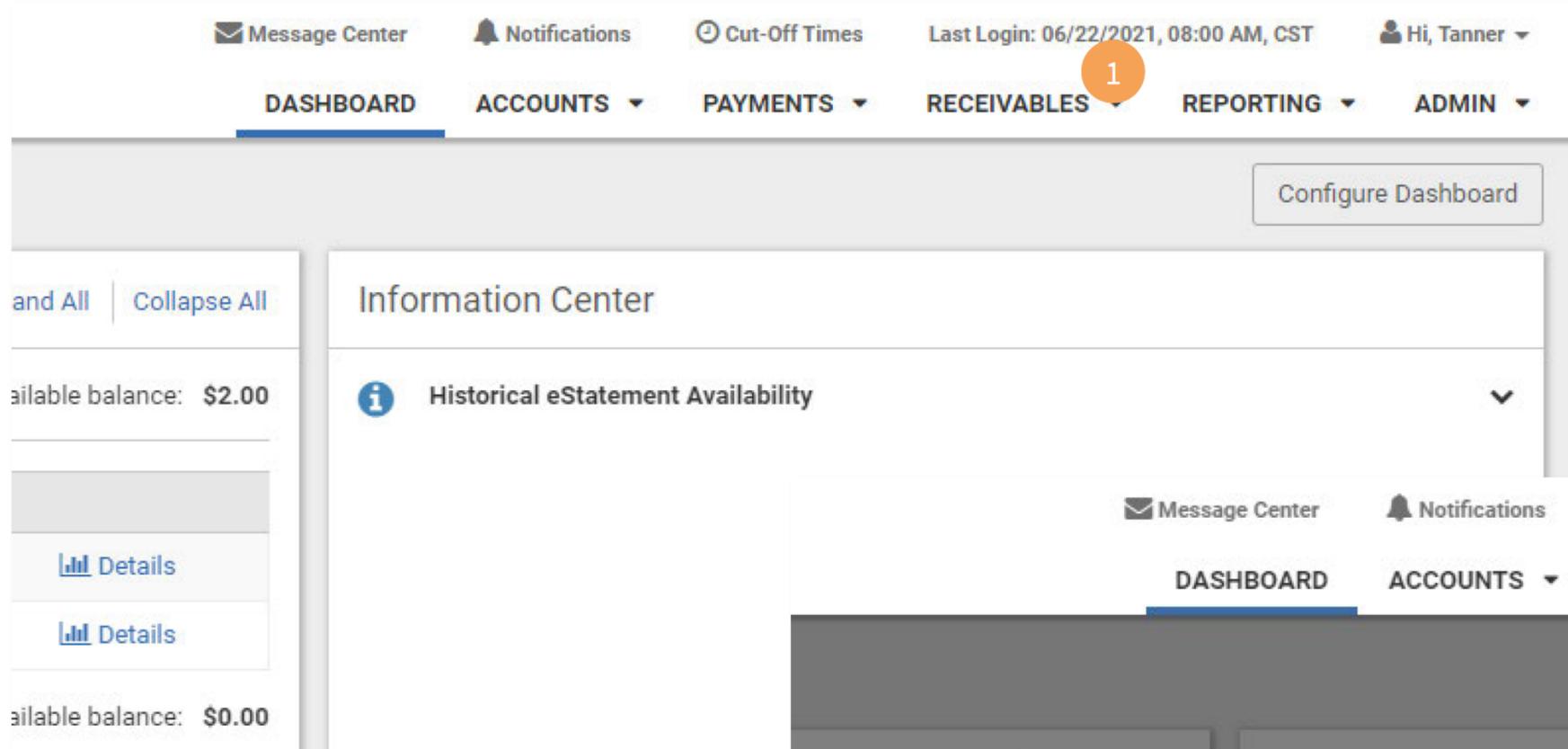


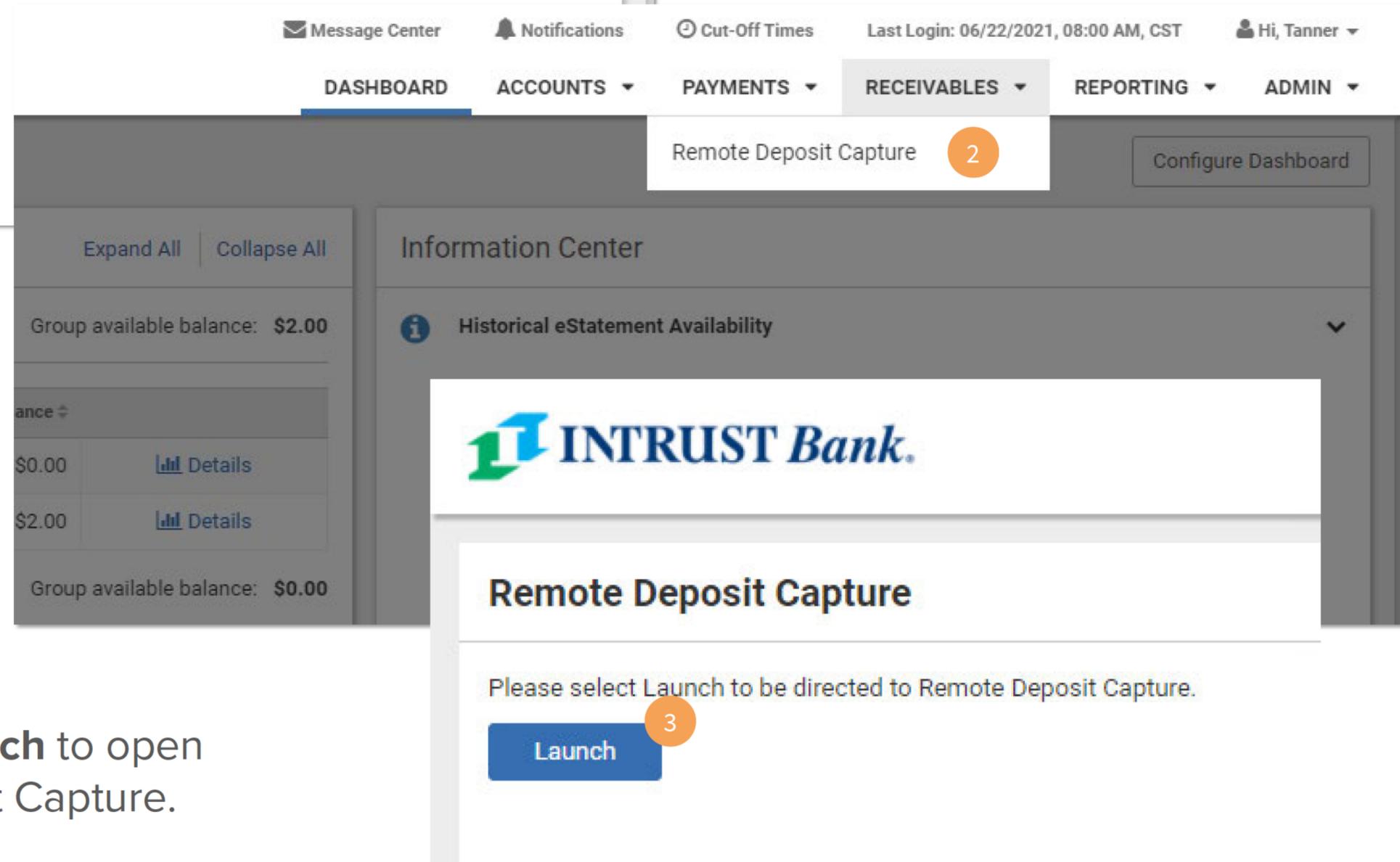
# **Mobile Remote Deposit Capture**

## **Admin Quick Reference Guide**

# Mobile Deposit Capture – Accessing SmartPay Business



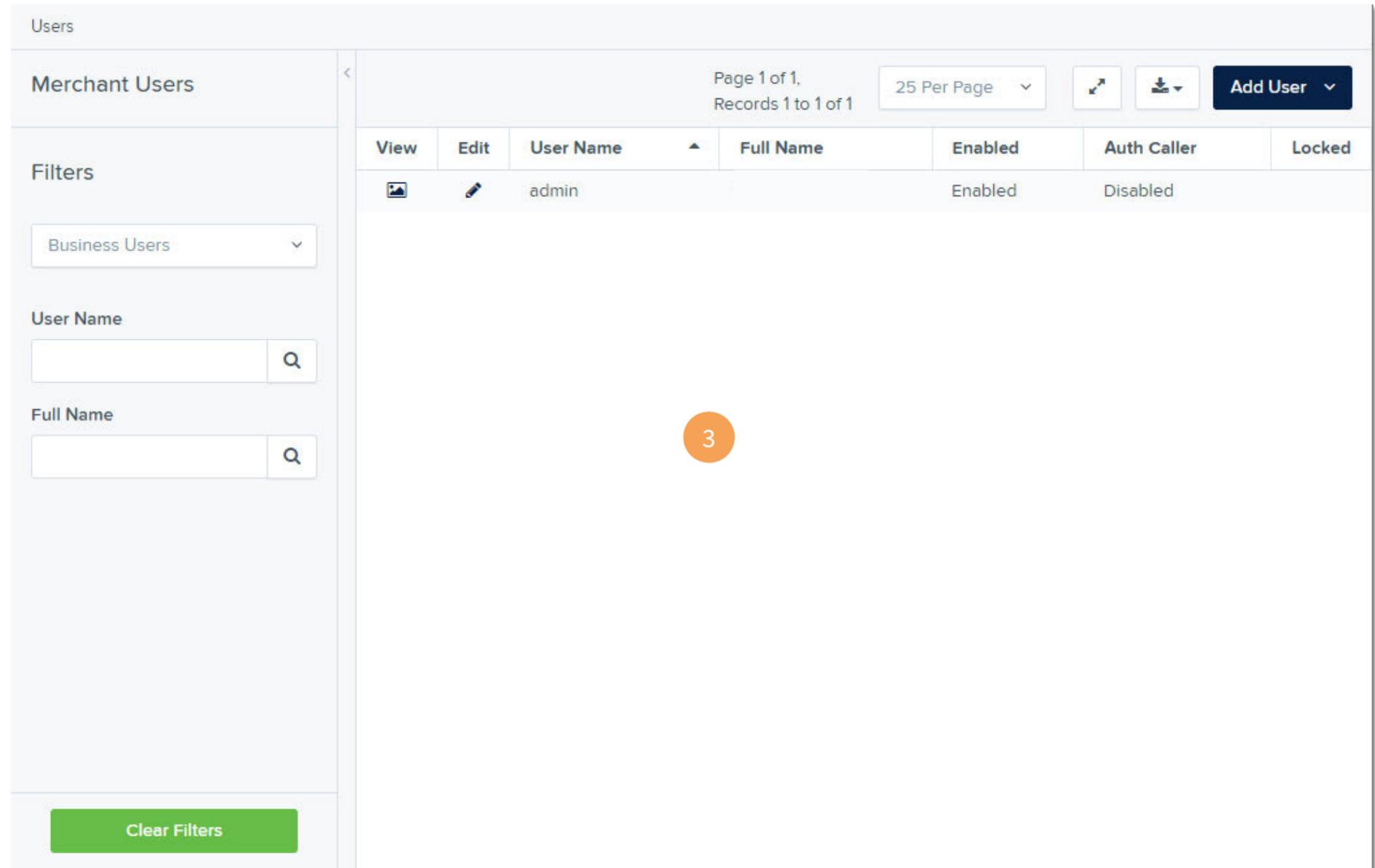
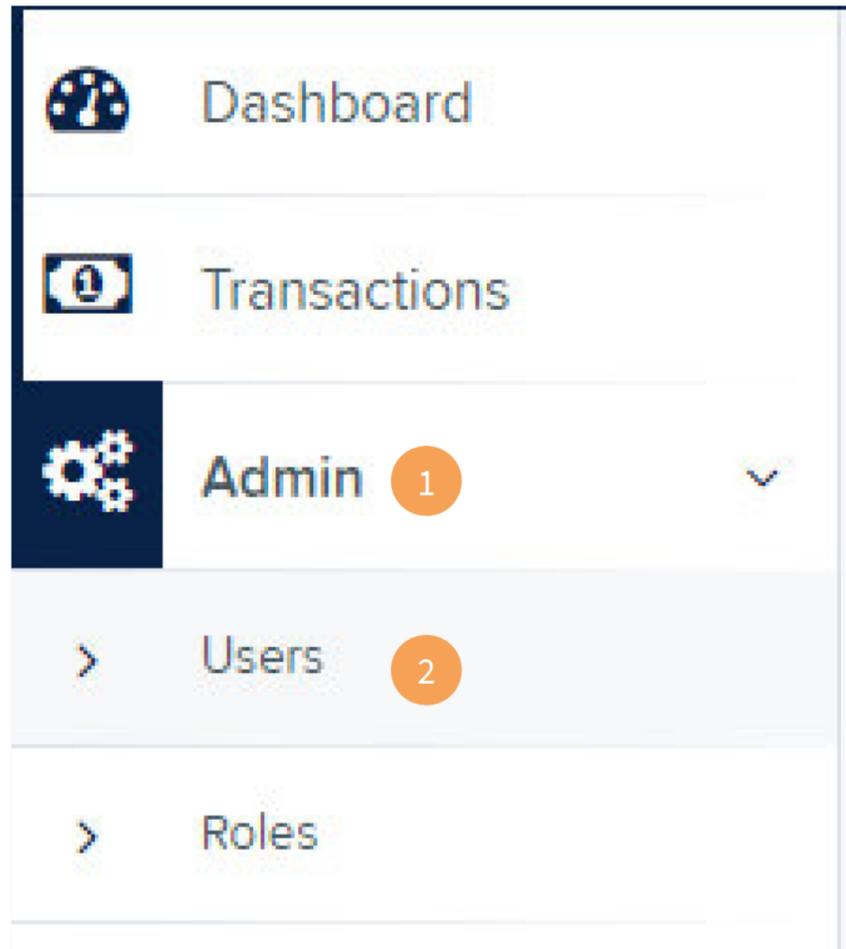
1 To get started, click on **Receivables** in the main menu.



2 Select **Remote Deposit Capture**.

3 Click on **Launch** to open Remote Deposit Capture.

# Mobile Deposit Capture – Accessing User Administration



Next, you will need to access the **Admin** section of SmartPay Business.

To do this, please follow these steps:

**1** Click **Admin**.

**2** Click **Users**.

**3** This will open the User Administration panel.

# Mobile Deposit Capture – Adding a New User

Page 1 of 1, Records 1 to 1 of 1

25 Per Page

1 Add User

2 Business User

RTG User

3

Enabled  Authorized Caller

Full Name \*

Johnny Test

User Name \*

Jtest

User Location

RDC ID \*

Johnny

Email Address

Johnny@testing.com

Auto Disable

Dual Auth Amount

0

Dual Auth Status

Approved

Please enter the exact username that this user will use to log into Online Banking (case sensitive).

Within User Administration, you will be able to edit and create users. To create a user, please follow these steps:

**1** Click **Add User**.

**2** Click **Business User**.

**3** Enter the required details for the user. **The User Name must match the user's Business Online Banking Login ID.**

**4** Click **Add** once all the required information has been entered.

Once completed, you can return to User Administration to view the newly created user.

4 Add

## Mobile Deposit Capture – Adding a New User (Continued)

| Privileges for this User            |                    | Roles within the Customer Services Privilege <span>^</span> |                       |  |
|-------------------------------------|--------------------|---|-----------------------|--|
| Enabled                             | Privilege          | Enabled   | Role Name             | Description  |
| <input checked="" type="checkbox"/> | Customer Services  | <input type="checkbox"/>                                    | Accounting            | All Reporting Functionality                                  |
|                                     |                    | <input checked="" type="checkbox"/>                         | mRDC                  | Mobile RDC   |
|                                     |                    | <input type="checkbox"/>                                    | Reconciliation Report | Allow User to view Reconciliation Report                     |
|                                     |                    | <input type="checkbox"/>                                    | Customer Data Privacy | User can view the page, generate report, and forget customer |
|                                     |                    | Locations for this User <span>^</span>                      |                       |  |
| Enabled                             | Location Name      |   |                       | Location Enabled   |
| <input checked="" type="checkbox"/> |                    |   |                       |  |
| <input checked="" type="checkbox"/> | Test Account *9416 |   |                       | <input checked="" type="checkbox"/>                          |

**1**  Customer Services

**2** Update

**3**  mRDC

**4**  Test Account \*9416

**5** Update

After filling in the correct information, you will need to grant the user access to submit remote deposits.

**1** Check the box next to **Customer Services**.

**2** Click **Update** to gain access to the **Roles within the Customer Services Privilege** panel.

**3** Click on **Roles within the Customer Services Privilege** panel and check **mRDC**.

**4** Click on **Locations for this User** and check the account into which you would like them to deposit.

**5** Click **Update** to confirm these changes.

# Mobile Deposit Capture – Adding a New User (Continued)

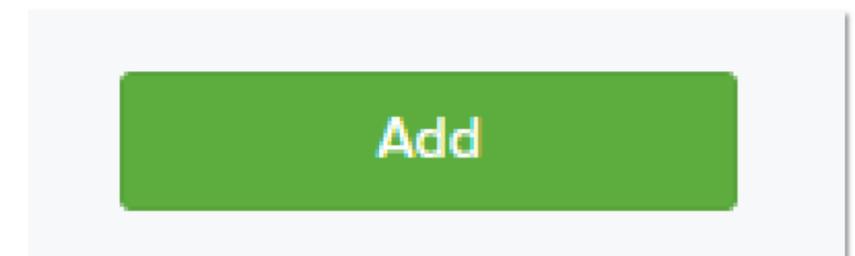
Users / Edit User

| Update User Settings                               |  | Privileges for this User            |                   | Roles within the Customer Services Privilege |                       |  |
|--|--|-------------------------------------|-------------------|--|-----------------------|--|
| <input checked="" type="checkbox"/> Enabled        | <input type="checkbox"/> Authorized Caller | <b>Enabled</b>                      | <b>Privilege</b>  | <b>Enabled</b>                               | <b>Role Name</b>      | <b>Description</b>   |
| Full Name *  |  | <input checked="" type="checkbox"/> | Customer Services | <input type="checkbox"/>                     | Accounting            | All Reporting Functionality                                  |
| <input type="text" value="Mark Tester"/>           |  |                                     |                   | <input checked="" type="checkbox"/>          | mRDC                  | Mobile RDC   |
| User Name *  |  |                                     |                   | <input type="checkbox"/>                     | Reconciliation Report | Allow User to view Reconciliation Report                     |
| <input type="text" value="Mark"/>                  |  |                                     |                   | <input type="checkbox"/>                     | Customer Data Privacy | User can view the page, generate report, and forget customer |
| User Location                                      |  |                                     |                   |  |                       |  |
| <input type="text"/>                               |  |                                     |                   |  |                       |  |
| RDC ID *   |  |                                     |                   |  |                       |  |
| <input type="text" value="MTEST"/>                 |  |                                     |                   |  |                       |  |
| Email Address                                      |  |                                     |                   |  |                       |  |
| <input type="text" value="Mark.Test@testing.com"/> |  |                                     |                   |  |                       |  |
| Auto Disable                                       |  |                                     |                   |  |                       |  |
| <input type="text"/>                               |  |                                     |                   |  |                       |  |
| Dual Auth Amount                                   |  |                                     |                   |  |                       |  |
| <input type="text" value="0"/>                     |  |                                     |                   |  |                       |  |
| Dual Auth Status                                   |  |                                     |                   |  |                       |  |
| <input type="text" value="Approved"/>              |  |                                     |                   |  |                       |  |
| <input type="checkbox"/> Enable RDN                |  |                                     |                   |  |                       |  |

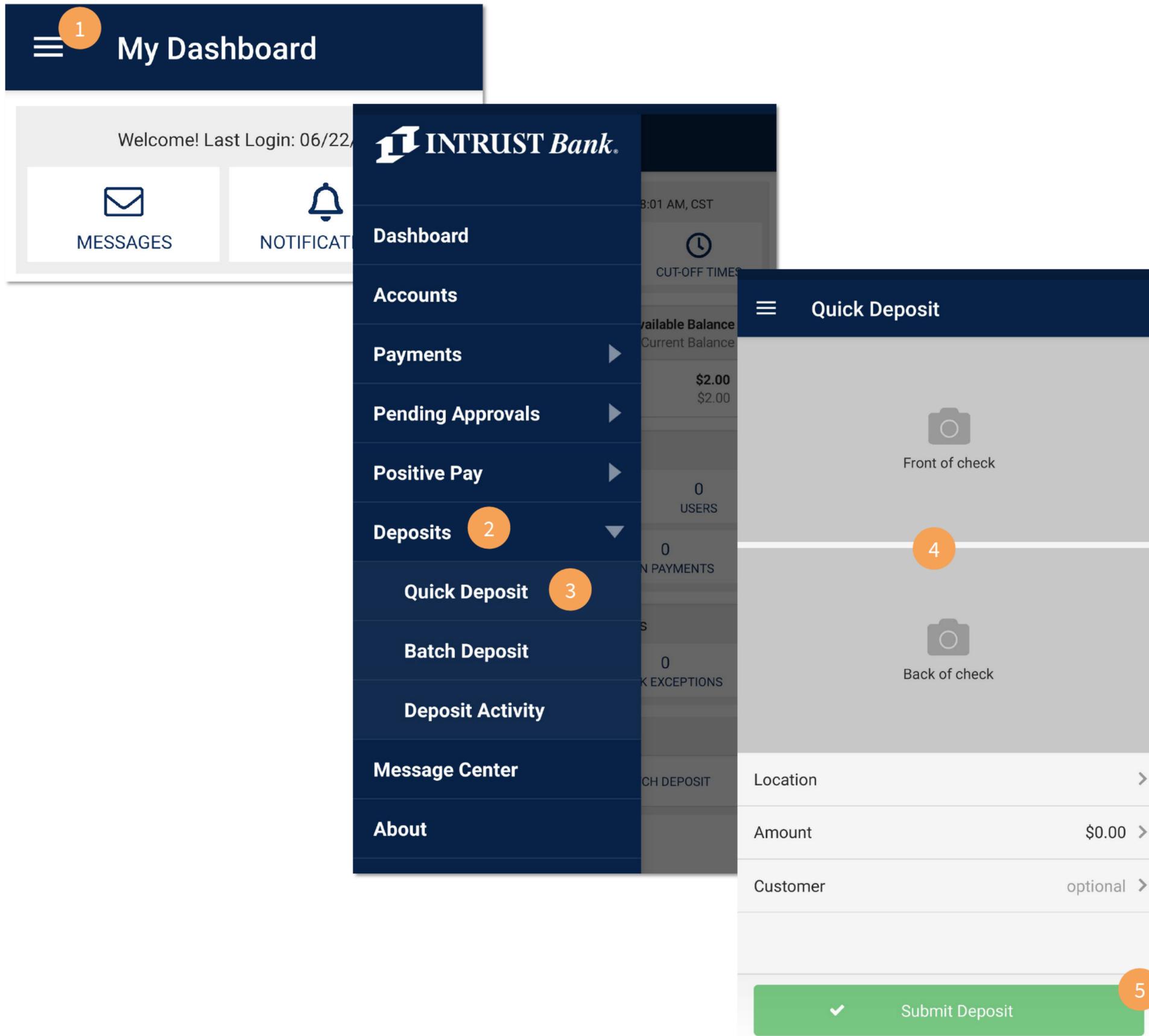
| Locations for this User             |               |                                     |
|-------------------------------------|---------------|-------------------------------------|
| Enabled                             | Location Name | Location Enabled                    |
| <input checked="" type="checkbox"/> |               |                                     |
| <input checked="" type="checkbox"/> | Test Account  | <input checked="" type="checkbox"/> |

Once completed, your screen should look like this. Please take a moment to ensure all the appropriate checkboxes are selected to avoid any delays or issues with mobile remote deposit.

If everything looks correct, click **Add**, and please proceed to the next page of this guide.



# Mobile Deposit Capture – Submitting a Mobile Deposit



Once the user has been created, please confirm they are now able to see and perform a deposit.

**1** Tap on the **menu icon (three lines)** to open additional options.

**2** Tap on **Deposits**.

**3** Tap on **Quick Deposit**.

**4** This will open the deposit function where you will be able to take pictures of the front and back of checks and enter the required information.

**5** Tap **Submit Deposit** when done.

If they are unable to view this option or submit a deposit, please reach out to Treasury Services at [treasuryservices@intrustbank.com](mailto:treasuryservices@intrustbank.com) or 800-905-6630 .