REMOTE DEPOSIT CAPTURE INSTALLATION AND CREDENTIALS SET UP

Follow these instructions to perform the following actions:

- Download and install the scanner. Have the scanner ready to connect.
- Set up credentials. Obtain the User ID and temporary password provided by the bank.
- Test installation by scanning a test check. Verify the installation was successful.

DOWNLOAD AND INSTALL YOUR SCANNER

NOTES:

- Ensure the scanner is disconnected from your PC or Mac prior to performing the installation.
- **Do not** log in to the Remote Deposit Capture online service prior the installation.
- Confirm that you have **administrative rights** to your computer to be able to run the installation.

BEGIN THE INSTALLATION:

- If you have a scanner connected to your PC or Mac, disconnect the scanner.
- Click on the link below that matches your circumstances.
 - o Installer for Mac
 - Installers for PC:

Digital Check Scanner RDM Scanner Panini Scanner Epson Scanner Twain Scanner Cannon Scanner Burroughs Scanner Any Scanner Not Listed Above

The **Download** or **Install** screen will appear.

AmegyBank,

• If the Download screen appears, click Run. The download process may take approximately two to four minutes. Once the download completes, the Install screen will appear. If the Download screen does not appear, the Install screen will appear. Note: Screenshots are as they appear using Internet Explorer.

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WIN_SCM_Dexe 28.3 MB Do you want to ru save this program	n or Run	Save 🔻] *	WIN_SCM_Dexe 28.3 MB 84% files.rdmcorp.com 3 se	at 1.63 MB/sec Pause Cancel Cancel
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• When the Install screen appears, click Install.



- Follow the instructions in the pop-up windows. Instructions will include when to connect your scanner and when it is safe to plug in your scanner.
- If not already disconnected, disconnect your scanner and click OK.



• Connect your scanner and click OK.















• When the download is complete, click **Finish**.



You are now ready to set up your credentials/login. See instructions below.

SET UP CREDENTIALS / LOGIN

FOR EXISTING TREASURY GATEWAY USERS

- Log in to Treasury Gateway.
- Click on Remote Deposit Capture under Services.
- You will be taken directly to the new Remote Deposit Capture service.

You are now ready to test your installation by scanning a test check. See instructions below.

FOR NEW TREASURY GATEWAY USERS

- Access Treasury Gateway utilizing the instructions provided by your bank representative.
- Click Register.

	LOGIN
Username:	
Password:	
	60
	Forgot your password?
	REGISTER

- Click on Remote Deposit Capture under Services Available for Enrollment and click Continue.
- Enter your Remote Deposit Capture User ID and temporary password provided by the bank and click Continue.

MAINTENANCE | Enroll Services

Please enter your service credentials

Username	
Password	
Nickname	[2

You are now ready to test your installation by scanning a test check. See instructions below.









TEST YOUR INSTALLATION BY SCANNING A TEST CHECK

• Click on the **Deposit** tab, and then on the **Settings** link. Depending on your service, the settings link will be at the bottom left or top right of the page.



• If your scanner model does not automatically populate, select it from the dropdown list.

Scanner Settings To test your scanne	r:		Settings
 Select your scan Insert a check, a 	ner model from the drop-down li ind then click Scan. If the scan is	st, and then a ck Save. successful be check im	Scanner Model:
Scanner Model:	Digital Check Scanner	Client ID: Sci	RDM EC96XX Series (IP)
		OR	

- Insert a test check into the scanner.
- Depending on your service, you will test by clicking on the Scan or the Test button.



• Click **Done** or **Save** at the bottom right of page.

You are now ready to make deposits!

Detailed instructions are in the User Guide located on the [insert URL here for Remote Deposit Resource Center and make it a link].

- To make future deposits, simply login to Treasury Gateway.
- Enjoy your new service!









