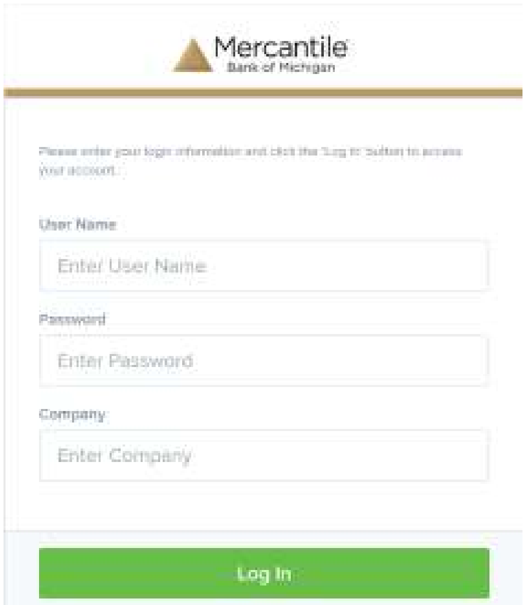
Administrator Login

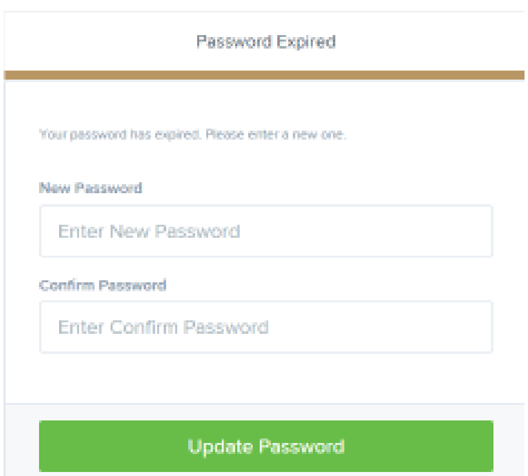
1. Navigate to www.mercbank.com and select **Remote Deposit Capture** from the **Login to Other Services** box or go to:

   https://smartpay.profitstars.com/business/login/mercbank.



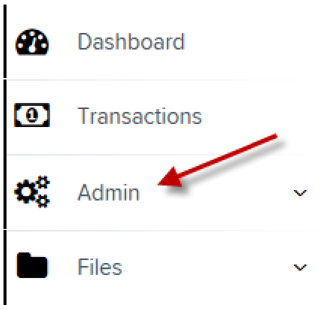
   Enter User Name, Password and Company for the Administrator login that was provided. It must be keyed in **EXACTLY** like it was provided. Click **Login**.

2. The password change screen will display.

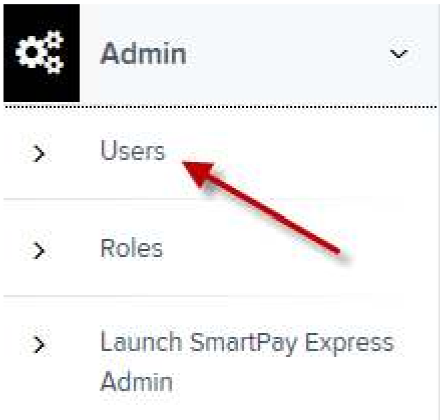


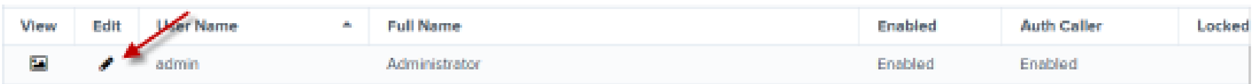
The new password must be at least eight (8) characters in length and contain at least one uppercase letter, one lowercase letter and one number. The ADMIN user is the only user that has the ability to add users, enable users, disable users, and reset passwords on the system.

3. At the Welcome page, click on **Admin** in the top tool bar to display the Administration Menu.



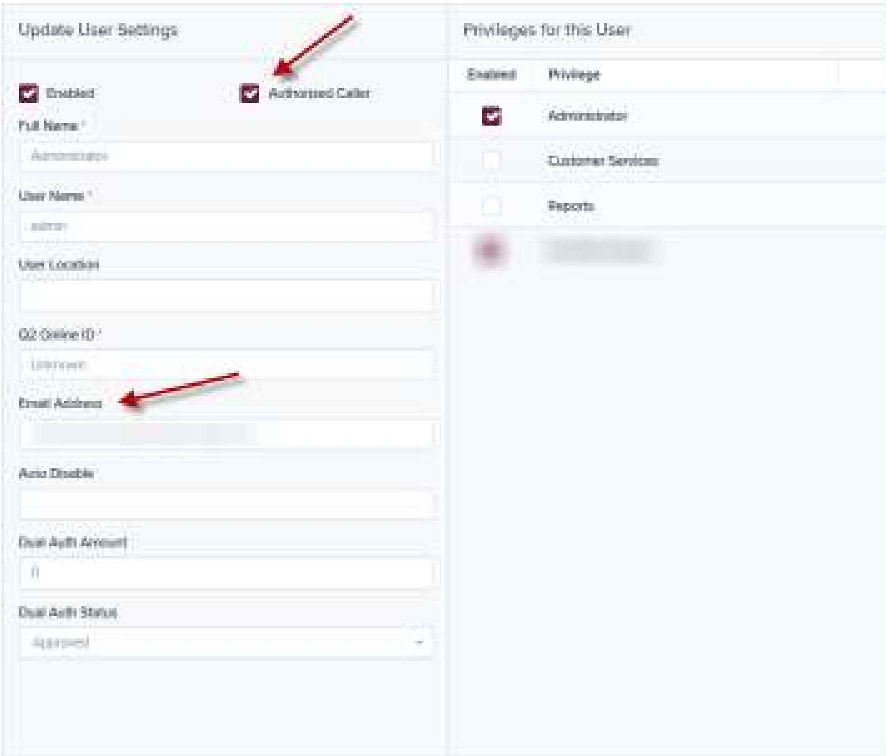
4. Click on **Users** to display users.





In the upper right-hand corner of the screen, you will notice that you are logged in to the Company as the Administrator. Click the **Edit** link to edit the Admin profile.

5. The Update User Settings screen will display.



Enter the e-mail address of the administrator

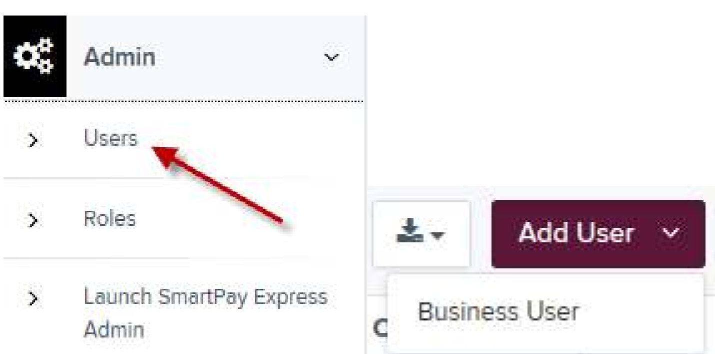
DO NOT check the box for Customer Services.

Under **Locations for this User**, select ALL the accounts that apply to the company.

NOTE: Each Company will have a primary administrator and should be used to set up other users and reset passwords.

Adding Users to Scan Checks

1. Click **Users** to begin the process to add a new user, then click on **Add User | Business User** in the upper right hand corner..



2. The temporary password will display when **Add User** is selected. The password must be keyed EXACTLY as it appears on the screen for that specific user. Fill in the user's information according to the table below.

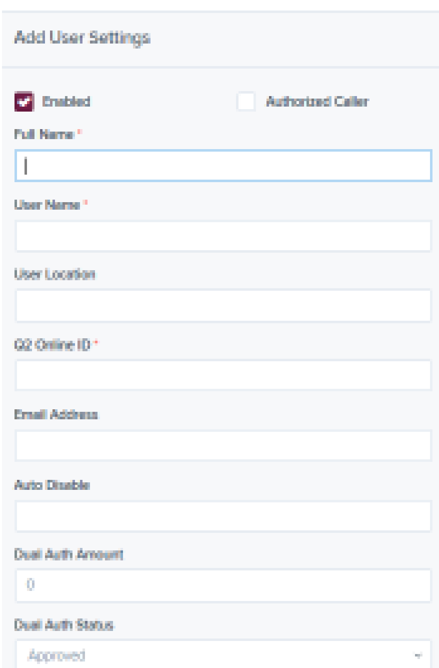
User Data Fields	
Full Name*	Enter the first and last name of user. Display in Audit Trail History, as the user logged into the site and the creator of a transaction.
User Name*	Enter a user name; it will be used on the login screen (along with the password and company name) to access the system.
User Location	This is an optional, information-only field that can remain blank. **Typically left blank.**
Email Address*	Enter the user's e-mail address; it is used for e-mails for the user on a password reset and for Remote Deposit results.
Auto Disable	This field can be used to disable the user at a given future date. When a date is entered in this field (MM/DD/YYYY format), the system will automatically disable the user on that date. **Typically left blank.**
Dual Auth Amount	Limit set on employee to restrict processing. Typically this is left at the default setting of 0.00.
Dual Auth Status	How to handle transactions that met or exceed Dual Auth Amount set: Approve, Decline or Awaiting Approval. If you are not using dual authorization, leave at the default of approve.
Enabled	Use the checkbox to enable or disable the user. This field is used to enable/disable the user immediately.

Q2 Online ID: If the user has access to online banking for the company, enter the online banking login ID in this field. If the user does not have access to online banking, enter RDC User Name in this field.

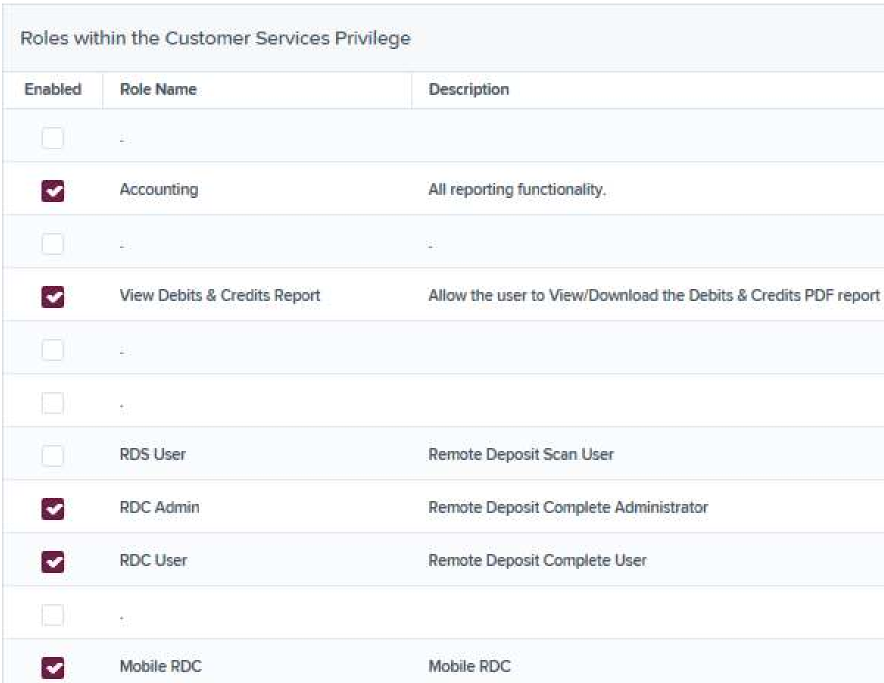
DO NOT check the box next to **Authorized Caller**

Privileges for this User – check the box next to **Customer Services**

Click **Add** to update the screen



3. After checking the **Customer Services** box and clicking **Update** on the bottom of the screen, more options will display.


Roles within the Customer Services Privilege

Enabled	Role Name	Description
☐	-	
☑	Accounting	All reporting functionality.
☐	-	-
☑	View Debits & Credits Report	Allow the user to View/Download the Debits & Credits PDF report
☐	-	
☐	-	
☐	RDS User	Remote Deposit Scan User
☑	RDC Admin	Remote Deposit Complete Administrator
☑	RDC User	Remote Deposit Complete User
☐	-	
☑	Mobile RDC	Mobile RDC

Role	Definition
Accounting	Allows a user to run reports, balance all checking and credit card transactions, look at transaction details, edit transactions, view check images, and monitor and research transactions.
View Batch Images (Debits & Credit Report)	A user will have access to the batch image file to print, save, or view.
RDC Admin	User can create, scan, and submit items as a transaction.
RDC User	User can create and scan items, but not submit them as a transaction.
Mobile RDC	User can access Mobile RDC application.

4. Under the header for **Locations for this User** check the box to **Enable** the desired locations for the individual user to have access to.

5. Click on **Update** to save all changes.