MainStreetBank DIGITAL BANKING

How to Make a Remote Deposit - Multi Check

Save a trip to the bank and scan your check deposits directly from your office! Deposits made through your remote deposit scanner will be processed with all other deposits made throughout the day, just like if you visited a branch. Be sure to secure all original checks for 30 days before being shredded.

01 Navigate to Remote Deposit Complete

- From the left navigation menu, click **Payment Processing**
    - This will launch the Payment Processing portal used for collecting payments from your customers
- From the left navigation menu located in the Payment Processing portal, click **Transactions**
- Under Check Processing, click **Remote Deposit Complete**

02 Create New Deposit

- In the lower right corner of the Remote Deposit Complete module, click **Create New Deposit**
- Enter the deposit details
    - **Location** - the account you're depositing to
    - **Deposit Name** - a unique name for your deposit (this defaults to the current time/date)
    - **Custom Batch ID** - a unique identifier for your batch
    - **Number of Checks** - the total number of checks in this batch
    - **Total Amount** - the total amount of your deposit (numbers only 1000.00 not ~~$1,000.00~~)
- Click **Create**

03 Scan Checks & Close Batch

- Inspect your scanner to ensure the light is green
    - If your scanner is not green, contact us at 703-481-4589 so that we can help you troubleshoot the error
- Place the checks in the scanner, and scan the items
- Your scanned items will show in a list within your Remote Deposit Complete module with an image of the front and back of each check and the MICR information (Routing #, Account # and Check #)
- Once you've scanned all of the items to be included in this deposit batch, click **Complete Deposit**
- Check the box next to the batches that are ready to be sent to the Bank for processing
- lower right corner, click **Close Deposit(s)**
- Click **Close** in the confirmation pop-up to finalize and submit your batch(es)