

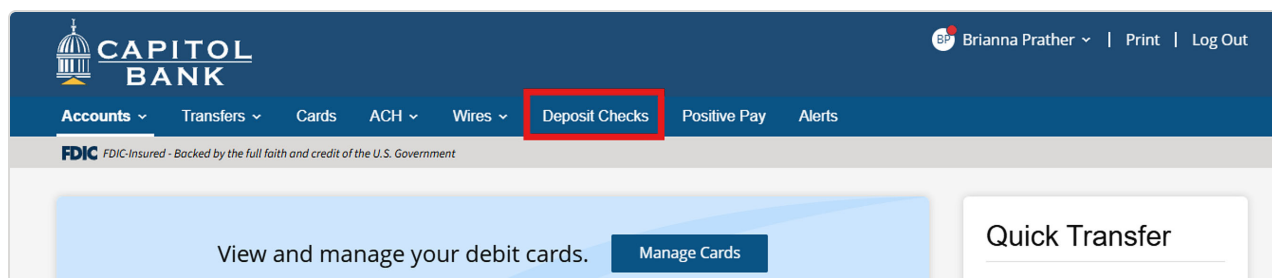
Make a deposit remotely

Remote Deposit lets you scan checks at your business and submit them to Capitol Bank through Online Banking — no trip to a branch.

PART 1 Start a deposit

1 Sign in to Online Banking and select **Deposit Checks** from the menu.

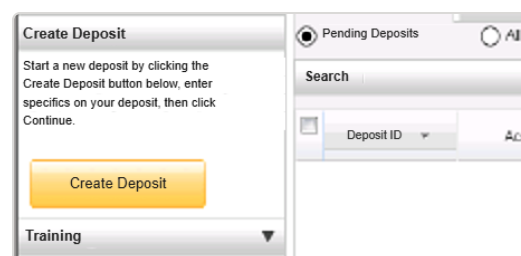
Tip The deposit site opens in a new window. If nothing happens, allow pop-ups for Online Banking in your browser.



2 Your scanner will turn itself on and the **Silver Bullet** window will appear.



3 In the **Deposit Status** box, click **Create Deposit**.

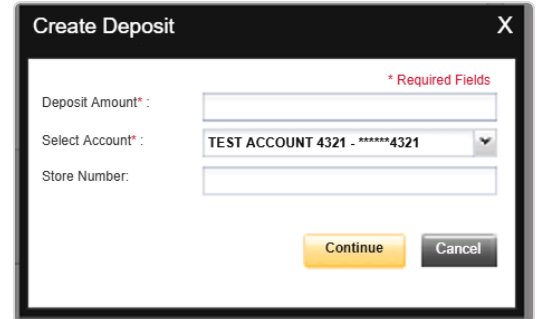


PART 1 Start a deposit (continued)

4 A **Create Deposit** box will appear; complete the related information:

- **Deposit Amount** — the total of all checks
- **Deposit Name** — add if applicable
- **Select Account** — if you have more than one account
- **Store Number** — can be left blank

Click **Continue**.



Create Deposit X

* Required Fields

Deposit Amount*:

Select Account*: **TEST ACCOUNT 4321 - *****4321**

Store Number:

Continue **Cancel**

PART 2 Scan and balance

5 Align and feed check(s) into the remote capture machine. Click **Scan** — the machine won't start scanning until you do.

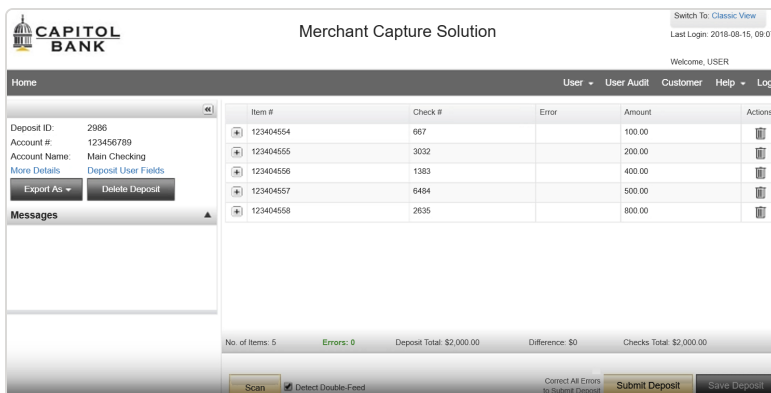


No. of Items: 0 Errors: 0 Deposit Total: \$5.00 Difference: \$0 Checks Total: \$0

Scan ☒ Detect Double-Feed

Correct All Errors to Submit Deposit **Fix Errors** **Save Deposit**

6 If any exceptions need to be resolved, click **Fix Errors**. Enter the correct amount in the **Amount** box and press **Enter**. A green message box, "Success. All Errors Fixed.", will appear when all issues have been resolved. Once the deposit is balanced, click **Submit Deposit**.



CAPITOL BANK Merchant Capture Solution Switch To: [Classic View](#) Last Login: 2018-08-15, 09:07

Welcome, USER User User Audit Customer Help Logout

Home

Deposit ID: 2986
Account #: 123456789
Account Name: Main Checking
[More Details](#) [Deposit User Fields](#)
Export As **Delete Deposit**

Messages

Item #	Check #	Error	Amount	Actions
123404554	667		100.00	
123404555	3032		200.00	
123404556	1383		400.00	
123404557	6484		500.00	
123404558	2635		800.00	

No. of Items: 5 Errors: 0 Deposit Total: \$2,000.00 Difference: \$0 Checks Total: \$2,000.00

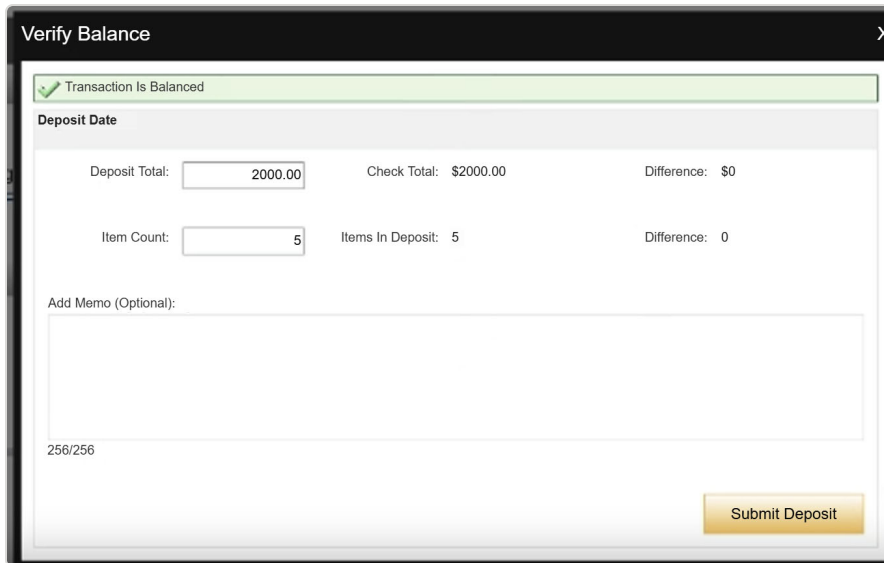
Scan ☒ Detect Double-Feed Correct All Errors to Submit Deposit **Submit Deposit** **Save Deposit**

Need help? If a deposit won't balance or submit, please call us at (608) 836-1616.

Interested in Remote Deposit? Contact us to get started.

PART 2 Scan and balance (continued)

- 7** The **Verify Balance** window shows your deposit total and check total. If they match, click **Submit Deposit**. You will be returned to the Home screen.



Verify Balance

Transaction Is Balanced

Deposit Date

Deposit Total: 2000.00 Check Total: \$2000.00 Difference: \$0

Item Count: 5 Items In Deposit: 5 Difference: 0

Add Memo (Optional):

256/256

Submit Deposit

PART 3 Confirm and sign out

- 8** On the Home screen, switch from **Pending Deposits** to **All Deposits** and confirm your deposit shows **Submitted**.



CAPITOL BANK

Merchant Capture Solution

Switch To: [Classic View](#)

Last Login: 2018-08-15, 09:07

Welcome, USER

Home User User Audit Customer Help Logout

Create Deposit

Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue

Create Deposit

Messages

View Deposits **View Items** **Reports**

☐ Pending Deposits ☒ All Deposits

Rows per page: All

Search

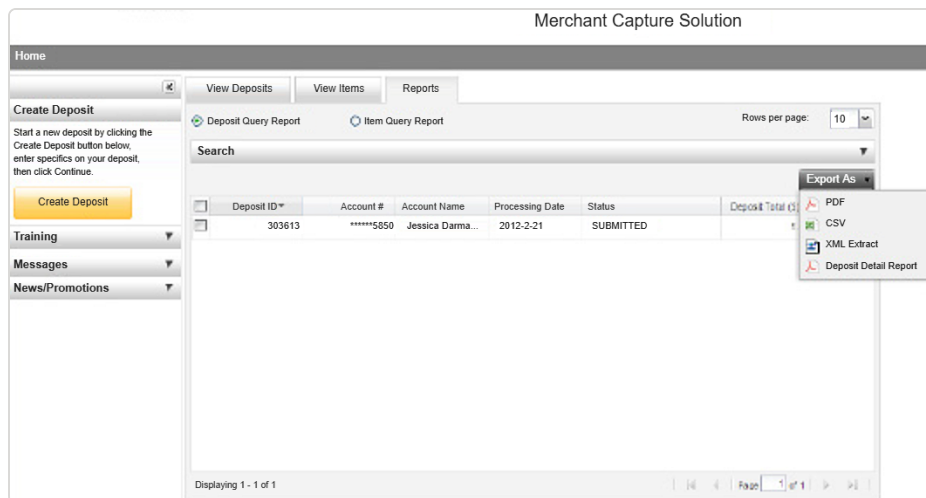
Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
2986	123456789	Main Checking	100	yyyy-mm-dd	PENDING APPROVAL	2,000.00	
2985	123456789	Main Checking	100	yyyy-mm-dd	SUBMITTED	2,250.00	
2984	123456789	Main Checking	100	yyyy-mm-dd	SUBMITTED	3,130.00	
2983	123456789	Main Checking	100	yyyy-mm-dd	SUBMITTED	1,700.00	

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PART 3 Confirm and sign out (continued)

- 9 For a receipt, open the **Reports** tab, select **Export As**, then **Deposit Detail Report**. Print or save the report.



- 10 Click **Logout** in the upper-right corner.

Note If any of today's deposits are still pending, a warning appears. Sign in again and submit them.

