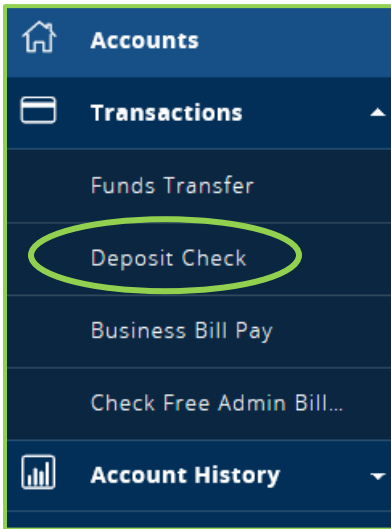


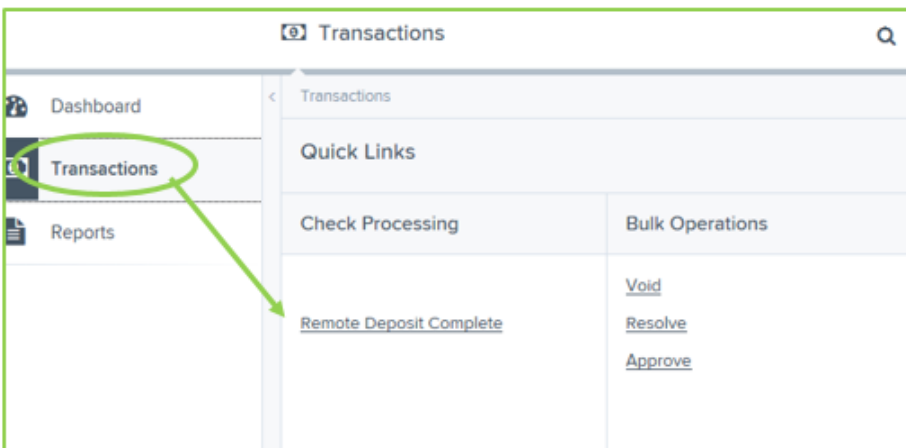


How to Deposit Checks with RDC

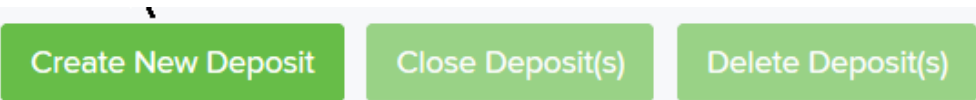
1. Login into Online Banking
2. Navigate to the “Deposit Check” link under the Transactions Menu



3. A new window will open, displaying your RDC Dashboard, select the Transactions Menu
4. Select Remote Deposit Complete



5. Select Create New Deposit



6. Fill in the required information and select Create

Create New Deposit

Location *
Home Federal

Deposit Name *
2/8/2017 Demo Deposit


Number Of Checks *
1

Total Amount *
\$.01

Scanner Terminal Number
114027060

Create

7. Place check(s) in scanner to begin scanning

8. Select the Pencil Icon  to edit check, the trash can icon  to delete the check, or select the repeat icon  to rescan the check.

| Check | Alerts | MICR | Customer Number... | Name On Account... | Ds |
|-------|--------|--------------------------|--------------------|--------------------|----|
| 1 | | ⑆ 29 270050⑆ 9999999999⑆ | | | \$ |

Front of Check Back of Check

| Scanner Interface | Reset | Deposit Status |
|--------------------------------------|-------|----------------|
| Service | | Location |
| Start Server Scan Command Sent. | | Home Federal |
| Scanner | | Control |
| Scanning Started on Panini Device... | | 1 / \$0.01 |

[Complete Deposit](#)

Complete Deposit

9. Select Complete Deposit
10. Select the Deposit you want to submit and select Close Deposit(s)

Open Deposits Page 1 of 1, Records 1 to 1 of 1 10 Per Page

| Open | Requires Rescan | Date Created | Location | Deposit Name | Item Count (S/C) | Deposit Amount (S/C) |
|------|-----------------|---------------------------|------------|--------------------------------|------------------|----------------------|
| ✓ | | 03/03/2017 10:36:36 AM CT | 5029110771 | 10:36:31.7109507 3/3/2017 D... | 0 / 1 | \$0.00 / \$0.01 |

Create New Deposit
Close Deposit(s)
Delete Deposit(s)