

Note: In order to use Mobile Deposit Capture, the TouchBanking app must be downloaded from the app store, available for iPhone and Android.

1. Endorse the back of your check with your signature.
2. Launch and log in to the TouchBanking app.
3. Touch the **Deposits** button, fourth button from the left. Buttons for iPhones are displayed at the bottom of the screen; buttons for Androids are displayed at the top of the screen.
4. Touch **New Deposit**.
5. Turn your phone sideways and take a picture of the front of your check. Make sure all four corners are visible on your screen. If they are not, touch Retake Picture. If they are, touch **Use Picture**.
6. Flip the check over and repeat for the back of the check.
7. Review the check information and confirm that you want to make the deposit by touching **Yes**.
8. Touch the **Deposits** tab.
9. Touch View **Deposit History** and you will be able to see your pending deposit.

Things to keep in mind...

- The Touchbanking app has to be downloaded to use Mobile Deposit.
- Teller staff will review each check as if it were being presented at the teller line.
- The maximum limit per each check submitted is \$3,000.
- The daily limit for total checks submitted is \$3,000.
- **Deposits will not be given instant credit. Deposits are only reviewed and approved on regular business days (deposits are not processed on weekends or holidays).**
- Cut-off time for deposits via mobile capture is 5:30 pm. Deposits submitted before 5:30 pm will be reviewed prior to closing.
- Deposits made after 5:30 pm will be held until a teller is able to review the deposit the next business day.
- **Mobile deposits may take up to two business days to be credited to the account.**
- Pending deposits can only be viewed on the deposits tab under View Deposit History.
- Deposits will not be seen in online history until the deposit had been reviewed, accepted and posted to the members account.