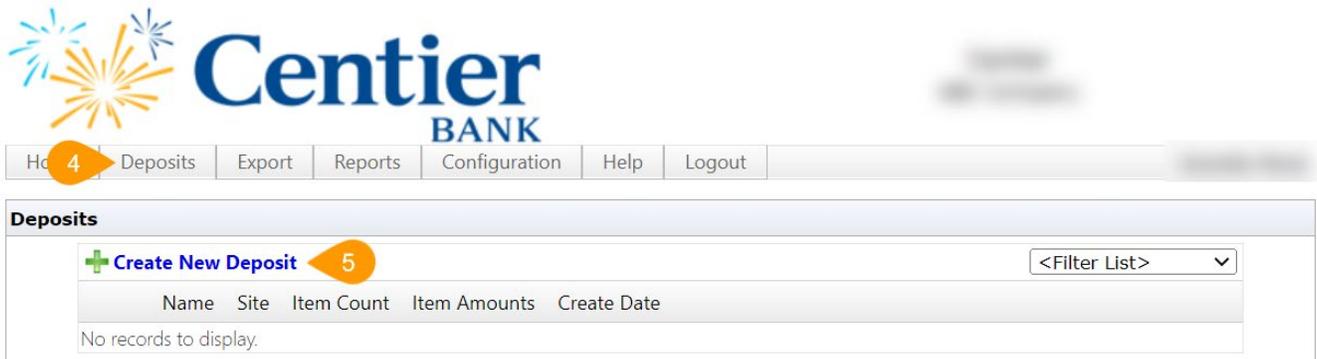


Treasury Management: Remote Deposit

The purpose of this job aid is to demonstrate how to submit a deposit into your Centier Bank account from your remote deposit check scanner.

1. Visit the Remote Deposit Capture website:
<https://www.myriadsystems.com/MerchantCapture/Login.aspx?cid=CENTIER>
2. **Log in** with the credentials provided by Centier’s Treasury Management team.
3. Verify the login from the **Duo app** on your mobile device.
4. Click the **Deposits** tab.
5. Click **Create New Deposit**.



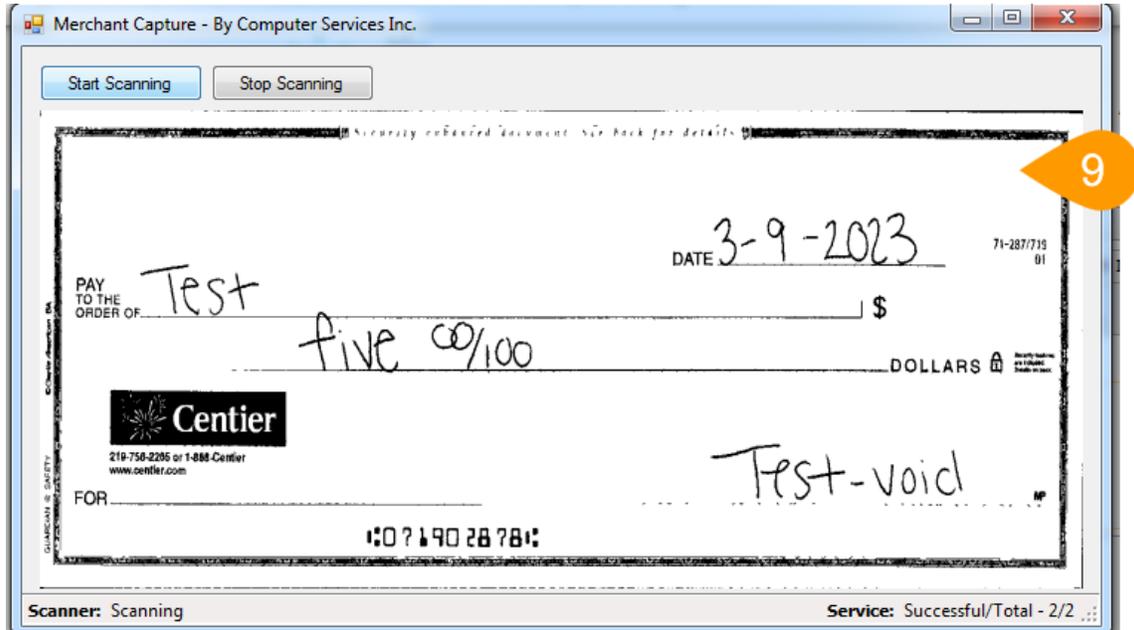
6. Fill in the **deposit information** fields.
 - a. The **name** field is simply for your recognition of the deposit. Any name can be used.
 - b. For **site**, select your scanner from the dropdown menu.
 - c. Select the desired **account**.
 - d. The **item count** is the number of checks you are depositing.
 - e. The **total amount** is how much money you’re depositing between all the checks you’re scanning.
7. Click **Next**.



8. A pop-up will appear on your screen. Click the **Start Scanning** button.



9. Feed your checks into the scanner.



10. Once all your checks have been fed through the scanner, click the **Stop Scanning** button.

11. Exit out of the pop-up by clicking the **red X** in the upper right corner.



12. If errors occurred during the scanning process, click **Step Through Errors**.

Deposit Information								Edit Deposit
Deposit: test	Item Count: 2	Scanned Item Count: 2						
Site: Paninitest	Deposit Total: \$10.00	Scanned Item Total: \$5.00						
Items: All Items	Scan Additional Items		12		Step Through Errors			
Item #	Routing	Account	Serial	Amount	Date	Errors		
<input type="checkbox"/> X 1	71902878			\$5.00	3/9/2023	<input type="checkbox"/>		
<input type="checkbox"/> X 2	71902878				3/9/2023	<input type="checkbox"/>		

13. Correct the errors indicated in the Item Validation section. Fill out any **blank boxes** highlighted in red.

Deposit Information [Edit Deposit](#)

Deposit: test Item Count: 2 Scanned Item Count: 2
 Site: Paninittest Deposit Total: \$10.00 Scanned Item Total: \$5.00

Item Information - 1 of 2 [Item Information](#)

071902878	13	5.00
Routing	Account	Serial

Item Validation

- No Account
- No Serial
- MICR Read Error
- No Signature
- Invalid UDF Data

Signature Detection Failed

User Defined Fields

test-dateofdeposit

testapt

Check Date

14. Once any errors have been corrected, there will be a new screen that will list the account number and total deposit amount. Please verify the accuracy of this information and click **Deposit**.

Approve Deposit

Acct. Name(#Number)	Image Cash Letter	Account Totals
<input checked="" type="checkbox"/>	\$ 10.00	\$10.00
	100.00 %	
Deposit Total:		Total: \$10.00

15. Your deposit has now been sent. From the home screen, you should see your deposit listed. There are **receipt** options to the left of the deposit name.

Home
Deposits
Export
Reports
Configuration
Help
Logout

Working Deposits

[+ Create New Deposit](#)

Name	Site	Item Counts	Item Amounts
No records to display.			

Approved Deposits (Last 5 Days)

	Name	Status	Site	Item Counts	Item Amounts	Su
15	3/6/2023					
	3/7/2023					
	3/8/2023					
	3/9/2023					

Please contact Treasury Management at our department email below if you have any questions:
treasury_management@centier.com.