

## Granting Business Mobile Deposit Access to Users

Company Administrators will have automatic access to Business Mobile Deposit using the CSB Business Mobile Banking app. The Company Administrator will need to permit Users' access before they are able to deposit checks using the Business Mobile Deposit service. Instructions for how to grant Business Mobile Deposit access to Users are outlined below.

### Step 1:

From the Business Online Banking dashboard, click the **Administration** tab and select **User Admin** from the dropdown menu. Locate the User that you want to grant Business Mobile Deposit access to and click the **Edit** icon for that User.

The screenshot shows the 'User Administration' page with a navigation bar containing 'Dashboard', 'Transfers', 'Activities & Reporting', 'Payments', and 'Administration'. Below the navigation bar, there are fields for 'Target Market: Default', 'Market Segment: Corporate Market Segment', and 'Customer Name: John Smith Company'. A 'Users' table is displayed with columns for 'User Id', 'User Name', 'User Type', 'Go To User', 'Detail', 'Edit', 'Delete', and 'Copy'. The table contains three rows: 'jsmith' (Admin), 'mjones' (User), and 'ssullivan' (User). The 'Edit' icon for the 'mjones' row is highlighted with a red box and a red arrow. The table also includes a search bar and pagination controls at the bottom.

### Step 2:

From the **User Info & Services** tab on the **Edit User Information** screen, select the **Mobile Deposit Capture** service options under **Service Info** and click **Submit** to permission the User.

The screenshot shows the 'Edit User Information' page with a navigation bar containing 'User Info and Services', 'Permissions', 'ACH Permissions', 'Limits', '\* Reports', and 'Return to Users'. The 'User Info and Services' tab is highlighted with a red box. The page is divided into two main sections: 'User Login Information' and 'Service Info'. The 'User Login Information' section includes fields for 'User Code (12)' (jsmith), 'Generate Password', 'User Name (40)' (jsmith), 'Address 1 of 2 (40)' (123 Main Street), 'Address 2 of 2 (40)', 'City (25)', 'State or Province (25)', 'Postal Code (20)', 'Contact Name (40)' (Customer Contact Name), and 'Telephone (25)'. The 'Service Info' section includes a list of services with checkboxes: 'Dashboard', 'Loans', 'Mobile App', 'Mobile Deposit Capture', 'Money Transfer', 'Bank Short List', 'Multiple Wire Input', 'Template Group Maintenance', 'Wire Approval', 'Wire File Import', and 'Wire File Map Definition'. The 'Mobile Deposit Capture' checkbox is highlighted with a red box. At the bottom of the page, there are 'Submit' and 'Reset' buttons, with a red arrow pointing to the 'Submit' button.

**Step 3:**

From the **Permissions** tab on the **Edit User Information** screen, select the **Mobile Deposit Capture** box next to the account(s) to which you want the User to be able to make mobile deposits and click **Submit**.

The screenshot shows the 'Permissions' tab selected. Below the navigation tabs, there is a 'User Account Permissions' section. It includes a 'Show' dropdown set to '50' and a search field. A table lists accounts with various permission checkboxes. The 'Mobile Deposit Capture' checkbox for the 'DDA - Customer Description' account is checked and highlighted with a red box. Below the table, there are 'Submit' and 'Reset' buttons, with a red arrow pointing to the 'Submit' button.

Bank	Acct Num	Acct Name	Acct Type	Mobile Deposit Capture	BR - Previous Day Rpt.	BR - Same Day Rpt.	Book Transfer	Loans	Money Transfer	Online Statements	Stops
CSB	000011122	Savings Account (USD)	SAV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CSB	010011122	DDA - Customer Description	DDA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Step 4:**

Once the Business Mobile Deposit service is added to the User’s permissions, the User will be able to make mobile deposits using the Cambridge Savings Bank Business Mobile Banking app.

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