Granting Business Mobile Deposit Access to Users

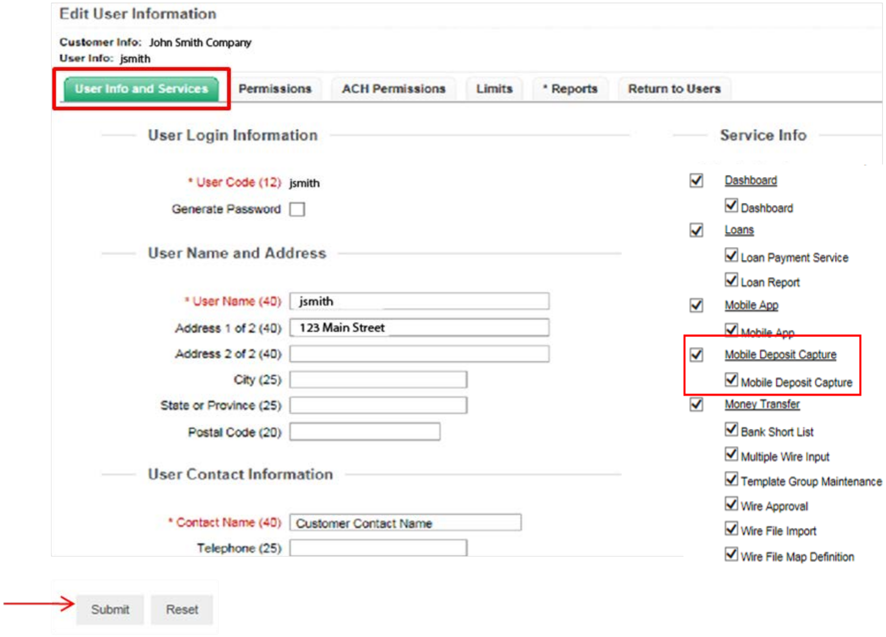
Company Administrators will have automatic access to Business Mobile Deposit using the CSB Business Mobile Banking app. The Company Administrator will need to permit Users' access before they are able to deposit checks using the Business Mobile Deposit service. Instructions for how to grant Business 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 Depoit access to and click the ***Edit*** icon for that User.

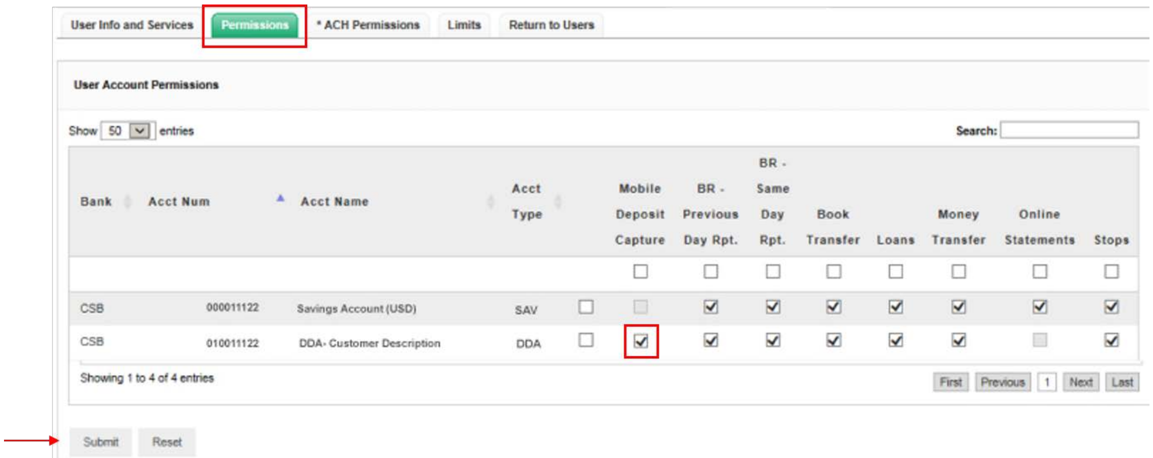
Step 2:

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.



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***.



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 Treasury Management Department at **617.441.7051**.