

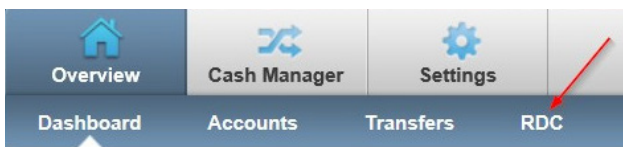
REMOTE DEPOSIT CAPTURE (RDC) Business Online Banking Instructions



Below please find instructions on how to use Remote Deposit Capture (RDC) in Business Online Banking. If you have any questions or need any assistance, please contact Treasury Management at 508-247-1699.

Step One

After logging into Business Online Banking, select **"RDC"** and a new window will launch.

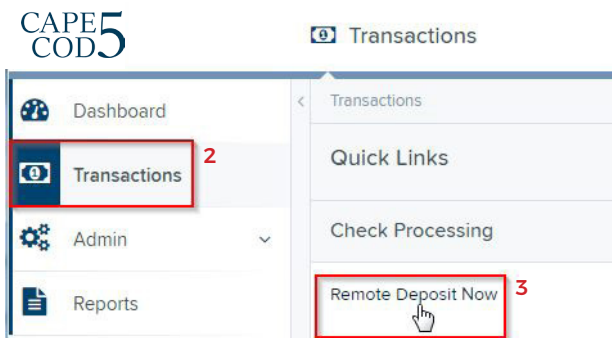


Step Two

Select **"Transactions."**

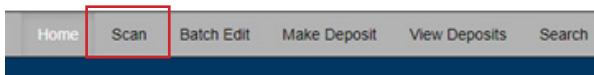
Step Three

Select **"Remote Deposit Now."**



Step Four

Select **"Scan"** to start the batch.

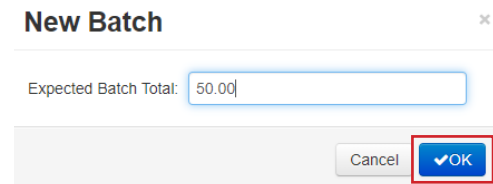


Step Five

Select **"Start"** at the bottom of the page.

Step Six

Enter the batch total and select **"OK."**



Step Seven

Click **"Start"** at the bottom of the screen to start the deposit.



Step Eight

You can click on **"Check Image"** to view the check images while scanning.



Step Nine

When batch has finished scanning, click **"Close Batch."**



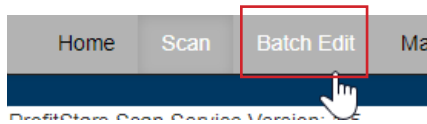
(continued on next page)

REMOTE DEPOSIT CAPTURE (RDC) Business Online Banking Instructions



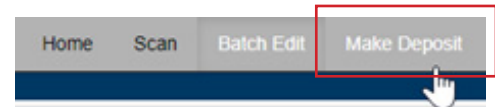
Step Ten

Select **"Batch Edit"** to review for errors and make any necessary repairs.



Step Thirteen

Select **"Make Deposit"** to begin the transmission of your deposit.



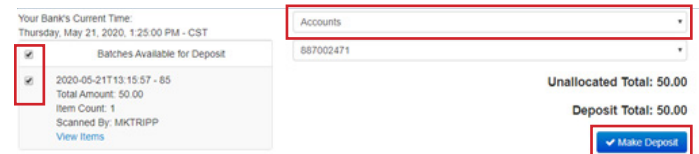
Step Eleven

You can choose to view both the **front** and **back** of the checks, and make necessary edits to balance your batch.



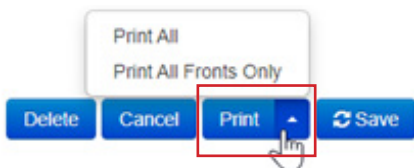
Step Fourteen

Select the **Batch(es)** to Deposit. Select the **account** to receive the deposit, then click **"Make Deposit."**



Step Twelve

Select **"Print"** at the bottom right of the screen to save check images if desired.

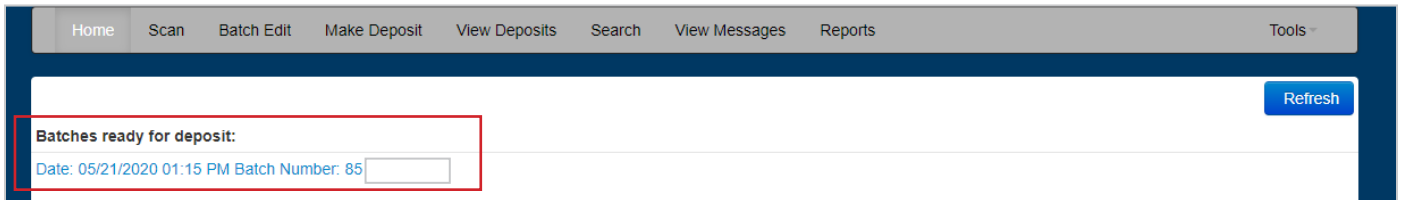


REMOTE DEPOSIT CAPTURE (RDC) Editing and Deleting Instructions

Below please find instructions on how to edit batches, delete individual checks and delete deposits using Remote Deposit Capture (RDC) in Business Online Banking. If you have any questions, please contact Treasury Management at 508-247-1699 or treasurymanagement@capecodfive.com.

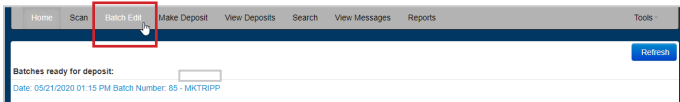
Batches that are “in process” will be listed on the main screen in RDC. To get to the RDC screen, log into **Business Online Banking**, click on **“RDC,”** click **“Transactions and Remote Deposit Now.”**

This batch is “in process”.

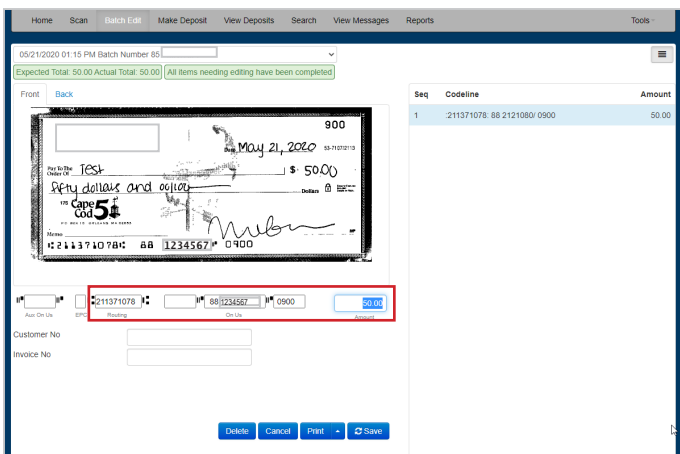


To Edit a Batch:

Click **“Batch Edit”** to make changes to the batch:



Batch edit will bring you to this screen:

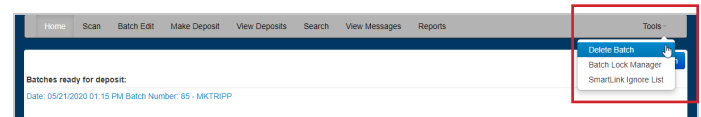


You can edit the **routing number**, **account number**, **check number** and **amount**.

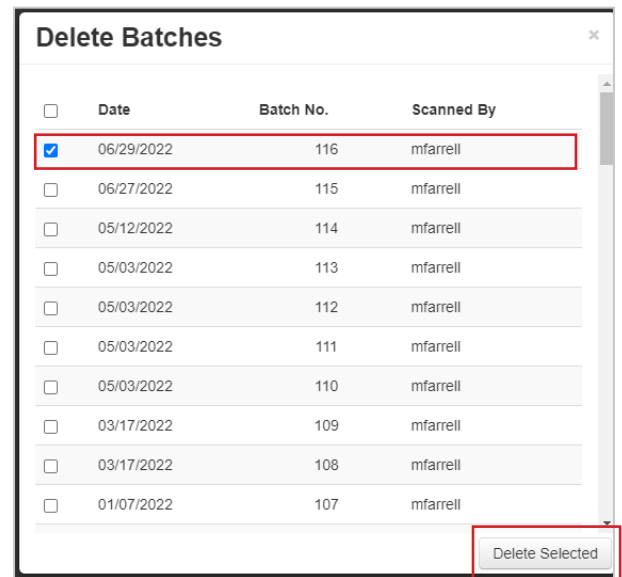
You can also delete the check by clicking **“Delete”** in the bottom middle of the page.

To Delete a Batch:

Click **“Tools”** in the upper right hand corner and click **“Delete Batch.”**



Click on the batches that need to be deleted. Then click **“Delete Selected.”**



REMOTE DEPOSIT CAPTURE (RDC)

Parts of a Check



The following list describes the mandatory items that must be present on a check in order for the check to be accurately and successfully negotiated through a remote deposit scanner. Please ensure that all parts of the check are complete and correct prior to depositing to avoid checks being returned.

The following items should be reviewed on every check submitted for deposit to verify accuracy:

1. **Date** - check should be dated for date of deposit or less than 6 months prior to date of deposit
 - Check should not be stale dated (written 6 or more months prior)
 - Check should not be postdated (written for a future date)
2. **Payee** - should be the name of the company or individual who owns the account where it will be deposited
3. **Dollar amount** - numerical amount of check
4. **Written amount** - written dollar amount
 - This is the legal amount and should reflect the accurate dollar amount of the check
5. **Maker signature** - signature of check owner
6. **Maker information** - identifying information for check owner
7. **Check number** - identifying number for maker of check
8. **Account number** - must be readable in order for deposit to be successful
 - Identifying number for account at bank from which check is being drawn
9. **Routing number** - must be readable in order for deposit to be successful
 - Identifying number for bank from which check is being drawn
10. **Endorsement** - our system will automatically place a virtual endorsement on all checks deposited through Remote Deposit Now.

