lower right-hand corner.

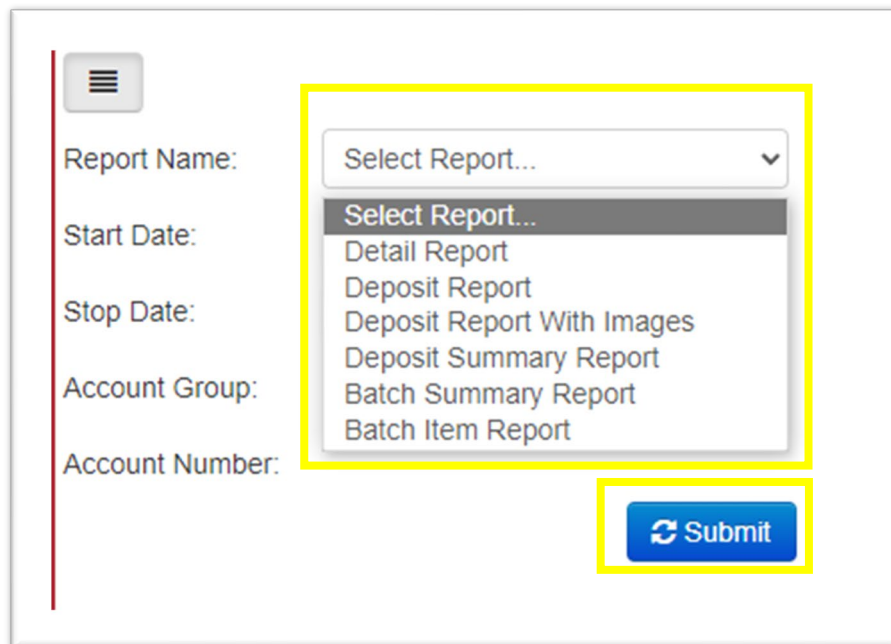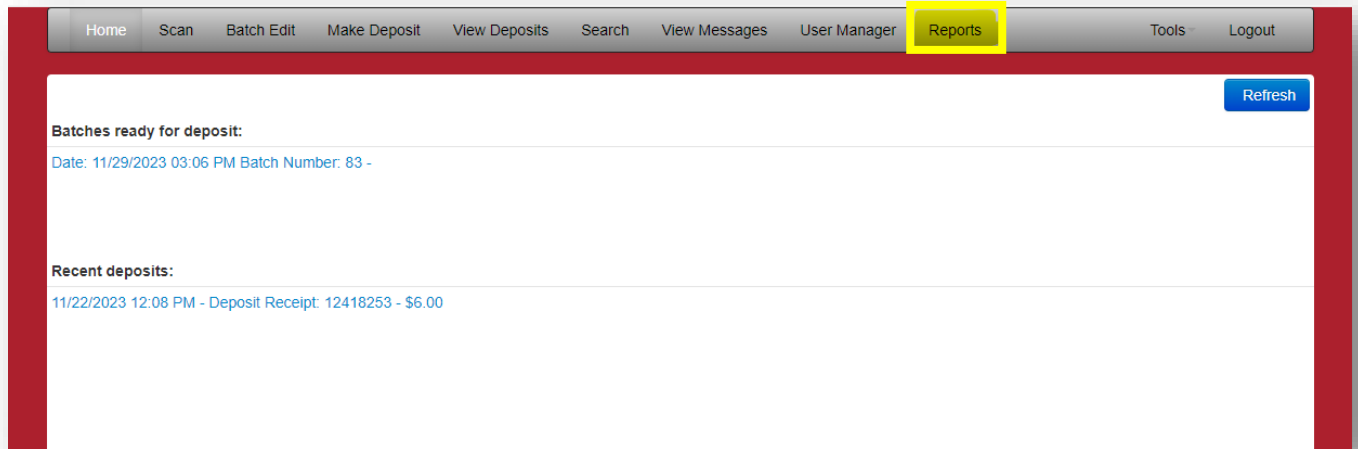   **NOTE:** You may not split the deposit between accounts.
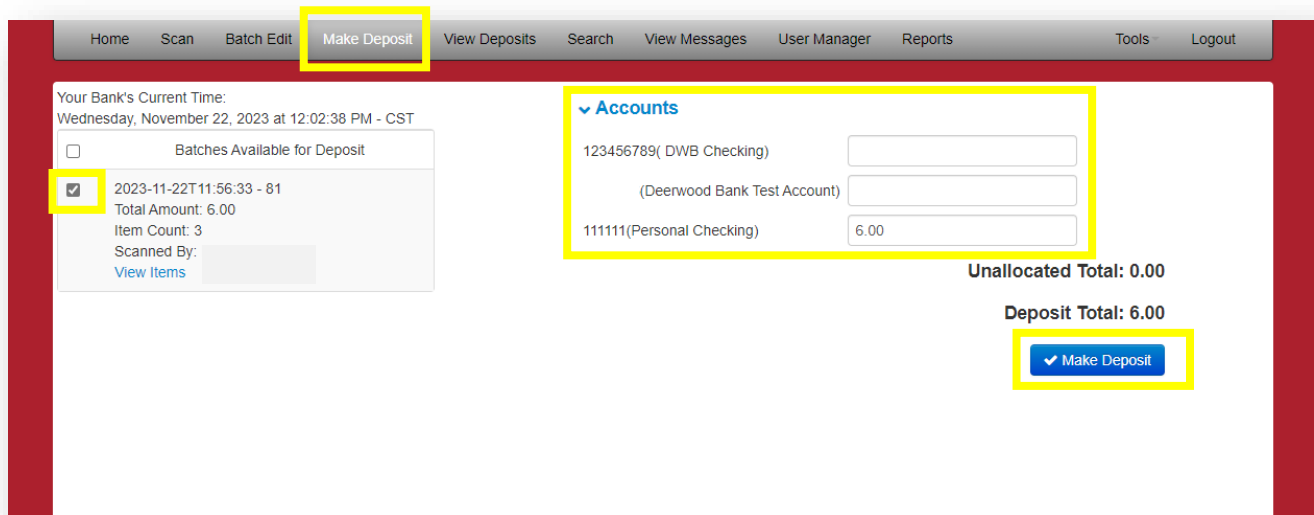
3. You will see the Deposit Completed with the confirmation number, Total Items, and Total Amount. You may print the Deposit Report with/without Images or click **OK** to continue.
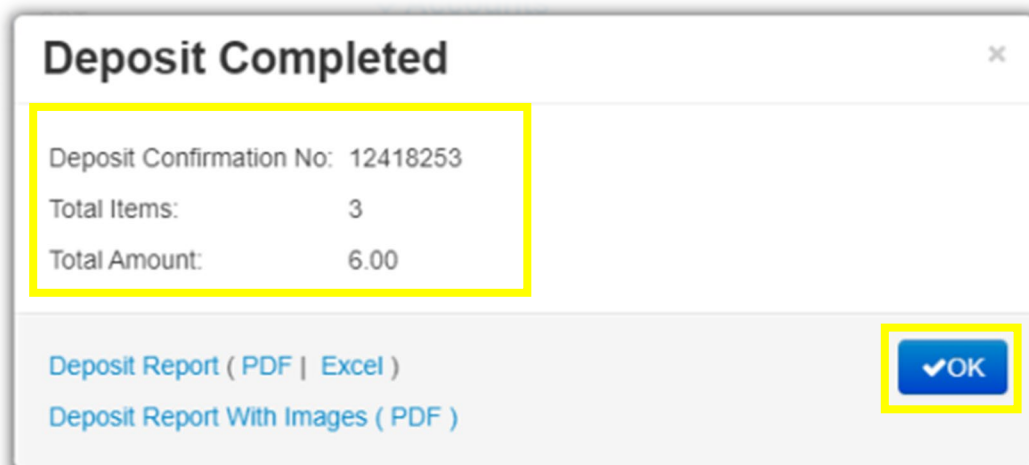
REPORTS

1. If you need to print a report, click **Reports** from the top menu bar and select the specific report you would like to print, then click **Submit**.
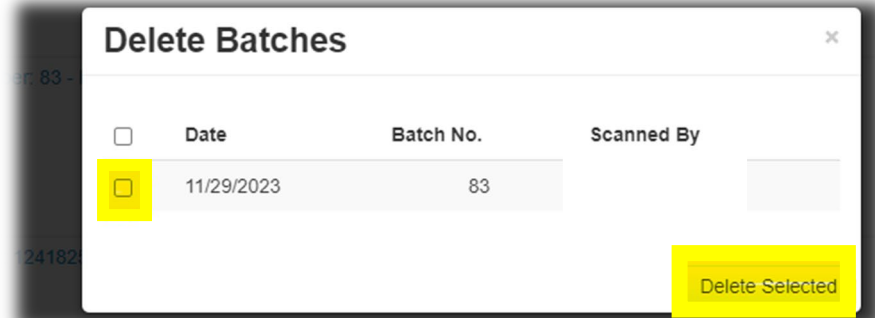
EXAMPLE OF A DEPOSIT REPORT WITH IMAGES:

TOOLS

1. If you need to delete a batch, click **Tools** from the top menu bar in the upper right-hand corner, and select **Delete Batch** from the list.
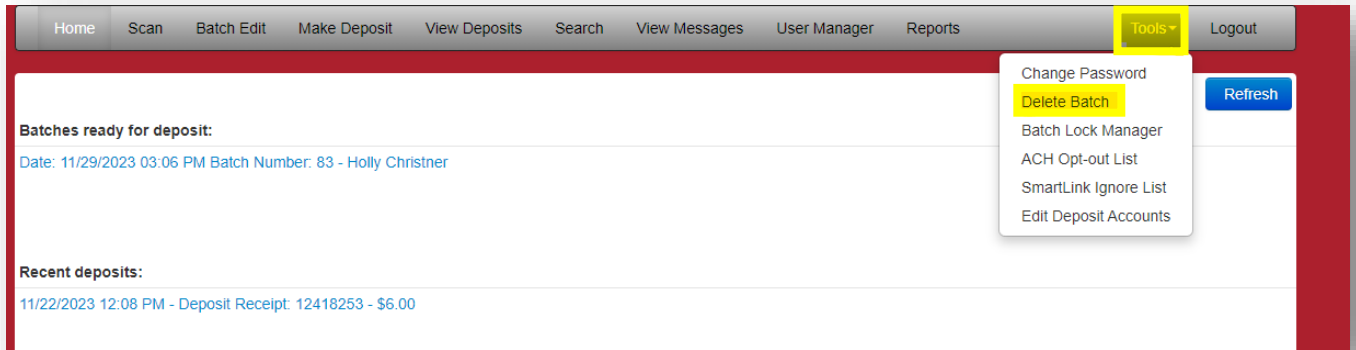
2. Check the box next to the batch that you want to delete, then click **Delete Selected**.

3. Click **OK** to confirm that you want to delete the selected record(s). You will get a message that your "**Select batches deleted successfully**," then click **OK**.