

Remote Deposit Complete



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mRDC Introduction

This Quick Start Guide is a document for all users working with the application, Mobile Remote Deposit (mRDC). Your business has the ability to deposit a check using a certified mobile device, granting the opportunity to deposit funds from any location at any time. Users will be able to:

- Log in to the mRDC application.
- Make deposits with a certified mobile device.
- Access full deposit history through SmartPay Business site (the mobile App only stores history for 10 days)

5:03 1 LTE

Remote Deposit
Complete

Username

Password

Company

Save login info

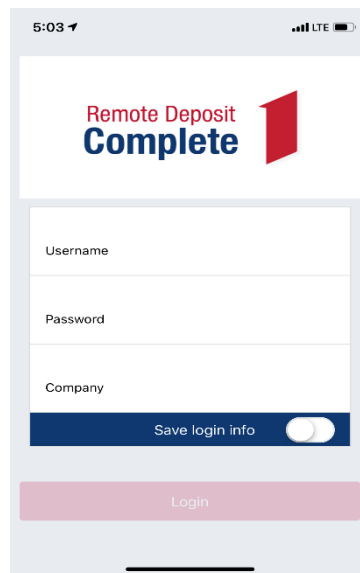
Login

Getting Started with the Mobile App

Logging In to the Mobile App

First Financial Bank will provide you with a user name, temporary password, and company name to use when logging in to the app. Remember that closing the app will automatically log out your profile.

1. Open the mRDC application. From the login page, complete the **Username** (this is the same user name as Business Online Banking), case-sensitive **Password**, and **Company** fields.



The screenshot shows a mobile application interface for logging in. At the top, the status bar shows the time 5:03, LTE signal, and battery level. The main content area features the 'Remote Deposit Complete' logo. Below the logo are three text input fields: 'Username', 'Password', and 'Company'. At the bottom of the form is a 'Save login info' toggle switch and a 'Login' button.

2. If you are logging in for the first time, the system will prompt you to change your password. Enter the temporary password in the **Current Password** field.
3. Choose a new password, and enter the same sequence of characters in the **New Password** and **Confirm Password** fields.

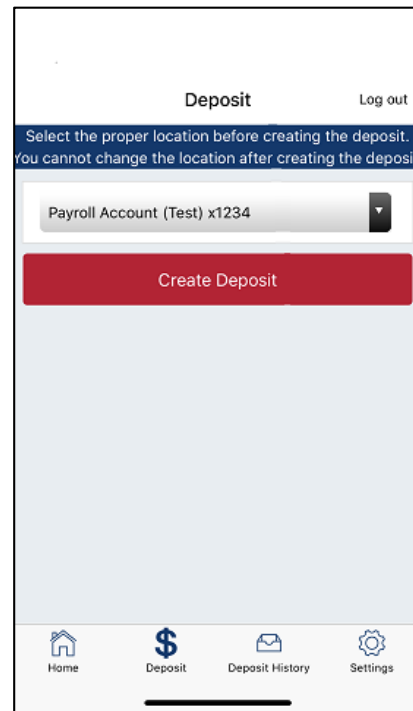
Passwords expire every 90 days and are case-sensitive. Use the following guidelines when creating a new password:

- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- 8-15 characters in length

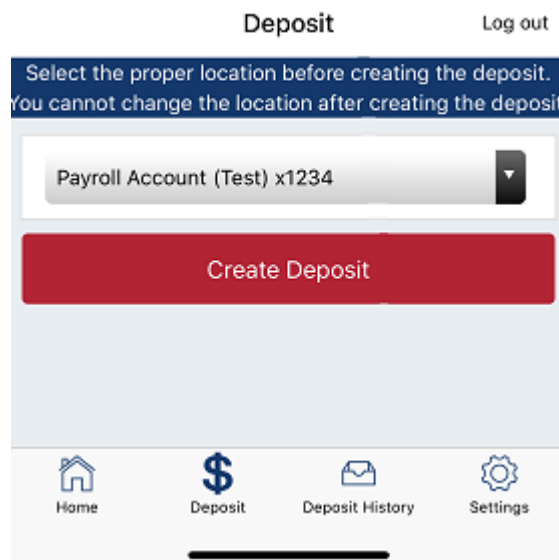
4. Select **Next** to continue

Making a Deposit

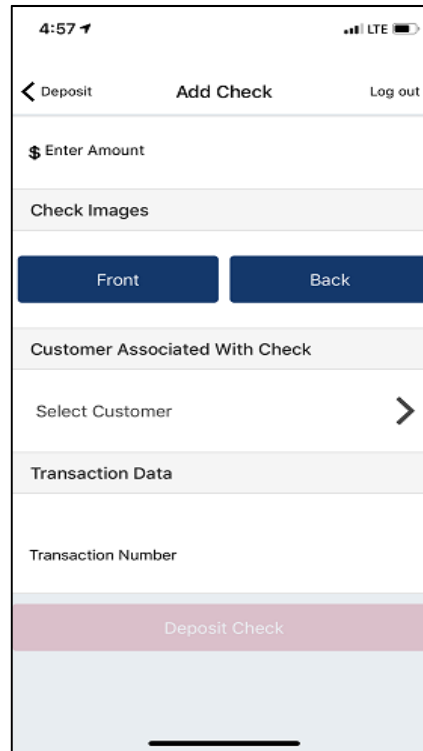
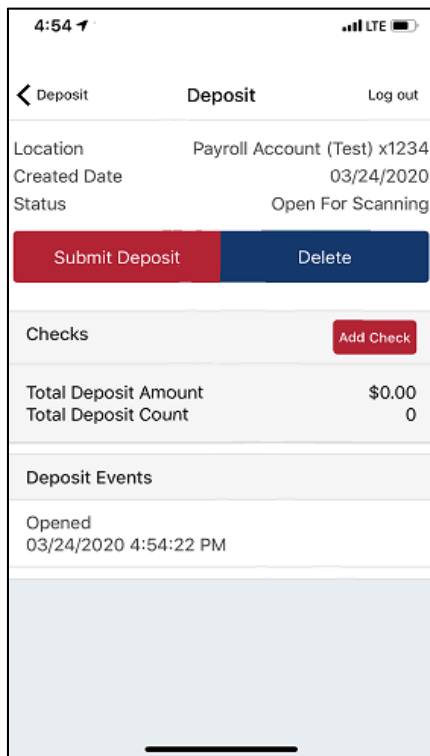
1. Log in to the app. From the *Home* page, select **Deposit** to create a new deposit
2. The *Deposit* page appears. Select a location from the **MRDC Location** drop-down menu to specify a deposit account.



3. Select **Create Deposit** to access the *Deposit* page where you may submit or delete the deposit.

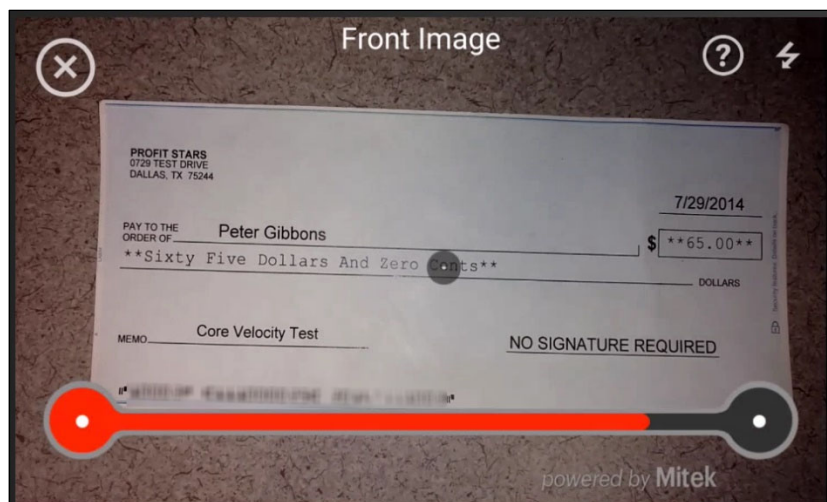


4. Select **Add Check** beside the *Checks* field to open the *Add Check* page.
5. Select the **Amount** field. Enter the amount of the check you wish to deposit.



6. From the *Add Check* page, select the **Front** option. The camera functionality on your mobile device will start. Take a picture of the front side of the check. Use the following guidelines to ensure your picture will be captured and read correctly.

- Sufficient lighting is available.
- All edges of the check are visible in the picture.
- Place the check in front of a dark background.
- Avoid blurry images.

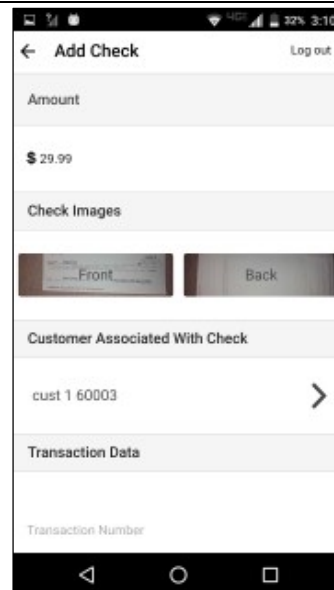
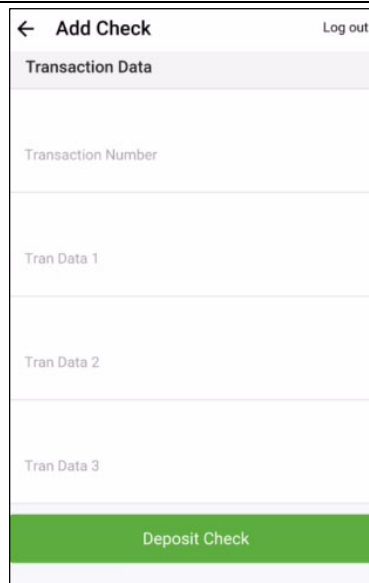


7. From the *Add Check* page, select the **Back** option.
8. Use the same guidelines listed above for a good image of the back of the check item. Select **Next**.



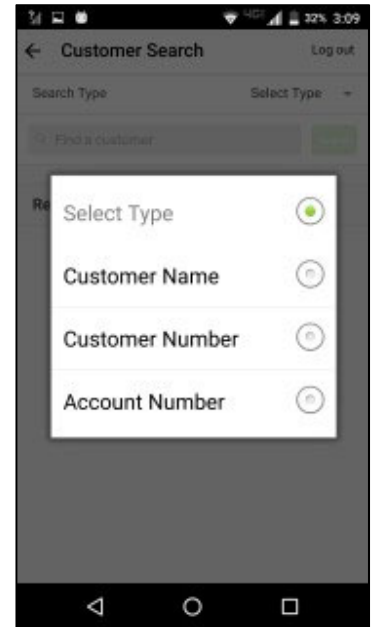
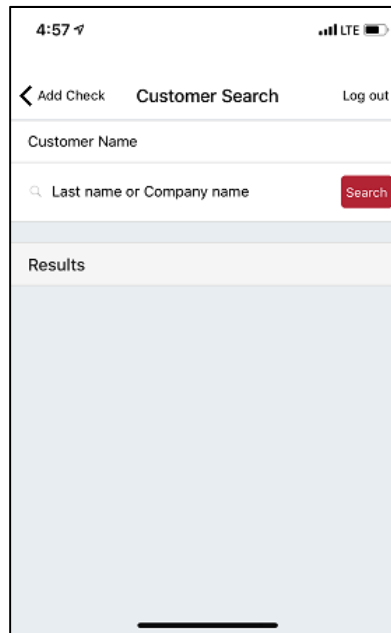
9. The *Add Check* page appears. Select **Deposit Check** to add the check to your deposit.
10. Select the **Customer Associated with Check** option to specify a customer for this deposit.
Associating a check with a customer can only be done if paired with additional product, RDC.

NOTE: Choose **Submit Deposit** and Skip to Step 13 if you only have mRDC.
Associating a check with a customer can only be done if mRDC is paired with RDC.



11. To associate this deposit with a customer, you must add the customer record in SmartPay Business and have access to RDC product. To locate a customer, select **Search**.

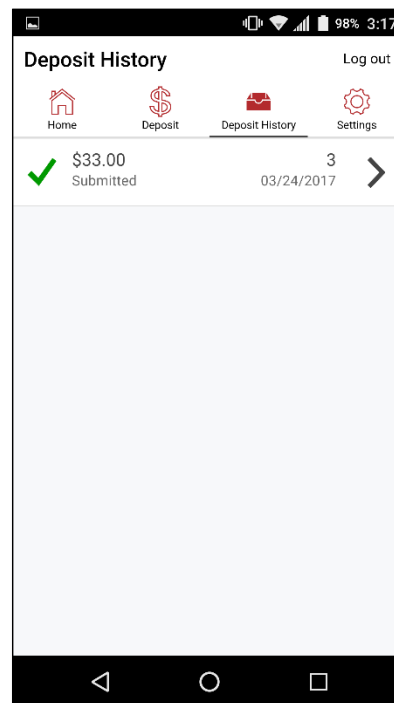
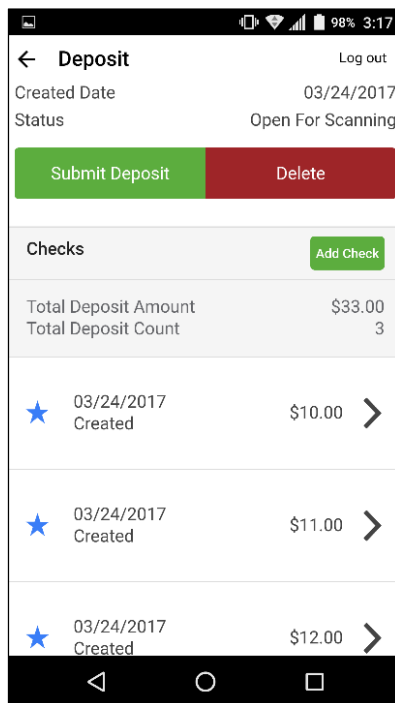
- **Customer Name:** Enter one or more characters to search by name.
- **Customer Number:** Enter the full and exact number assigned to your customer. This filter is not for a dynamic search and differs from the SmartPay Business (online platform) search filters.
- **Account Number:** Enter the last four digits of the account number associated with the customer.



12. If you wish to add another check to the deposit, choose **Add Check** and then repeat steps 4 through 10.

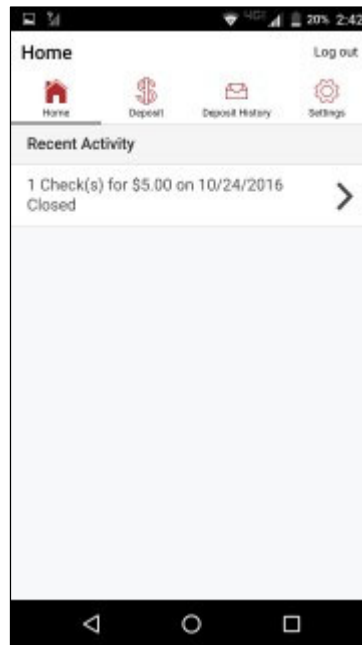
13. Once all checks have been added, select **Submit Deposit**.

14. A message appears stating that the deposit was successfully submitted for processing.



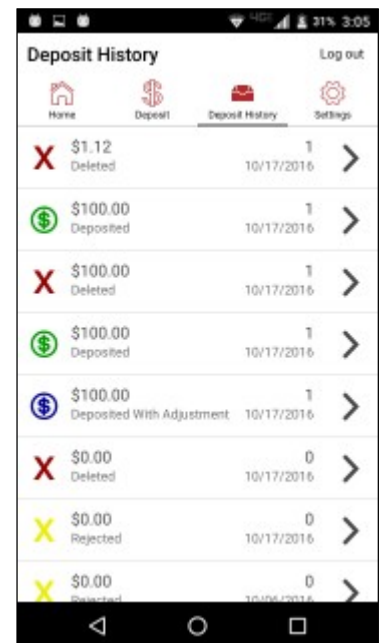
Viewing Results

- To view the results of your deposit, select **Deposit History** from the *Home* page of the mobile application. Note, history for checks is stored for 10 days. More history accessible via Business Portal: smartpay.profitstars.com/business/login



- The *Deposit History* page appears. Select the deposit you wish to view.

Icon	Description
	The item has been submitted
	The item has been deposited
	The item has been deposited with one or more adjustments
	The item has been rejected and was not deposited
	The item has been deleted
	The item is open for scanning
	This icon indicates a partial deposit



3. The *Details* page for the deposit appears. You may view a larger version of the check image by selecting the image.



-End-