

DIGITAL BANKING

QUICK GUIDE



**HOW TO MAKE A REMOTE
MOBILE DEPOSIT**

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1. Click **Deposit** at the bottom of the screen
 - a. First time users must read the disclosures and accept the terms by clicking **Accept**
2. **Select the account** you want to deposit to (i.e. Michigan Made Checking, Regular Shares, etc.)
3. **Enter the deposit amount**
4. **Take a photo** of the front of the check
 - a. You must enable camera access
 - b. Follow the on-screen prompts as the image will be captured automatically
5. **Take a photo** of the back of the check
6. **Review the information** entered is correct
7. Click **Submit Deposit**
8. You will receive a confirmation of the deposit.
 - a. Click **Ok** to return to the main menu
 - b. Click **Deposit Another Check** to deposit additional checks
 - c. If the submission fails, the end user will see an error message and will need to try to make the deposit again.