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## **Mobile Check Deposit Instructions**

- 1. Log Into your account.
- 2. Enter Your Username or Account Number
- 3. Select Login.

4. Select the three line icon or slide your screen to the right and select "Check Deposit."

(Please note: The first time you click on this icon, you will be presented with the Mobile Deposit Capture Agreement. You must click on the accept button at the bottom of this agreement before you can continue.)

5. Select the account in which you want to deposit the check to.

6. Add the amount of the check (maximum amount is \$1,500.00)



7. Select the Front of Check camera icon to take a picture of the front of the check (We must be able to see the entire check and all information).



8. Select the Back of Check camera icon to take a picture of the back of the check (Please make sure all four corners of the check are in the picture and the endorsement is clear).



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9. Select the *Submit* button.

10. A pop up window will appear titled "Check Deposit", select *Submit.* 

11. Success! Your check deposit was submitted.