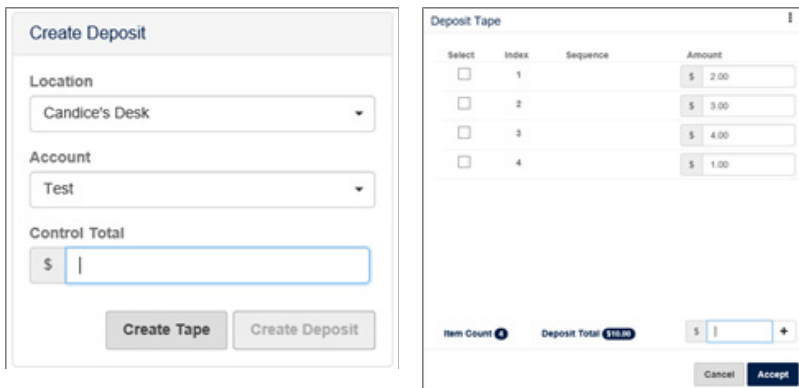**1** From the Remote Deposit homepage locate the **Create Deposit** section on the right. Prior to scanning your checks you will select the location you are scanning from; which account you are depositing to and, the total control amount of the checks you are depositing. You can use the Create Tape feature to total your deposits. If you wish to proceed without using the Create Tape feature, enter the total amount of your deposits in the Control Total field.

Tip: Use the **Create Tape** feature to quickly total your checks. Click **Create Tape** and enter each check by amount. Click the "+" or **Enter** on your keyboard to add the check, you can add additional checks. When you have entered all checks, click **Accept** for the control amount of your deposit to automatically populate.

2 Click **Create Deposit.** On the next screen select **Capture**. Then select Start Scan to begin scanning your checks.

Tip: While scanning your checks you will receive: Initializing, Ready, Scanning, Capturing Item Number, Processing Item Number, and/or Error Messages.

3 Click **Stop Scan** when you are finished feeding your checks to review deposit and review any exceptions.

4 Once your items are scanned, the **Items** list will show all the items captured. From this list you can remove an item by selecting the check box or, view an item closer.
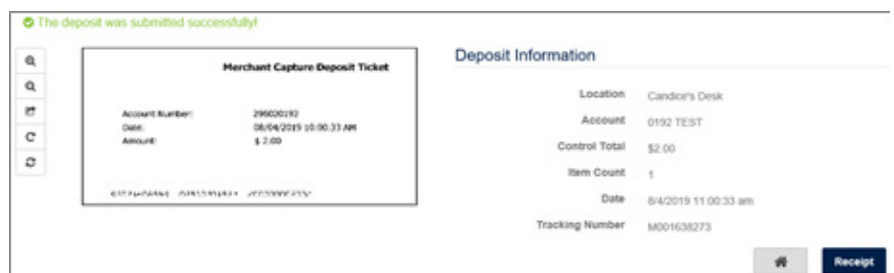
Tip: To remove an entire deposit, click on the three stacked dots to remove a deposit and all of its captured items.

5 Click **Next** to review your deposit.

Tip: If your deposit is out of balance you will be navigated to the *Balance Deposit* screen where you can review and correct discrepancies.

6 Make a final review of your deposit and click **Submit**.

7 You will receive a confirmation that the deposit was submitted successfully. You may also print a receipt for the deposit. This report can also be accessed through Receipt Detail from the Reports page.