

## Remote Deposit: Self-Administration

A user must have administrative access to Online Banking and Remote Deposit to be able to add, maintain or delete other users.

### Getting Started

- Identify the users who will need access to Remote Deposit.
- Determine if each user will be granted administrative access to Remote Deposit.
- To be able to successfully access Remote Deposit, each user must have their user link enabled in Online Banking and be set up in the Remote Deposit service.

### Enabling the User Link in Online Banking

- In Online Banking, go to the **Administration** tab.
- Select **Company Administration**.
- Click on the user ID of the user needing access to Remote Deposit.
- Scroll down to **Services & Accounts**.
- Click on the **Edit** icon next to **Services & Accounts**
  - Scroll down to locate **Remote Deposit Check Capture**.
  - Click on the plus sign to add the Remote Deposit Check Capture service.
  - Click on the **Edit** icon to the far right of Remote Deposit Check Capture.
  - When the link box opens, enter the person's Online Banking username.
- Click **Save Changes**.

### User Setup in Remote Deposit

- Within Remote Deposit Check Capture, click on **Administration** within the blue navigation bar.
- Click on the plus sign to the right of the search box.
  - The **Add a New User** screen will appear.
- Complete the form with the user's information.
  - The **User** field entered must match the username in Online Banking.
  - A phone number is required. Click on the plus sign to add.
  - A least one role needs to be selected. Click the ellipsis (three dots) to access available roles.
    - Select **Desktop Operator** to be able to scan checks. This is required.
    - Select **User Manager** if the user is allowed administrative access to create additional Remote Deposit users.
    - Click **Done** to save roles.
  - Click on the ellipsis to access the locations and accounts. Make at least one selection in each category and click **Done**.
- Click **Save**.

After these steps are complete, the user will have access to Remote Deposit Check Capture via Online Banking.

### Questions?

Contact Treasury Management at 800-537-0091 for additional assistance.