

How to Login to Remote Deposit Capture & General Navigation

This Quick Start Guide will provide you with the steps for completing the following actions:

- Installing Device Control (Scanner Install)
- Initiating a Deposit
- Viewing a Deposit Status

Note: The Remote Deposit Capture system is defaulted to reflect Central Time (CT)

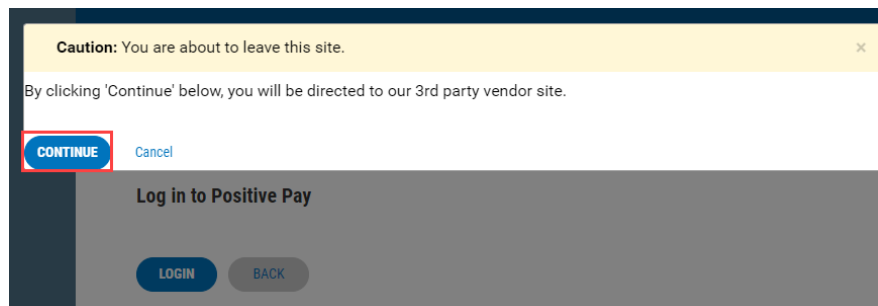
Installing Device Control

If you are accessing the application for the first time, you will need to install Device Control, a feature used to manage your scanner. **Device Control will need to be installed before you can begin making deposits.**

Step 1: Login into Business Online Banking, click on the 3-line icon on the upper left corner, just below the Cambridge Savings Bank logo to expand the side menu. From the side menu, click on **Other Services** and then select **Remote Deposit**. On the **Remote Deposit** screen, click the **Login** button.

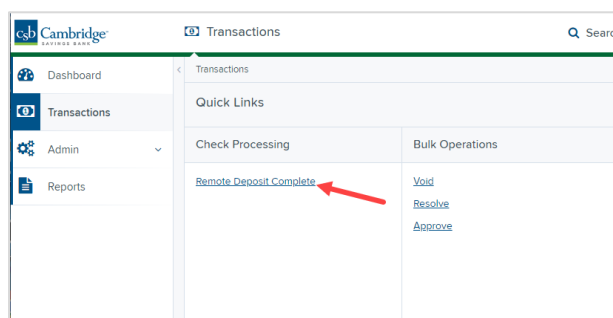
Important! After clicking the **Login** button, you will receive a pop-up message stating: **“Caution: You are about to leave this site. By clicking, ‘Continue’ below, you will be directed to our 3rd party vendor site.”**

This is a valid message, and you are still in a secure session and accessing a secure site to access the services.

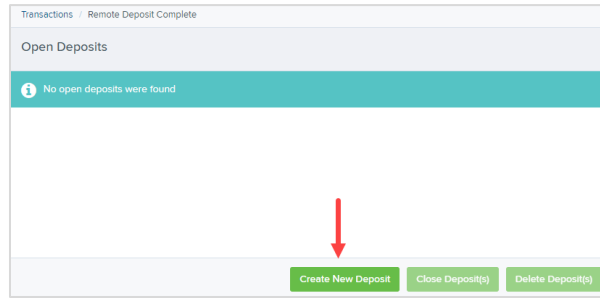


Step 2: From the **Remote Deposit Dashboard**, click **Transactions** on the left side of the page.

Step 3: Under **Check Processing**, select **Remote Deposit Complete**.

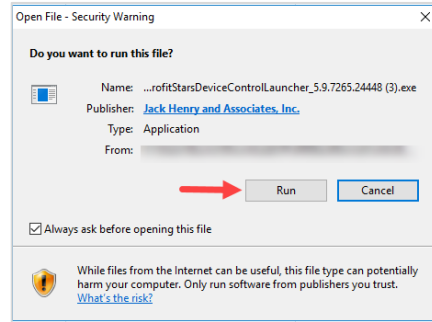
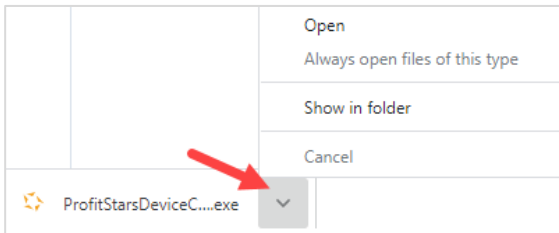



Step 4: The *Open Deposits* page appears. Select **Create New Deposit**.

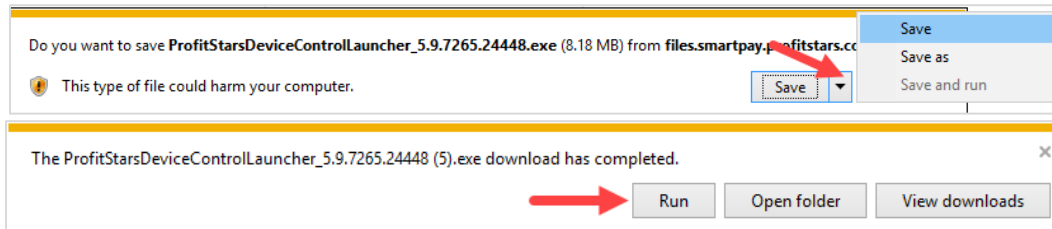


Step 5: The *Device Control* prompt appears, informing you that Device Control is attempting to launch. Select **Run** to continue.

For **Google Chrome** users, click on the **ProfitStarsDeviceCon....exe**. All browser settings differ, you may need to click on  to open the file.



For **Internet Explorer** users, you may need to click on  to *Save* or *Save as* to open the file.



Step 6: The system will prompt you to begin installing **Device Control**. Select **Install** to continue.

Step 7: A prompt may appear, confirming that a user with Administrator rights to the computer will proceed with the installation. Select **OK** to continue.

Step 8: Device Control will initialize. Choose the scanner and model you wish to install for use and then click **Install**.

Step 9: The *Add/Remove Devices* window appears. Select the scanner you wish to add, and then select **Install**.

Step 10: The Install Wizard toll appears. Disconnect the scanner you wish to install from your computer, and then exit all other applications. Select **Next** in the Install Wizard tool to continue.

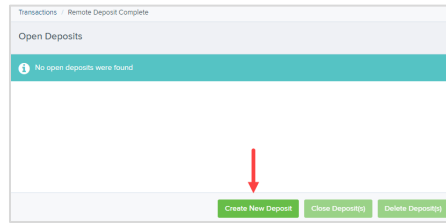
Step 11: After the Install Wizard tool has completed, connect the scanner to your computer and then click **Finish**. The scanner is now installed, and you may begin scanning deposits.

Initiating a Deposit

Step 1: From the *Remote Deposit Dashboard*, click *Transactions* on the left side of the page.

Step 2: Under *Check Processing*, select *Remote Deposit Complete*.

Step 3: The *Open Deposits* page appears. Select **Create New Deposit**.



Step 4: Select the Location (account) for which the batch is to be processed from the dropdown (if applicable), enter in the number of checks and total dollar amount of the deposit. Click **Create**.

Step 5: Place the check(s) in the scanner. Once you have scanned all of your checks, review any of the items that require additional attention. Keying and balancing and MICR repair will take place once this has been closed and submitted for processing.

Alerts - An icon will be presented in the *Alerts* column if the item has a duplicate MICR, requires a rescan or has an invalid MICR.

Duplicate MICR - If a particular check has been scanned before, it will appear as a duplicate in the item list. RDC will not submit duplicate items for processing.

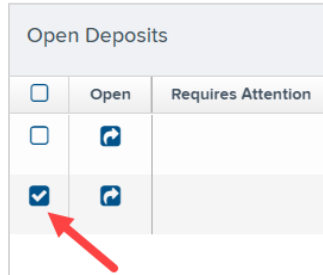
Rescan – To rescan an item, select **Rescan** to the right of the item that needs rescanning. A window will appear allowing you to rescan an item as needed.

Invalid MICR – The MICR on the check is not formatted correctly and cannot be read by the scanner.

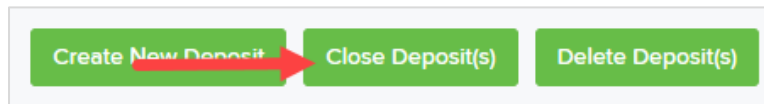
The screenshot displays the Cambridge Transactions interface. At the top, there is a navigation bar with 'Transactions' and 'Remote Deposit Complete' tabs. Below this is a table of transactions. The table has columns for 'Check', 'Alerts', 'MICR', 'Customer Number', 'Name On Account', 'Deposit Amount', 'Edit', 'Delete', and 'Rescan'. A red arrow points to the 'Alerts' column for the first row (check 96). Below the table, there are two sections: 'Front of Check' and 'Back of Check'. The 'Front of Check' section shows a scanned image of a check from Cambridge Savings Bank for \$1.00. To the right of the scanner interface, there is a 'Deposit Status' section with a 'Rescan' button. The status details include: Service (Start Server Scan Command Sent), Location (Waltham Demo), Scanner (Document Complete), and Terminal Number (6555086).

Step 6: When you have finished scanning and reviewing the items, select **Complete Deposit**.

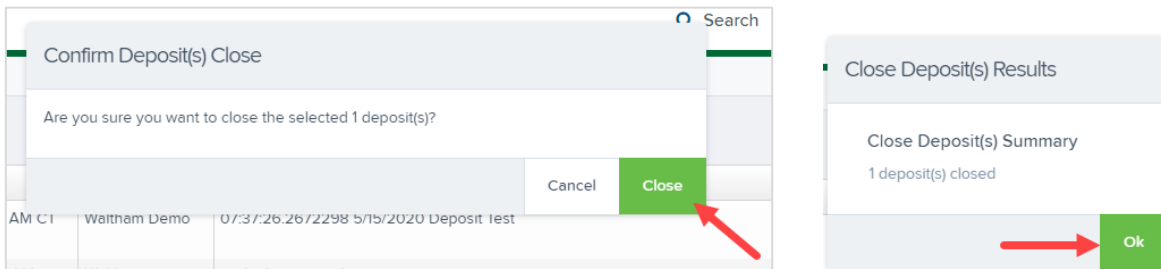
On the **Open Deposits** page, select the checkbox in the *Open* column next to the deposit you wish to close.



Select **Close Deposit(s)** from the bottom of the page.

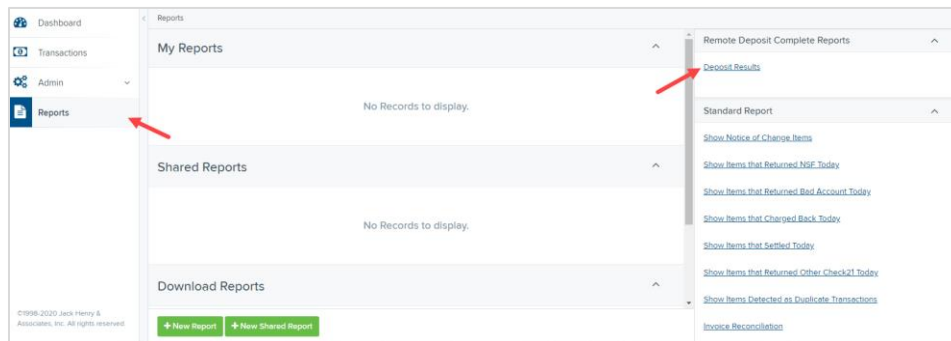


Steps 7: Select **Close** on the *Confirm Deposit(s) Close* confirmation screen. The system will ask you to confirm closing your selected deposit(s). The deposit will be sent to CSB for processing.



Viewing a Deposit Status

Step 1: To review the status of your deposit, select the **Reports** from the left main menu. Select the *Deposit Results* link on the right.



Step 2: Select the location for which the deposit was created, and then choose the date range. The start date should be the date the batch was created.

Deposit Results Search i

This page displays a list of the deposits made via Remote Deposit.

Location
Waltham Demo

Start Date
Jun 23, 2020

End Date
Jun 24, 2020

Quick Pick
Today v

Start Time
12:00 AM v

End Time
12:00 AM v

Get Deposits

Step 3: Click under Item Details to view individual items in the deposit. Click under Deposit Details to see the event history for the batch, including deposits rejected upfront.

Deposits matching your search criteria:										
Item Details	Deposit Details	Create Date	Location	Batch Type	Description	Deposit Status	Your Count	Your Amount	Received Count	Received Amount
		05/22/2020 07:13:28 AM CT	Waltham De...	Remote Deposit	07:13:15.6093128 5/22/2020 Deposit	Submitted	1	\$1.00	1	\$0.00
		05/22/2020 07:09:15 AM CT	Waltham De...	Remote Deposit	07:09:03.2030811 5/22/2020 Depo...	Deposited	1	\$1.00	1	\$1.00
		05/22/2020 06:10:59 AM CT	Waltham De...	Remote Deposit	06:10:47.8085634 5/22/2020 Depo...	Deposited With Adj...	1	\$1.00	1	\$2.00

Deposit Status Definitions

Knowing the status of a batch is important to the batch processing. A batch can be in any of the statuses listed below.

Deposit Status	Definition
Approved	The transaction has been verified and will be processed at the next cutoff time.
Deleted	The entire deposit has been deleted by someone in your organization prior to closing it. The deposit may not be deleted once it has been closed. None of the items will be sent to transaction processing.
Deposited	All items have been processed successfully, and the deposit is in balance with no discrepancies or errors. These items are now in the <i>Approved</i> status, and an email notification has been sent.
Deposited with Adjustment	One or more of the items within this deposit caused an adjustment to the total deposit amount. The transactions have been sent to transaction processing with the adjusted deposit amount. An email notification has been sent.
Open for Scanning	A deposit has been created and is open to scan. Items can be scanned into this deposit until it is closed.

Deposit Status	Definition
Partial Deposit	One or more of the items was removed from the deposit due to a duplicate or rejected item. The deposit has been sent to transaction processing with the deposit total minus the items that will not be processed. An email notification has been sent.
Rejected	This deposit status indicates the entire deposit has been rejected. A deposit is rejected when the adjustment amount exceeds the adjustment limit assigned by the bank or when all items within the deposit are rejected possibly due to all being duplicates.
Submitted	This deposit status indicates the deposit has been closed and the items are being reviewed for accuracy and errors. Once finished, the status of the items will change to one of the statuses defined previously.

Item Status Descriptions

Similar to the batch itself, the individual items within a batch will go through various statuses. An item can be in any of the statuses listed below.

Item Status	Definition
Deposited	The item has gone through the keying and balancing process and will be in approved status until the next scheduled cutoff time.
Error	The item encountered an error and will need to be rescanned in a new batch.
Duplicate	The item was sent to transaction processing and rejected as a duplicate. The item will not be processed with this batch/deposit.
In Review	The item was flagged to ensure that the amount and MICR line are correct. The status will change once the corrections are made.
Needs Rescan	The item has a poor image quality or is a partial image. The batch/deposit will be re-opened so that you can rescan this item again in order for the batch/deposit to be processed.
Open	The item was scanned with no problems in an open deposit. Once the deposit status becomes <i>Deposited</i> , the item will be sent to transaction processing.
Rejected	The item has been rejected because it is a duplicate, has bad image quality, or cannot process through RDC (such as foreign checks).