

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.

- [Installer for Mac](#)

- Installers for PC:

[Digital Check Scanner](#)

[RDM Scanner](#)

[Panini Scanner](#)

[Epson Scanner](#)

[Twain Scanner](#)

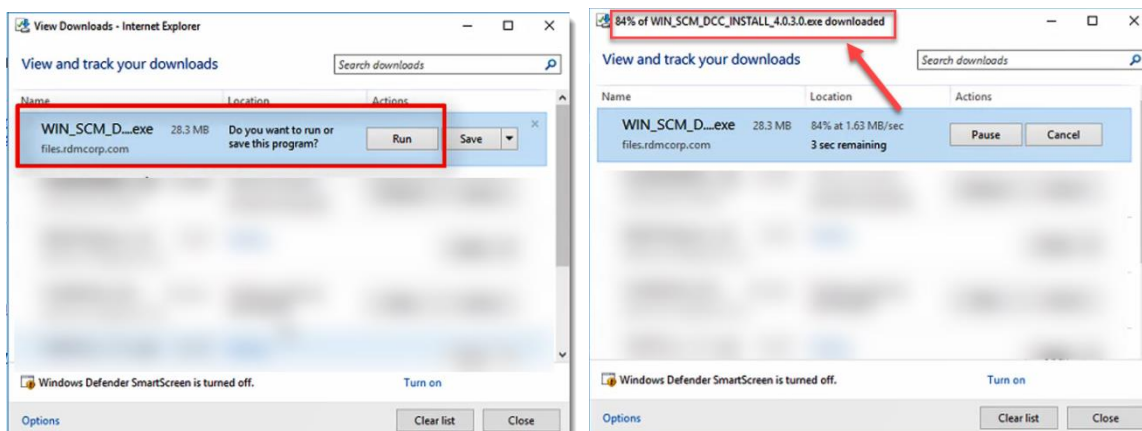
[Cannon Scanner](#)

[Burroughs Scanner](#)

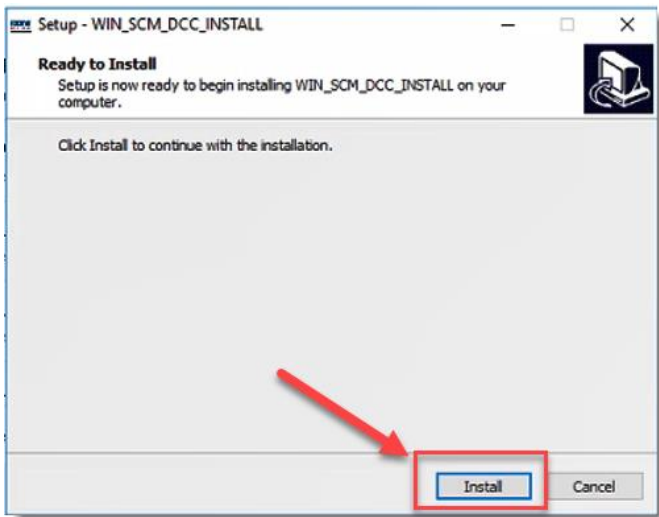
[Any Scanner Not Listed Above](#)

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

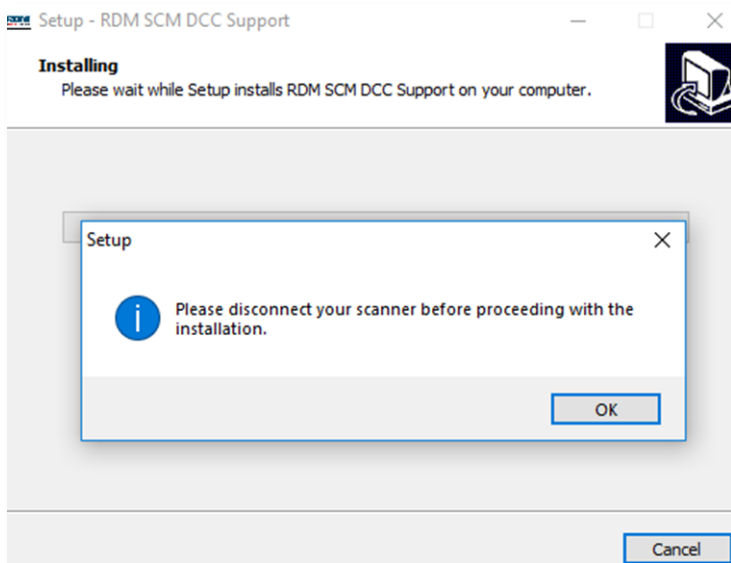
- If the **Download** screen appears, click **Run**. The download process may take approximately two to four minutes. Once the download completes, the **Install** screen will appear. If the **Download** screen does not appear, the **Install** screen will appear. Note: Screenshots are as they appear using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



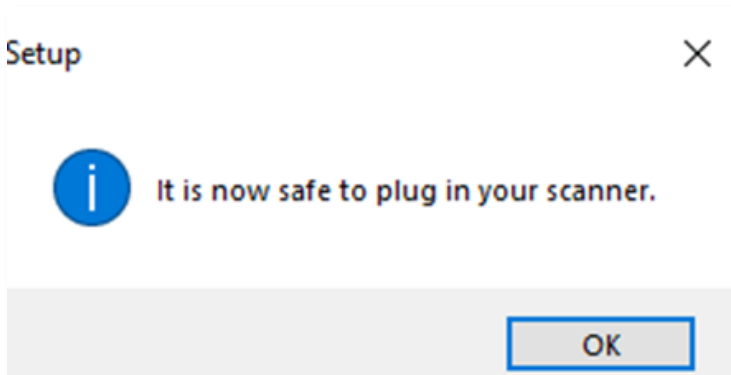
- When the **Install** screen appears, click **Install**.



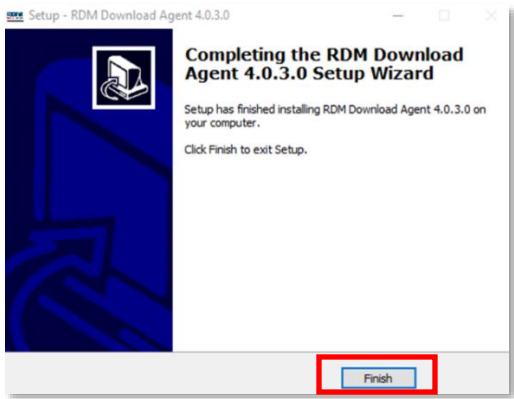
- Follow the instructions in the pop-up windows. Instructions will include when to connect your scanner and when it is safe to plug in your scanner.
- If not already disconnected, disconnect your scanner and click **OK**.



- 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**.

- 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**.

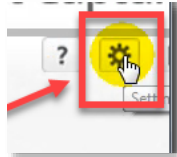
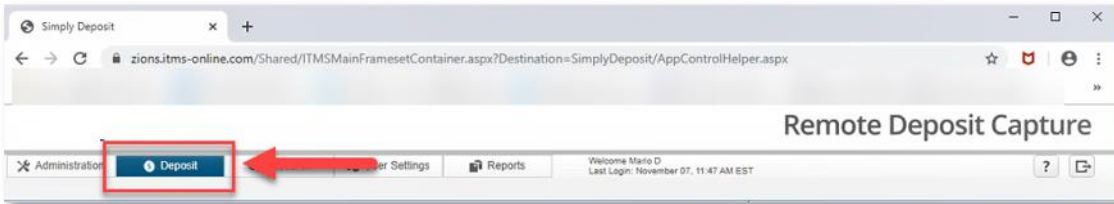
MAINTENANCE | Enroll Services

Please enter your service credentials

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

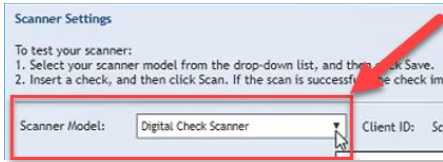
TEST YOUR INSTALLATION BY SCANNING A TEST CHECK

- 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.

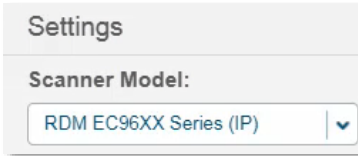


OR

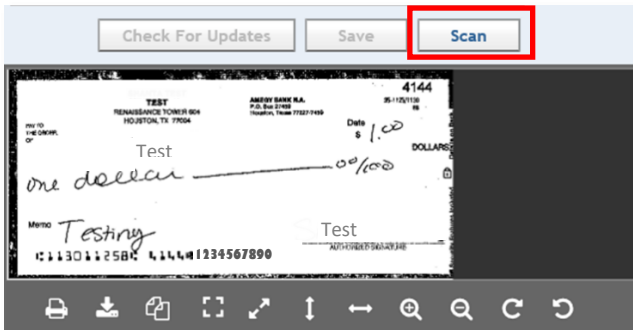
- If your scanner model does not automatically populate, select it from the dropdown list.



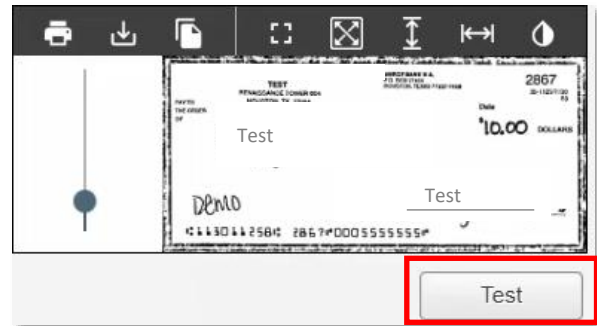
OR



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



OR



- 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!