

## Business Mobile Deposit

### About Business Mobile Deposit:

Business Mobile Deposit is a feature of the Cambridge Savings Bank Business Mobile Banking app that enables you to electronically deposit checks using an Apple device (iPhone® or iPad®) or an Android™ supported Smartphone, giving you the flexibility and convenience to make deposits on-the-go, saving you time and a trip to the branch.

### Accessing Business Mobile Deposit:

Company Administrators will have automatic access to Business Mobile Deposit using the CSB Business Mobile Deposit app. The Company Administrator will need to permit Users' access before they are able to deposit checks using the Business Mobile Deposit service. For step-by-step instructions on granting Business Mobile Deposit access to Users, Company Administrators should refer to the [How to Grant Business Mobile Deposit Access to Users](#) resource guide.

Once the Business Mobile Deposit service is added to the User's permissions, the User can begin making mobile deposits.

### Using Business Mobile Deposit:

To make a deposit using Business Mobile Deposit, sign in to the Cambridge Savings Bank Business Mobile Banking app and follow these simple steps:

1. Click the menu icon and choose **Deposits** from the list of options
2. Click **Make A Deposit**
3. From the **Create Deposit** screen, select the account into which you want to deposit the check  
**Note:** Only accounts to which you have been granted permission to access will appear in the list of options
4. Enter the amount of your check
5. Endorse the back of your check with the words **"For Mobile Deposit Only"**
6. Select **Check Front take photo**, align your check to fit within the camera view, and snap a picture. Review the picture to ensure that the image is clear and the text legible; click **Save**.
7. Select **Check Back take photo**, align your check to fit within the camera view, and snap a picture. Review the picture to ensure that the image is clear and the text legible; click **Save**.
8. Clicking the **Submit** button
9. Review the details of your deposit and click **Confirm** to submit your deposit
10. You will receive onscreen confirmation that your check has been submitted for review. The details of your deposit will now appear on the **Deposits** screen. After we process your deposit, you will see the transaction in your account activity.

### Have questions or need help?

[Business Mobile Deposit FAQs](#) are available on our website to help you get started with Business Mobile Deposit.

If you have any additional questions about how to access or use Business Mobile Deposit, please contact our Customer Contact Center at **888.418.5626** or Cash Management Department at **617.441.7051**.