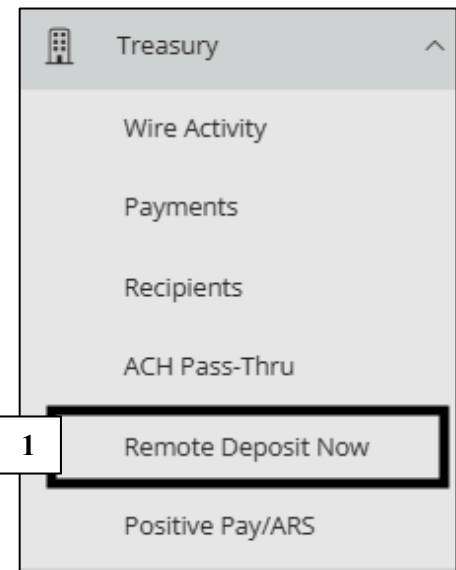
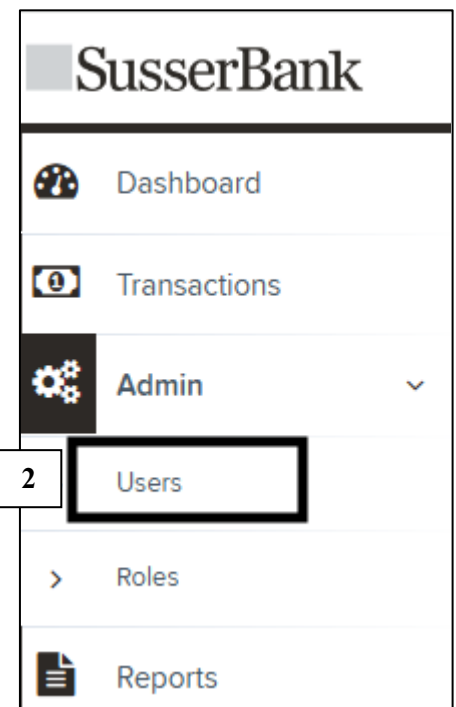


OPEN REMOTE DEPOSIT NOW

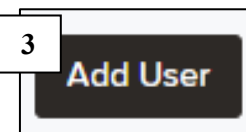
1. From the left navigation menu, select **Treasury > Remote Deposit Now**. A new window will open automatically.



2. **Navigate to Users:** From the left dashboard menu, select **Admin > Users** from the dropdown menu.

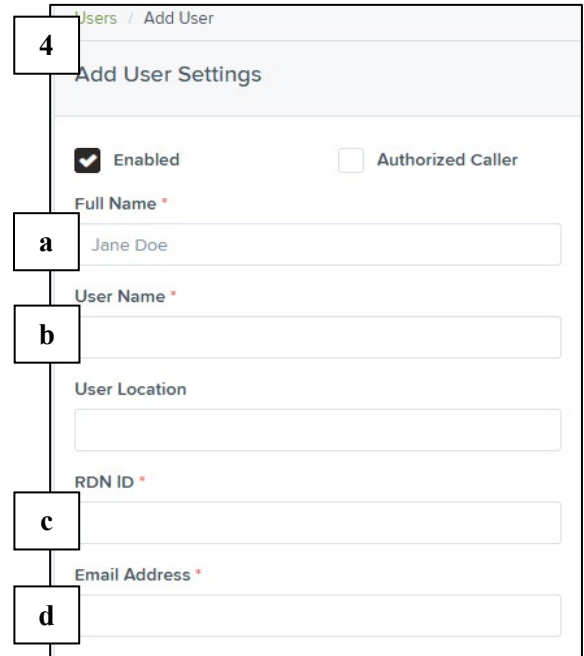


3. **Complete User Information:** In the upper right-hand corner, click **Add User**.

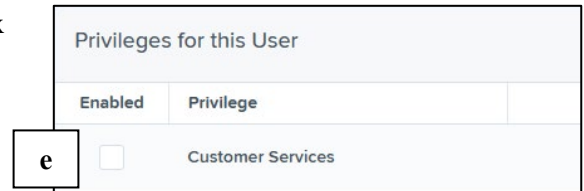


4. Under the “Add User Settings,” complete the following for the new user:

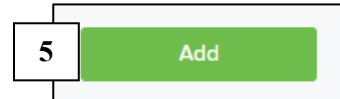
- Full Name**
- Username** (same username from online banking)
- Reenter the **Username** from step (b) above in the **RDN ID** field
- Email Address**



- Under “Privileges for this User,” select the checkbox next to **Customer Services**.

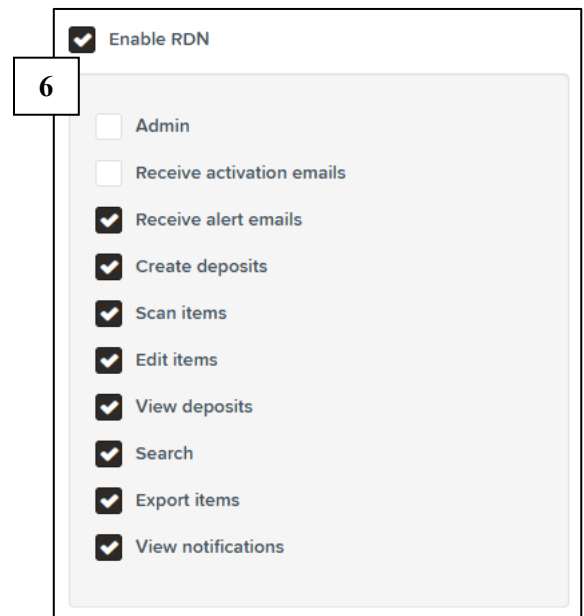


5. After click **Add** in the lower right corner. Additional options will open automatically.



6. Select the checkbox next to **Enable RDN** to expand a list of additional RDN features.
- Select all options except “Admin” and “Receive activation emails.”

Note: Do not Enable RDN if your organization will use Mobile Remote Deposit Capture (mRDC) only.



7. Expand **Roles within the Customer Services**

Privilege and select the appropriate roles:

- Scanner Deposits Only: Select **Accounting** and **Remote Deposit Now**
- Mobile Remote Deposit Capture (mRDC) Only: Select **Accounting** and **mRDC**.

Roles within the Customer Services Privilege 7		
Enabled	Role Name	Description
☒	Accounting	All Reporting Functionality
☐	RTG User / SERVER ONLY	Real Time Gateway, server to server activity only
☒	Remote Deposit Now	Remote Deposit Now
☐	Reconciliation Report	Allow User to view Reconciliation Report
☐	Customer Data Privacy	User can view the page, generate report, and forget customer
☒	mRDC	Mobile RDC

8. Expand **Locations for this User** (locations are another name for accounts) and select the account(s) the user should have access to.

- Click **Update** to save your changes.

8

Locations for this User

Enabled	Location Name
☒	
☒	Checking 4321

a

Update

 CONFIRM SETUP User appears on users list?	Roles assigned?	Account access assigned?	Ready to begin depositing.
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