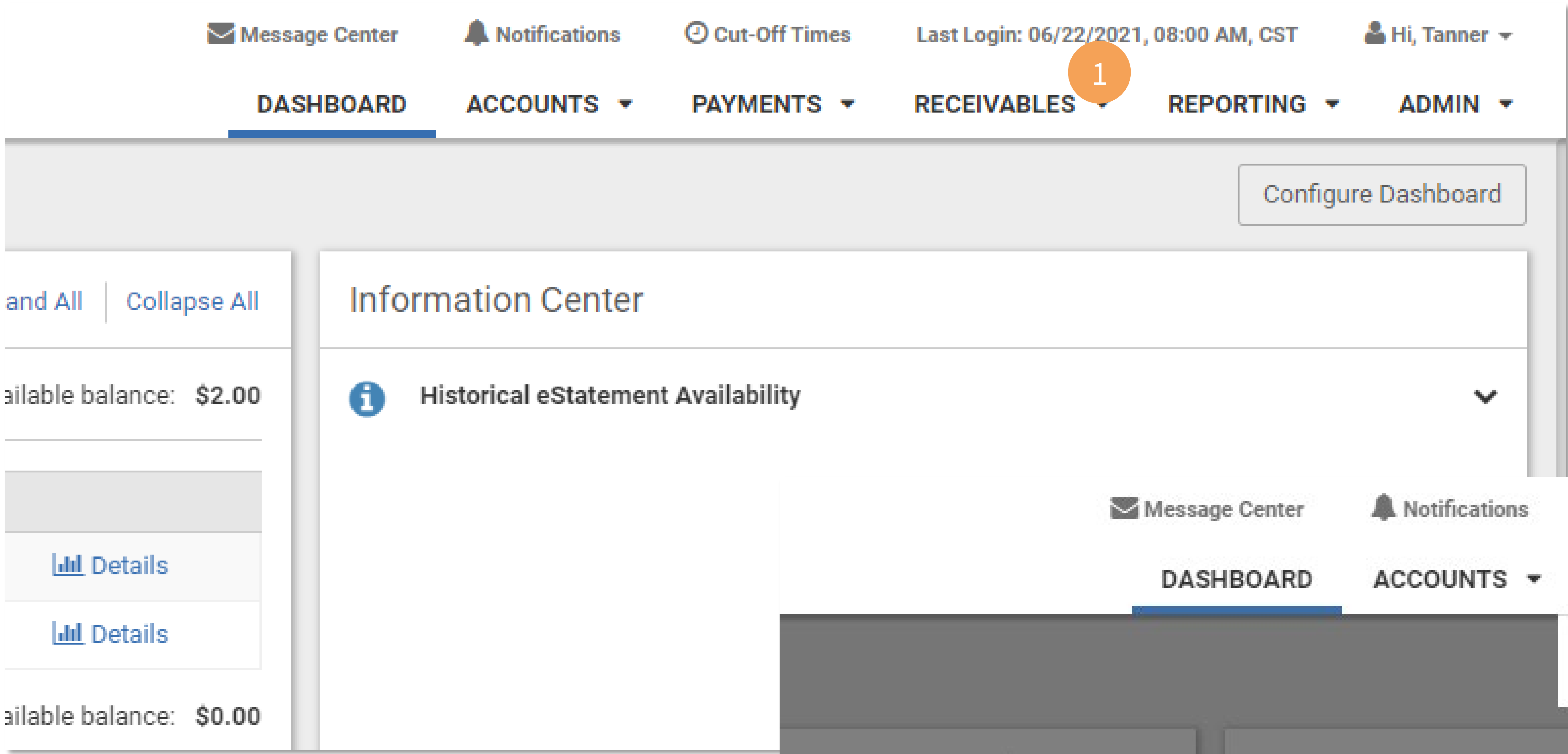
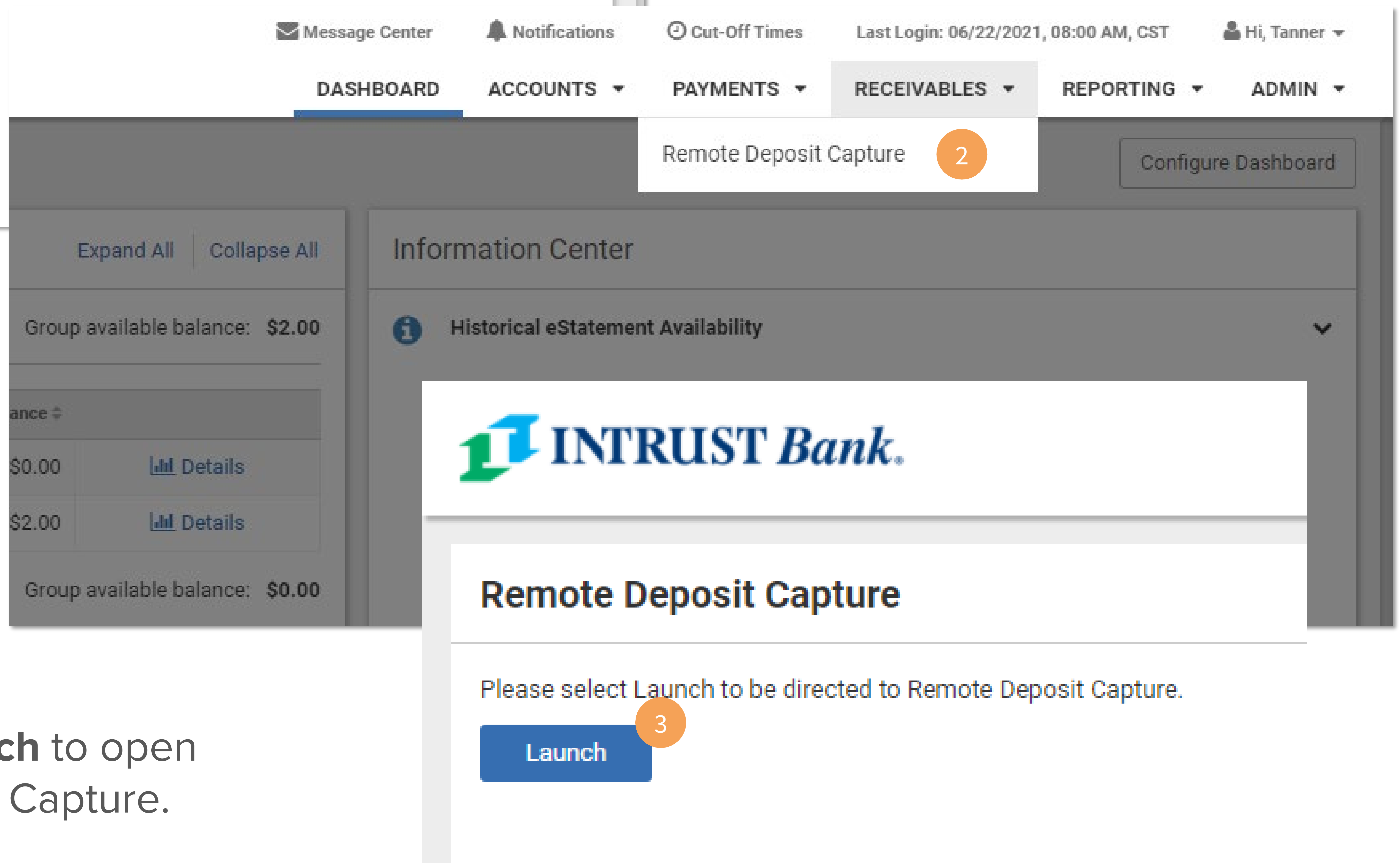
Mobile Remote Deposit Capture

Admin Quick Reference Guide

Mobile Deposit Capture – Accessing SmartPay Business



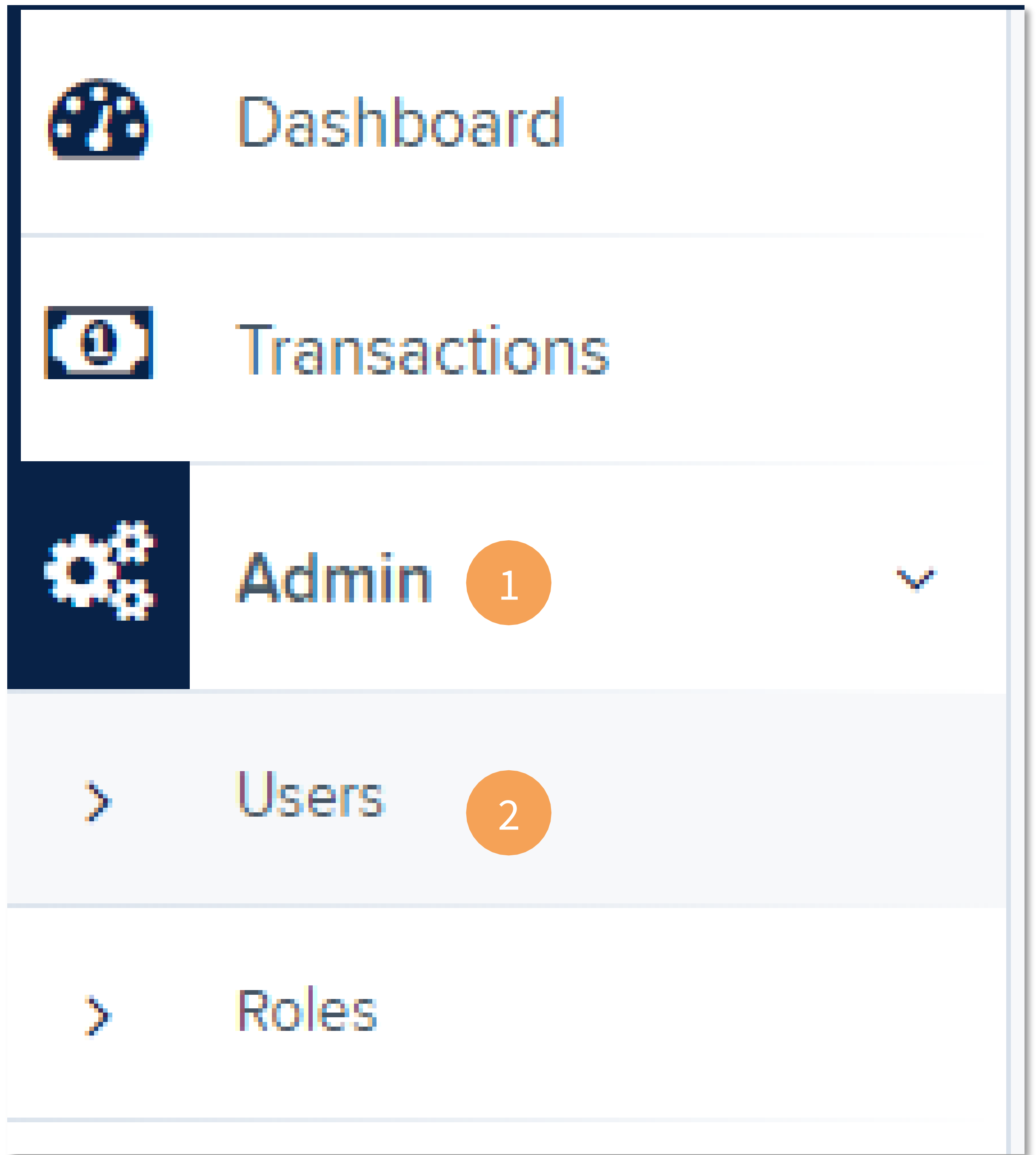
1 To get started, click on **Receivables** in the main menu.

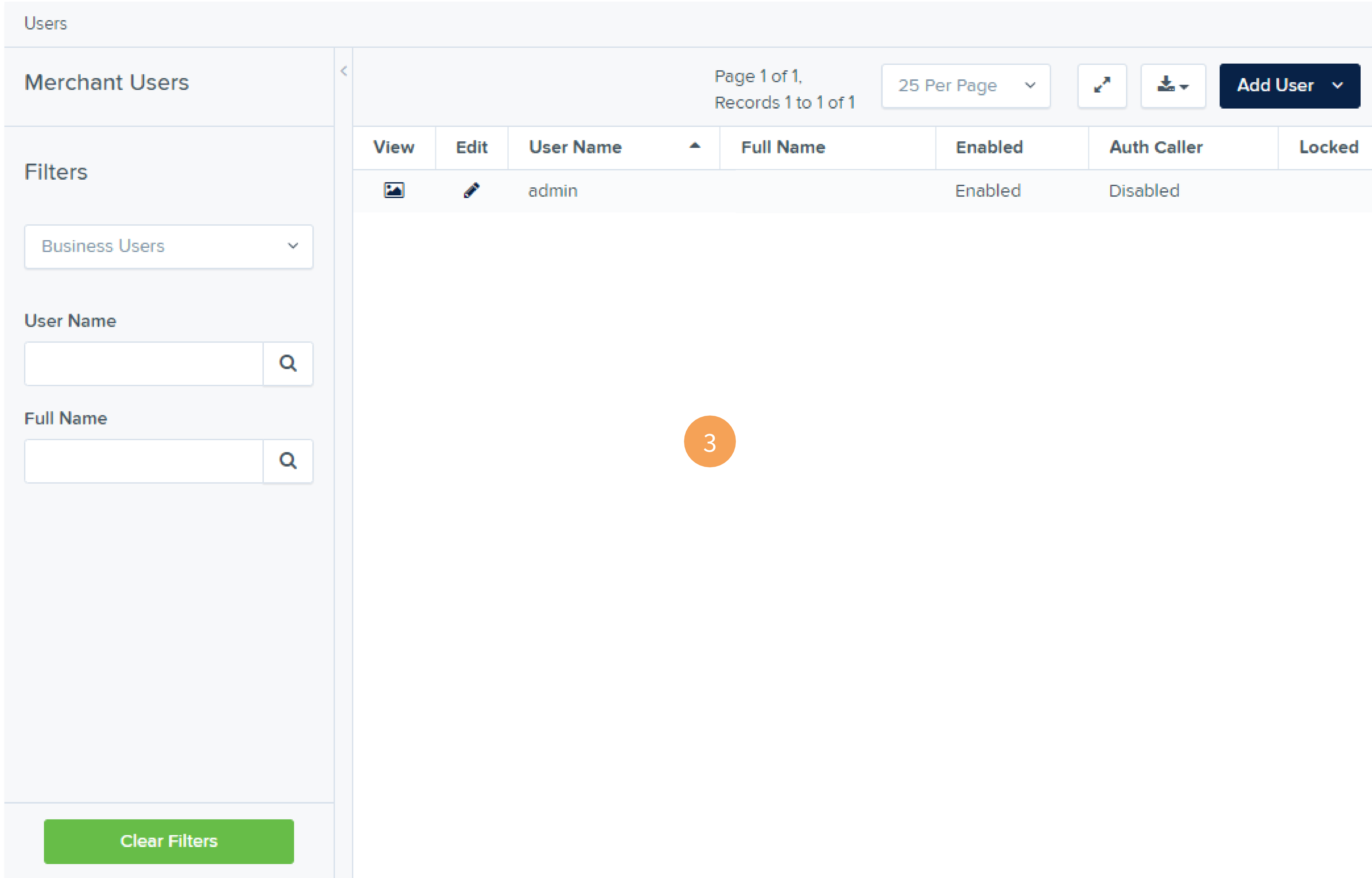


2 Select **Remote Deposit Capture.**

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

Mobile Deposit Capture – Accessing User Administration





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

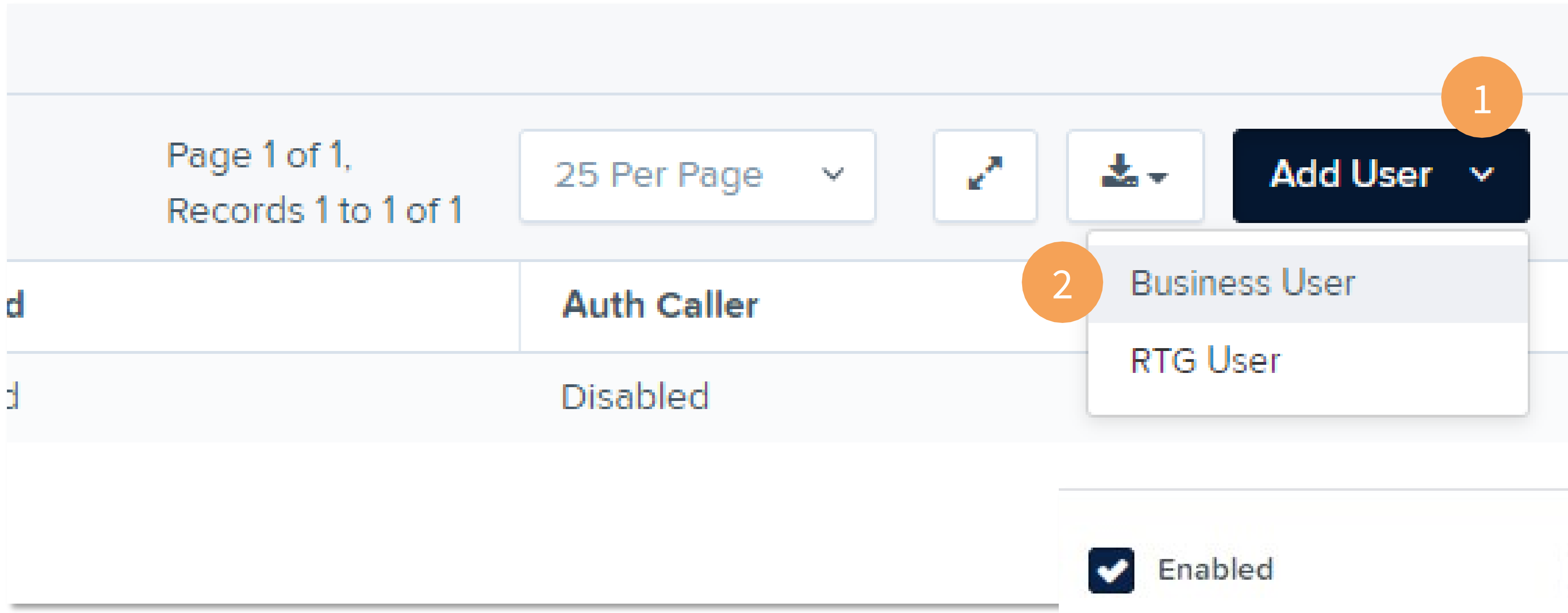
To do this, please follow these steps:

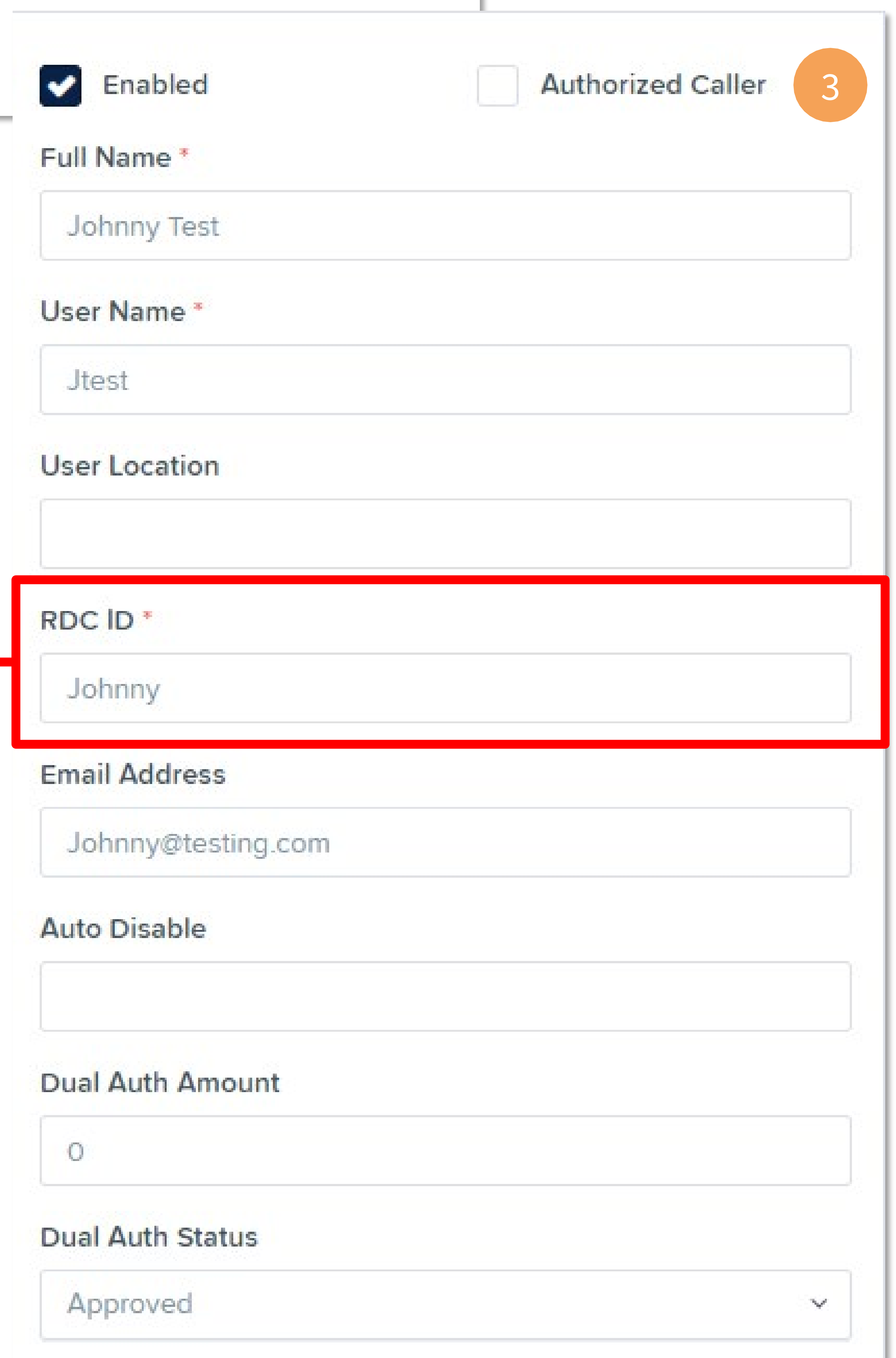
1 Click **Admin.**

2 Click **Users.**

3 This will open the User Administration panel.

Mobile Deposit Capture – Adding a New User





Please enter the exact username that this user will use to log into Online Banking (case sensitive).

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

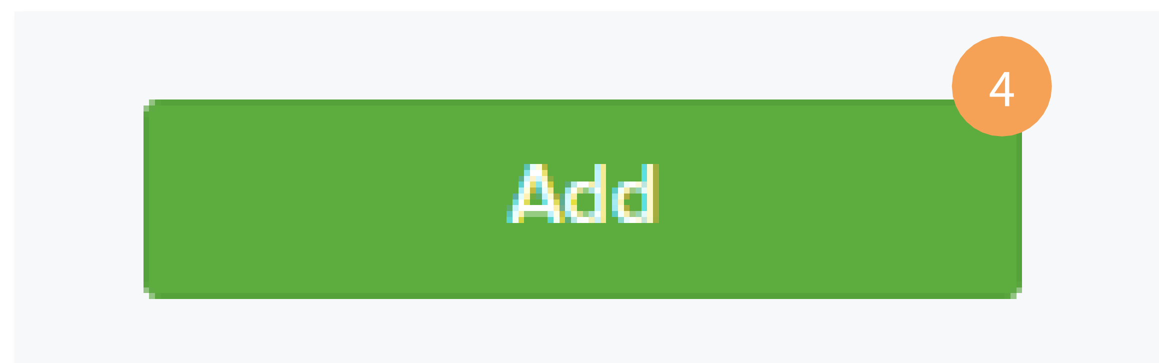
1 Click **Add User.**

2 Click **Business User.**

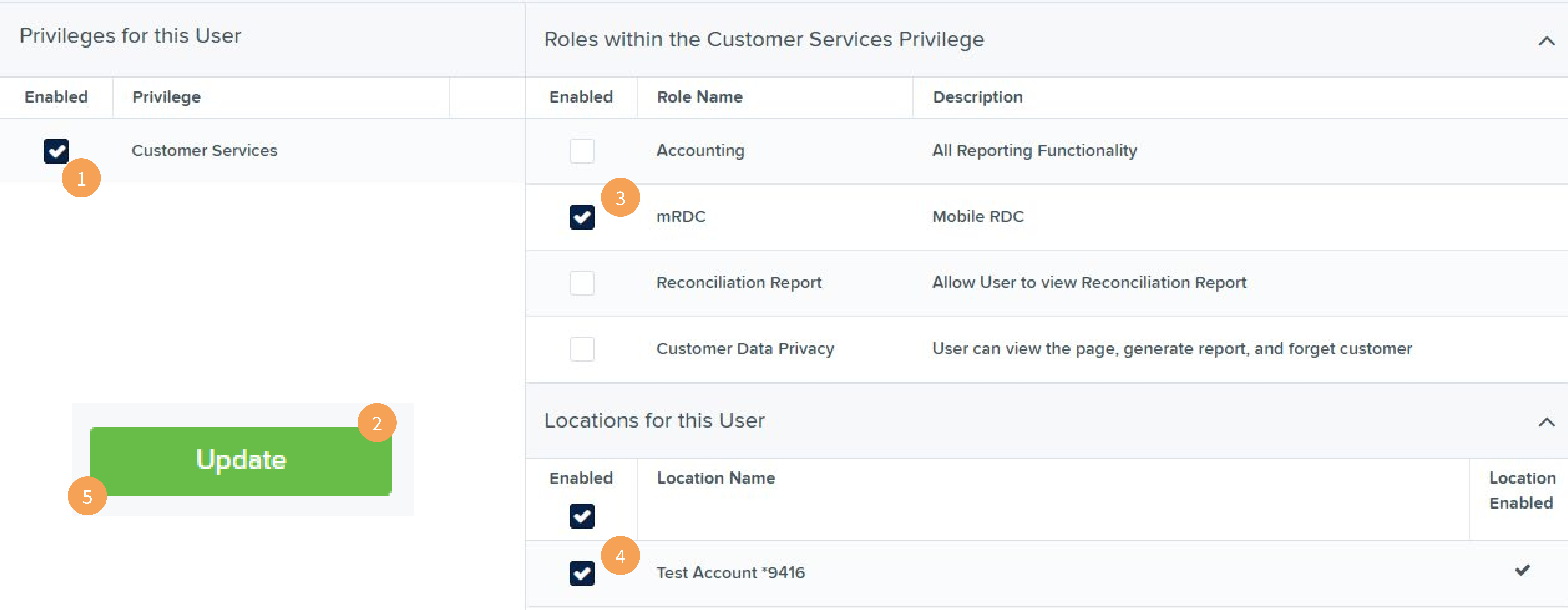
3 Enter the required details for the user**. The User Name must match the user's Business Online Banking Login ID.**

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.



Mobile Deposit Capture – Adding a New User (Continued)



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

1 Check the box next to **Customer Services.**

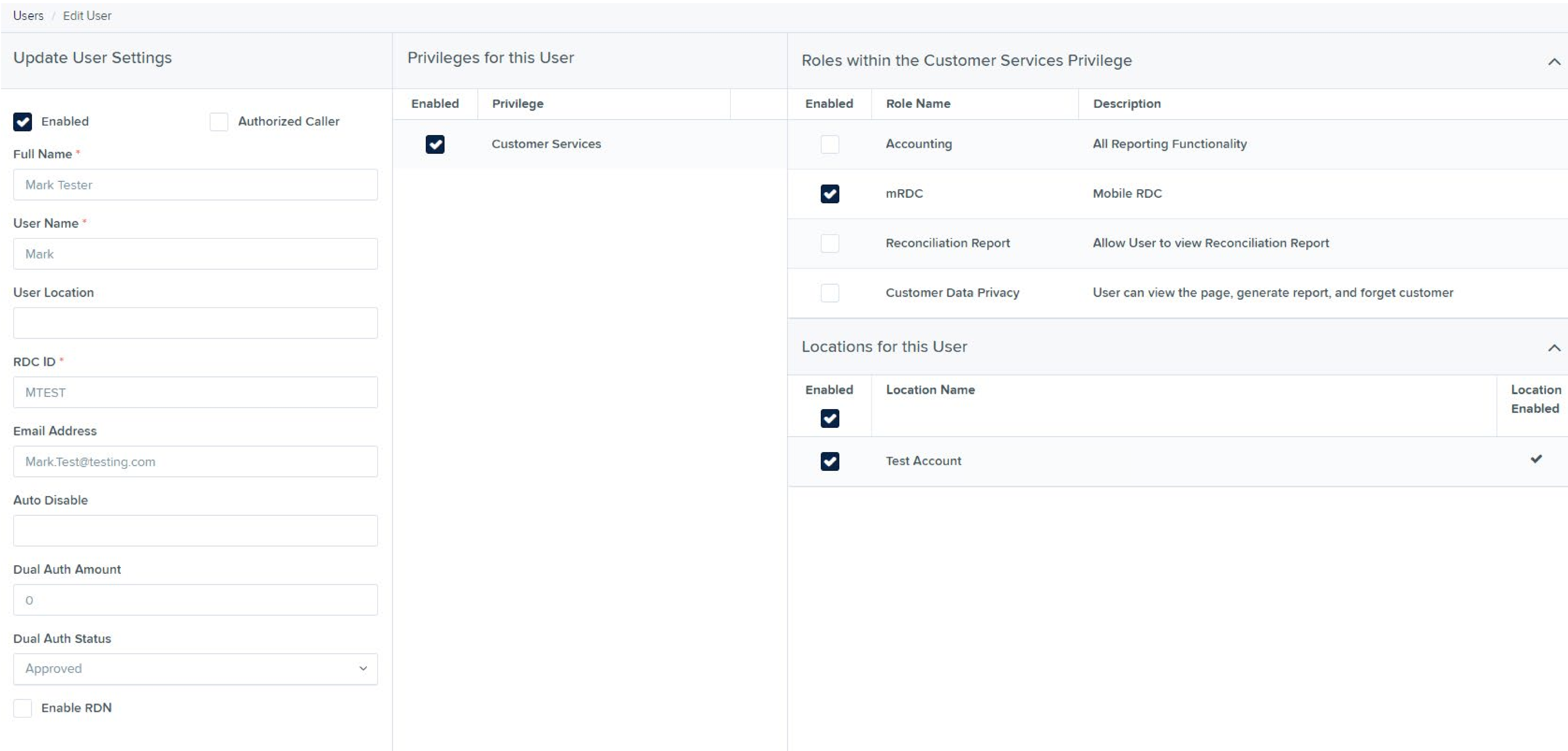
2 Click **Update** to gain access to the **Roles within the Customer Services Privilege** panel.

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.

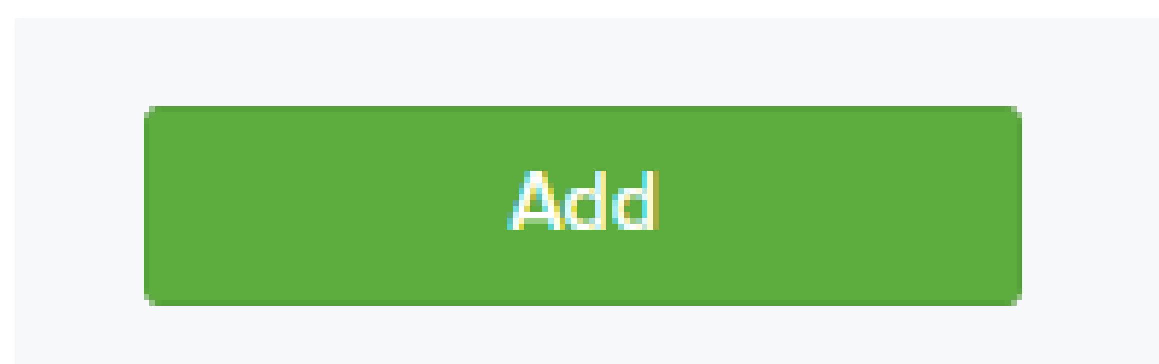
5 Click **Update** to confirm these changes.

Mobile Deposit Capture – Adding a New User (Continued)

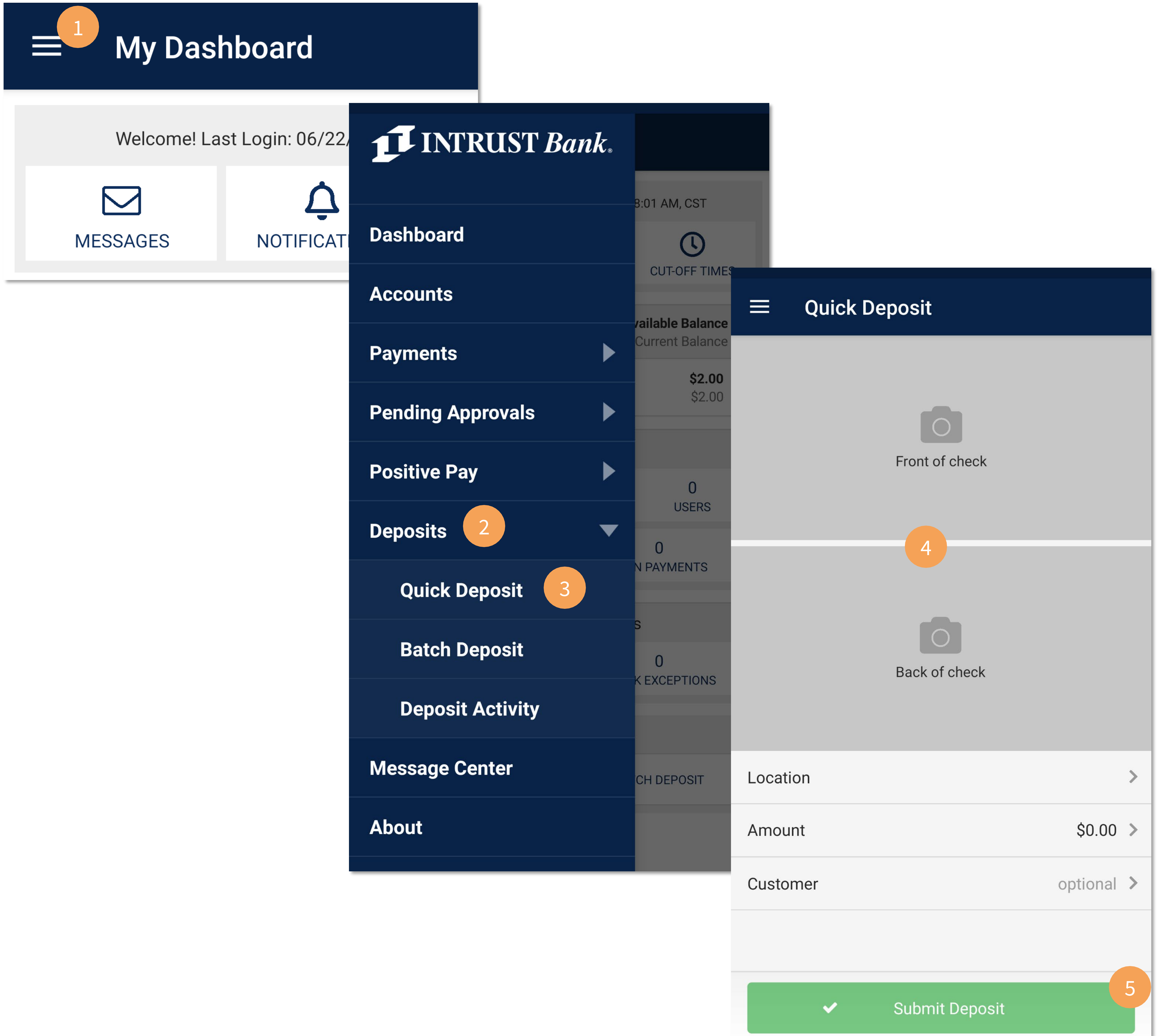


Once completed, your screen should look like this. Please take a moment to ensure all the appropriate checkboxes are selected to avoid any delays or issues with mobile remote deposit.

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



Mobile Deposit Capture – Submitting a Mobile Deposit



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 treasuryservices@intrustbank.com or 800-905-6630 .