

Note: In order to use Mobile Deposit Capture, the TouchBanking app must be downloaded from the app store, available for iPhone and Android.

- 1. Endorse the back of your check with your signature.
- 2. Launch and log in to the TouchBanking app.
- 3. Touch the **Deposits** button, fourth button from the left. Buttons for iPhones are displayed at the bottom of the screen; buttons for Androids are displayed at the top of the screen.
- 4. Touch New Deposit.
- 5. Turn your phone sideways and take a picture of the front of your check. Make sure all four corners are visible on your screen. If they are not, touch Retake Picture. If they are, touch **Use Picture**.
- 6. Flip the check over and repeat for the back of the check.
- 7. Review the check information and confirm that you want to make the deposit by touching **Yes**.
- 8. Touch the **Deposits** tab.
- 9. Touch View **Deposit History** and you will be able to see your pending deposit.

Things to keep in mind...

- The Touchbanking app has to be downloaded to use Mobile Deposit.
- Teller staff will review each check as if it were being presented at the teller line.
- The maximum limit per each check submitted is \$3,000.
- The daily limit for total checks submitted is \$3,000.
- Deposits will not be given instant credit. Deposits are only reviewed and approved on regular business days (deposits are not processed on weekends or holidays).
- Cut-off time for deposits via mobile capture is 5:30 pm. Deposits submitted before 5:30 pm will be reviewed prior to closing.
- Deposits made after 5:30 pm will be held until a teller is able to review the deposit the next business day.
- Mobile deposits may take up to two business days to be credited to the account.
- Pending deposits can only be viewed on the deposits tab under View Deposit History.
- Deposits will not be seen in online history until the deposit had been reviewed, accepted and posted to the members account.