How to Make a Remote Deposit - Single 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 Scan

- 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 Scan**

02 Enter Deposit Details

- Within the Remote Deposit Scan module, enter the deposit and check details
    - **Location** - the account you're depositing to
    - **Payment Origin** - how your customer gave you the check
    - **Name on Account** - this will auto populate with the person or company that wrote you the check
    - **Amount** - the amount of the check (numbers only 1000.00 not ~~$1,000.00~~)
    - **Transaction Number** - a unique number (like an invoice, receipt, or purchase order) assigned to the payment
    - **Description** - optional field that can be used for additional information related to the payment

03 Scan Check

- Inspect your scanner to ensure the light is green
    - If you scanner is not green, contact us at 703-481-4589 so that we can help you troubleshoot the error
- Place the check in the scanner, and scan the item
- If the scan is not successful, click **Rescan** or manually correct the MICR details by entering the MICR details and clicking **Repair Complete**
- When scanning is complete an image of the front and back of the check will appear and the MICR
- information (Routing #, Account # and Check #) will be populated below the check image
- At the bottom of the page, click **Process Payment** to finalize and submit your deposit