

### Remote Deposit Instructions

1. Login to website via the Business login as normal ([www.dundeebanking.com](http://www.dundeebanking.com))
2. Click on the “Checks & Deposits” tab towards the top
  - a. This should launch a new window & establish secure connection with the bank
3. On the left, click the yellow “Create Deposit” button
  - a. Enter total batch amount
  - b. Select account to deposit checks into
  - c. Store Number can be left blank every time
4. Insert checks into the scanner facing outward
5. When ready, click yellow “Scan” button on the left side to start scanning checks
6. IF there are any errors:
  - a. Click yellow “Fix Errors” box to be taken right to where the error was
  - b. Manually enter the field in question and hit ENTER to save change
  - c. After fixing all errors, the yellow “Fix Errors” box should switch to “Submit Deposit”
7. OPTIONAL → before submitting deposit, you can print a report by clicking on “Export As” on the left
  - a. Choose which kind of report you would like
  - b. Print report & paperclip checks to the report, hang on to report/checks for 60 days
8. When fully ready, click “Submit Deposit” twice and everything should get sent over to us

### Look Up Suspended Batches

1. Login to website via the Business login as normal
2. Click on “Checks & Deposits” at the top
3. Once logged into Merchant Capture portal, click bubble for “All Deposits” under “View Items” tab
4. On the right side of the Search bar, click the downward-pointing black triangle to open Search
5. Set appropriate date/dollar amount range and Search to find
6. To open the batch back up, click on the icon on farthest right side of the window (View Deposit)
7. From there, you can fix any errors or add any checks to a Suspended batch and Submit for deposit

### Look Up Submitted Batches

1. Login to website via the Business login as normal
2. Click on “Checks & Deposits” at the top
3. Once logged into Merchant Capture portal, click bubble for “All Deposits” under “View Items” tab
4. On the right side of the Search bar, click the downward-pointing black triangle to open Search
5. Set appropriate date/dollar amount range and Search to find
6. To open the batch back up, click on the icon on farthest right side of the window (View Deposit)

\*Any batch submitted before 6pm CST will hit your account that same Business Day

\*\*Proper indorsements required for any Remote Deposit checks