

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 the 'Administration' tab selected. Below the navigation tabs, there are filters for 'Target Market: Default', 'Market Segment: Corporate Market Segment', and 'Customer Name: John Smith Company'. A table lists three users:

User Id	User Name	User Type	Go To User	Detail	Edit	Delete	Copy
jsmith	John Smith	Admin	My Info				
mjones	Mary Jones	User	Services Perms ACH Perms Limits Reports				
ssullivan	Sarah Sullivan	User	Services Perms ACH Perms Limits Reports				

The 'Edit' icon for the user 'Mary Jones' 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.

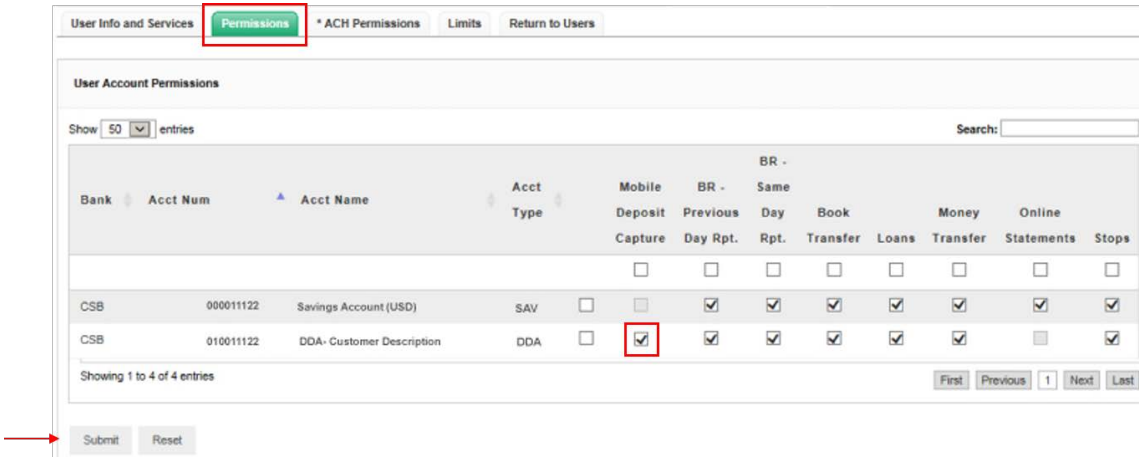
The screenshot shows the 'Edit User Information' screen for user 'jsmith'. The 'User Info and Services' tab is selected and highlighted with a red box. The 'Service Info' section on the right contains a list of services with checkboxes:

- Dashboard
- Dashboard
- Loans
- Loan Payment Service
- Loan Report
- Mobile App
- Mobile App
- Mobile Deposit Capture
- Mobile Deposit Capture
- Money Transfer
- Bank Short List
- Multiple Wire Input
- Template Group Maintenance
- Wire Approval
- Wire File Import
- Wire File Map Definition

The 'Mobile Deposit Capture' option is highlighted with a red box. At the bottom, 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**.



User Info and Services **Permissions** * ACH Permissions Limits Return to Users

User Account Permissions

Show 50 entries Search:

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"/>

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Submit Reset

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**.