

G Home \square^2 Messages Money Movement Ξ Credit Card Login 凰 Commercial Remote Deposit (DLM) 0 Branches Reports

Fideli

1. To access Remote Deposit, click the 'Remote Deposit' link within Business Online Banking.

The remote deposit landing page appears.

Welcome					Create Deposit		
Today is 04/22/20	21 at 9:14:10 AM!	, your last login y	was on 04/22/2021 at 8:58:36	AM.	Location		
Fidelity Ban	k, NA is proud to have y	ou as a DirectLink Rem	ote Deposit Capture customer	r.	HQ	· · · · · · · · · · · · · · · · · · ·	•
DirectLink Remote your remote chec	e Deposit Capture gives y k deposits and research th	ou the ability to conveni nose deposits anytime, a	ently deposit checks remotely anywhere, from any device.	/, manage	Select an Accou	nt -	-
					Control Total		
For any additiona website www.fide	l information, please call o litybank.com.	our End User Support Li	ne @ (855) 251-6388 or visit u	us at our	\$ 0.00		
Thank you!							
mank you:							
mank you:					Crea	ate Tape Create Deposit	t
Denosits					Crea	Create Deposit	t
Deposits					Crea	Create Deposit	t
Deposits Open Pe	nding () Recent (D			Crea	Create Deposit	t
Deposits Open ① Pe Created	nding ① Recent (Submitted	7 Tracking #	Location 4	Account Name	Crea Item Count	Create Deposit	
Deposits Open Pe Created	nding ① Recent (Submitted	Tracking #	Location /	Account Name	Crea Item Count	Create Deposit Create Tape Deposit Total	
Deposits Open () Pe Created Pe	nding ① Recent (Submitted	7 Tracking #	Location /	Account Name	Crea	Create Deposit Create Deposit Deposit Total	
Deposits Open () Pe Created	nding 🚺 Recent (Submitted	7 Tracking #	Location /	Account Name	Crea	Create Deposit	

	Note: Button location throughout	
	size and width of browser display.	Create Deposit
		Location
		HQ •
2.	Select 'Accounts' tab within the Create Deposit Box to 🔍	Account
	select the account the deposit will go in to	Test DDA 🗸
		Control Total
2	Enter the total for the deposit into the 'Control Total' box	\$ 0.00
з.	Enter the total for the deposit this the Control total box -	
		Create Tape Create Deposit
4.	Select 'Create Deposit'	1

5. Load checks into scanner and click 'Capture' to scan items - Click 'Start Scan' in 'Capture Items' window

Capture Items	Correct Items	Balance Deposit	Review Deposit				:
	Q						
	Q						
	C	Press	ss 'Canture' to begin canturing items				
	C	11633		gin capturing items.			
	Q						
		Sequence #				Capture	Next

Note: Clicking capture connects to the scanner and opens a window that enables the user to view messages regarding the scanning of the items including error messages.

Capture Items	
Scanning	
	Cancel Start Scan
	Click 'Start Scan' here

6. Once the items have been scanned, the 'Capture Items' page is updated with those items



image pane will update with the image of the selected item.

If there are no issues with the items scanned, the system will move on to the Deposit Review page – the next step can be skipped and you can move on to page 5, step 9.

If there are any issues with items scanned, step 7 below explains the process to resolve.

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- 7. If there are any problems detected, the system will prompt a correction page to resolve the issue:
 - Duplicate Detected
 - Amount not recognized
 - MICR code information error

Example: Missing Check Amount

Q Joseph (1998) 4980 Q Joseph (1998) 1994(0) Q Joseph (1994) 1994(0) Q <th>\$ 0.00 The amount must be greater than \$0 and less than \$100,000,000.00. MICR 1: 987654321 1: 1006123458 I: 987654321 1: 1006123458 I: 987654321 1: Accept</th>	\$ 0.00 The amount must be greater than \$0 and less than \$100,000,000.00. MICR 1: 987654321 1: 1006123458 I: 987654321 1: 1006123458 I: 987654321 1: Accept
AMOUNT CANNOT BE ZERO Excessive Skew mple: Duplicate Item	To remove an entire deposit,

Capture Items Co	prrect Items Balance De	posit Review Deposit	then select remo	ve deposit.
Correcting 1 of 2				Remove Deposit
The item must be re	emoved to continue.			
Q JOHN AND/OR MARY	Y SMITH \$40091/284	1820 Amount		
Q 123 YOUR STREET YOUR CITY, STATE, 2IP COU	TAOL DATE SU	4 10 \$ 26.2	20	
PAY TO THE ORDER OF	K dolaka and 2900	STAC.20 MICR		
	Maria Maria	Marile 123456	5780 794-613-5	II ^{II} 1820
C	DI: 794-613-5# 1820	JIMAK.	Remove Verify	MICR Accept
Sequ	ence #438000002		To remove the item	
Duplicate Item	Click to view the d	luplicate image 🖌		, CICK THE KEMOVE DUIL
Exceptions 2				
 Excessive Skew Item is a duplicate 	When a duplico provides an op	ate item is presented, th tion to view the existing	he system g image.	

8. If scanned items do not match the control total entered on the Create Deposit page, the Balance Deposit page appears to make corrections as needed.

	Items Correct Item	Balance Deposi Boot Art Contrast Anchest Angland DD NOT CASHI Statistic DD NOT CASHI Statistic Market Contrast Market Co	t Review Deposit	Deposit Informatio Debit Total Difference Control Total	If the toto entered can be c \$2,377.88 \$600.00 \$ 1777.88 To remove or e select the check button to perfo	al amount was incorrectly, it corrected here. dit an item, ckbox of the the item menu form the action.
Row	Amount	Sequence	Routing	Account	Serial	
1 🖸	\$ 1367.66	106498000002	22222234	12343	9841	^
2 🖲	\$ 1349.23	106498000010	123456706	258352180	1209	
3 🕑	\$ 18.43	106498000020	000067894	1234567890123	0759	
4 🖂	\$ 225.67	106498000030	22222234	12343	9841	
5 🖻	\$ 725.00	106498000040	000067894	12345678		
If the	check value w	vas misread, it c	an be edited l	here.		
				S. All Rights Rooted	Capture	Changes Review

Once additional items, click the 'Capture' button. Once additional items have been captured, 'Save Changes' and move onto review step.

9. Review the deposit for accuracy and submit the deposit.

Capture	ltems Correct Items Balai	nce Deposit Review Deposit			:
ଷ୍		Merchant Capture Deposit Ticket	Deposit Inform	ation	
Q			Location	Main	
17 17	Account Number: Date:	6500532283 04/19/2016 01:40:05 PM	Account	*******2283	
C	Amount:	\$ 109.24	Control Total	\$109.24	
			ltem Count	2	
	1:5136-06191: 06500532	28.3** ,*0000010924.*	Date	4/19/2016, 1:39:22 PM	
			Tracking Number	M000000733	
			Comment		
	If comments	are necessary, enter the	m here	Balance Submit	Submit the deposit by clicking 'Submit'

10. Once submitted, the system confirms the deposit.

Merchant	t Capture Deposit Ticke	t Deposit	Informa	tion						
		Lo	ocation	Main						
Account Number: 650 Date: 04/2	00532283 19/2016 01:40:05 PM	A	ccount	********2283						
Amount: \$ 1	.09.24	Contro	ol Total	\$109.24						
•• E 1 3 F OF E O F E O E 3 3 3 3 4 4	400000108314	Item	Count	2						
•.3•36"06•1•. 0630033cm3# P			Date	4/19/2016, 1:39:22 Pf	vl					
		Tracking N	lumber	M000000733						
		Co	mment							
					A	Receipt				
						1				
	Click eithe	r to return bo	me or	to show der		Pint				
	Click eithe	r to return hc	ome or	to show dep	oosit rece	eipt.	volo	ad	or pri	nt
	Click eithe	r to return hc	ome or	to show dep	posit rece	eipt. To dov the rea	vnloo	ad o	or pri	nt >
	Click eithe	r to return ho De	ome or posit	to show dep Receipt Vi	oosit rece ew	eipt. To dov the rec either	vnloo ceipt of th	ad o t, ch ese	or pri 100se	nt Ə
	Click either	r to return ho De	ome or posit	to show dep Receipt Vi	oosit rece ew	Fipt. To dow the receither	vnloo ceipt of th Q	ad a t, ch ese Q	or pri noose	nt e
	Click either	r to return ho De	ome or posit	to show dep Receipt Vi 1 of 1 >	ew	eipt. To dov the red either	vnloo ceipt of th Q	ad a t, ch ese Q	or pri noose	nt e
	Click either	r to return ho De	pme or posit	to show dep Receipt Vi 1 of 1 Detail Receipt	ew	Pipt. To dov the re- either either	vnloo ceipt of th Q	ad (t, ch ese Q	or pri noos	nt Ə
	Click either Deposit Receipt SUBMITTED DATE: MERCHANT NAME: CREATED BY: SUBMITTED BY:	r to return ho De 8/14/2018 3-38-33 PM Weid Wide Distributers Inc wwd001	pme or posit	to show dep Receipt Vi 1 of 1 Detail Receipt DEPOSIT STATUS: LOCAUTS: ACCOUNT: TRACKING NO.:	ew Submitted Main Monocorra	Fipt. To dow the req either	vnloo ceipt of th Q	ad o t, ch ese Q	or pri noos C	nt Ə
	Click either Deposit Receipt SUBMITTED DATE: MERCHART NAME: EXEMITTED BY:	De Bl4/2018 3:38:33 PM World Wide Distributors Inc wwd001 PTURE SEQUENCE 733000002 733000002	pome or posit d Deposit 1 Deposit 1	to show dep Receipt Vi 1 of 1 Detail Receipt DEPOSIT STATUS: LOCATION: ACCOUT: TRACKING NO.: SERIAL NO. 791 5552	Submitted Main Motion Submitted Main Motion Submitted Main Motion Submitted Main Motion Submitted Main Motion Submitted Main Motion Submitted Main Motion Submitted Main Motion Submitted Main Motion Submitted Main Submitted Main Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Submitted Submitted Motion Submitted Motion Submitted Submitted Motion Submitted Motion Submitted Submitted Motion Submitted Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted Motion Submitted	Fipt. To dov the req either	vnloo ceipt of th Q	ad o t, ch ese	or print noosi e.	nt Ə
	Click either Deposit Receipt Submitted date: Merchant Name: Submitted by: Submitted by:	to return ho De Iterational It	pome or posit Deposit I Deposit I Deprove Deposit I Deposit I Deposit I Deposit I Deposit	to show dep Receipt Vi 1 of 1 Detail Receipt DEPOSIT STATUS: LOCATION: ACCOUT: TRACKING NO: SERIAL NO: 791 5552 stit Summary: M00000733	Submitted Main Motion Submitted Main Motion Statis S 441 S 641 S 6	Peipt. To dow the req either	vnloo ceipt of th Q		or print noosi e.	nt Ə

Click to close the window and return to page with submitted deposit.