

Prior to creating a deposit, please ensure all checks are properly endorsed. The endorsement should contain "For Remote Deposit Only".

- Log into your online banking profile with your user credentials. Select the Commercial option and then choose Remote Deposit. If you do not have a user associated with an online banking profile, then you can access Remote Deposit Capture through our website at <u>www.mercbank.com</u> under Login to Online Services and choose the option for Remote Deposit Capture.
- 2. Log in to the portal with the User Name, Password and Company. Once logged in, select **Transactions** from the left menu on the page.



3. Under Check Processing, select the Remote Deposit Complete menu option.



4. The **Open Deposits** page displays. Click on **Create New Deposit** in the lower right hand corner.





5. If the prompt below displays, click Run.

Do you want to run or save ProfitStarsDeviceControlLauncher_v1.exe (833 K8) from ssl.selectpayment.com?

6. The **Create New Deposit** page will display. Once the scanner starts up, the serial # will show in the **Scanner Terminal #** box. Enter in the **Location**, **Number of Checks**, and **Total Amount** of the deposit. Click on **Create Deposit**.

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7. Place the checks in the scanner feeder.



Run Save • Cancel

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8. By default, the **Deposit View** page will display with the MICR lines of each check scanned. Double click on the check listing to be taken to the **Data Entry View** page. The **Data Entry View** page can be used to add additional information about your customer and/or transaction. Use the **left** and **right** navigational options to scroll through each check in the batch.

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9. After scanning all checks and entering in any customer data needed, click **Complete Deposit** at the bottom of the page.

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- 10. The **Open Deposits** page displays.
- To close the deposit, check the box next to the appropriate deposit and then click on Close Deposit(s). To delete the deposit, check the box next to the appropriate deposit and then click on Delete Deposit(s).

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		05/25/2016 09:10:49 AM CT	Automation of Automation	09:09:48:6759532 5/25/201	171	\$2.00 / \$2.00

Once the deposit has been closed, you will receive an e-mail confirmation (usually within one (1) hour of the deposit). Any problem with the deposit will be noted within the confirmation e-mail.