# Mobile Remote Deposit Capture Admin Quick Reference Guide

**Business Online Banking** 



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## **Mobile Deposit Capture – Accessing SmartPay Business**

	Message Center	A Notifications	O Cut-Off Times	Last Login: 06/22/2021	1, 08:00 AM, CST	21
	DASHBOARD	ACCOUNTS -	PAYMENTS -	RECEIVABLES	REPORTING	•
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and All Collapse A	Infor	mation Center				
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ailable balance: \$0.0	0					
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pture.			\$0.00	Lul Details		1
			\$2.00	Lul Details		
			Group	available balance: \$0.	00	R

**3** Click on **Launch** to open Remote Deposit Capture.

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### emote Deposit Capture

Please select Launch to be directed to Remote Deposit Capture.



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# **Mobile Deposit Capture – Accessing User Administration**

		Users
<b>3</b>	Dashboard	Merchant Users
		Filters Edi
	Transactions	r nicers 🏼 🔊
•••	Transactions	Business Users 🗸
		Lie en Neme
<b>8</b>	Admin a	Oser Name
	Admin	
		Full Name
>	Users	
>	Roles	
		Clear Eilters

Next, you will need to access the **Admin** section of SmartPay Business.

To do this, please follow these steps:

1 Click Admin.

2 Click Users.

**3** This will open the User Administration panel.

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	Records 1 to	25 Per Page V	2 ≛-	Add User 🗸 🗸
User Name	▲ Full Nar	ne Enabled	Auth Caller	Locker
admin		Enabled	Disabled	
damin		Endored	District	

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### Mobile Deposit Capture – Adding a New User

Page 1 of 1, Records 1 to 1 of 1	25 Per Page 🗸	Add User			
d	Auth Caller	2 Business User			
t	Disabled	RTG User			
		Enabled Full Name * Johnny Test User Name * Jtest User Location	Authorized C		
Please enter the exact username that this user will use to log into Online Banking (case sensitive).		RDC ID * Johnny Email Address	RDC ID * Johnny Email Address		
		Auto Disable			
		Dual Auth Amount			
		0			
		Dual Auth Status			
		Approved			

Within User Administration, you will be able to edit and create users. To create a user, please follow these steps:

1 Click Add User.

2 Click Business User.

**3** Enter the required details for the user. **The User Name must match the user's Business Online Banking Login ID.** 

**4** Click **Add** once all the required information has been entered.

Once completed, you can return to User Administration to view the newly created user.





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# Mobile Deposit Capture – Adding a New User (Continued)

Privileges	s for this User	Roles wit	hin the Customer Services	s Privilege	^
Enabled	Privilege	Enabled	Role Name	Description	
	Customer Services		Accounting	All Reporting Functionality	
		3	mRDC	Mobile RDC	
			Reconciliation Report	Allow User to view Reconciliation Report	
			Customer Data Privacy	User can view the page, generate report, and forget customer	
2		Locations	s for this User		^
5	Update	Enabled	Location Name		Location Enabled
		4	Test Account *9416		~
∧ftar filli	ng in the correct information you will	nood to gr	ant the uper eccesters	ubmit romoto	

After ming in the correct mormation, you will need to grant the user access to submit remote deposits.

1 Check the box next to Customer Services.

2 Click Update to gain access to the Roles within the Customer Services Privilege panel.

3 Click on Roles within the Customer Services Privilege panel and check mRDC.

4 Click on Locations for this User and check the account into which you would like them to deposit.

**5** Click **Update** to confirm these changes.

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# Mobile Deposit Capture – Adding a New User (Continued)

Update User Settings	Privilege	s for this User	Roles within
	Enabled	Privilege	Enabled
Full Name *		Customer Services	
Mark Tester			
User Name *			
Mark			
User Location			
RDC ID *			Locations fo
MTEST			Enabled
Email Address			
Mark.Test@testing.com			
Auto Disable			
Dual Auth Amount			
0			
Dual Auth Status			
Approved ~			

Once completed, your screen should look like this. Please take a moment to ensure all the appropriate checkboxes are selected to avoid any delays or issues with mobile remote deposit.

If everything looks correct, click **Add**, and please proceed to the next page of this guide.

### n the Customer Services Privilege

Role Name	Description	
Accounting	All Reporting Functionality	
mRDC	Mobile RDC	
Reconciliation Report	Allow User to view Reconciliation Report	
Customer Data Privacy	User can view the page, generate report, and forget customer	
or this User		^
Location Name		Location Enabled
Test Account		~



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# Mobile Deposit Capture – Submitting a Mobile Deposit

$\equiv^1$ My Dashboard			
Welcome! Last Login: 06/22	<b>I</b> INTRUST Bank.		
MESSAGES NOTIFICAT	Dashboard	8:01 AM, CST	
	Accounts	CUT-OFF TIMES	$\equiv$ Quick Deposit
	Payments	Current Balance \$2.00	
	Pending Approvals	\$2.00	0
	Positive Pay	0 USERS	Front of c
	Deposits 2	<b>O</b> N PAYMENTS	4
	Quick Deposit 3	S	
	Batch Deposit	0 K EXCEPTIONS	Back of cl
	Deposit Activity		
	Message Center	CH DEPOSIT	Location
	About		Amount
			Customer

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Once the user has been created, please confirm they are now able to see and perform a deposit.

**1** Tap on the **menu icon (three lines)** to open additional options.

2 Tap on **Deposits**.

### 3 Tap on Quick Deposit.

**4** This will open the deposit function where you will be able to take pictures of the front and back of checks and enter the required information.

**5** Tap **Submit Deposit** when done.

If they are unable to view this option or submit a deposit, please reach out to Treasury Services at <u>treasuryservices@intrustbank.com</u> or 800-905-6630.