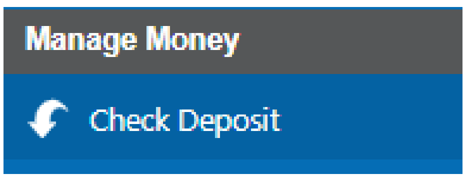
COMMENCEMENT BANK

Instructions for Completing an RDC Deposit

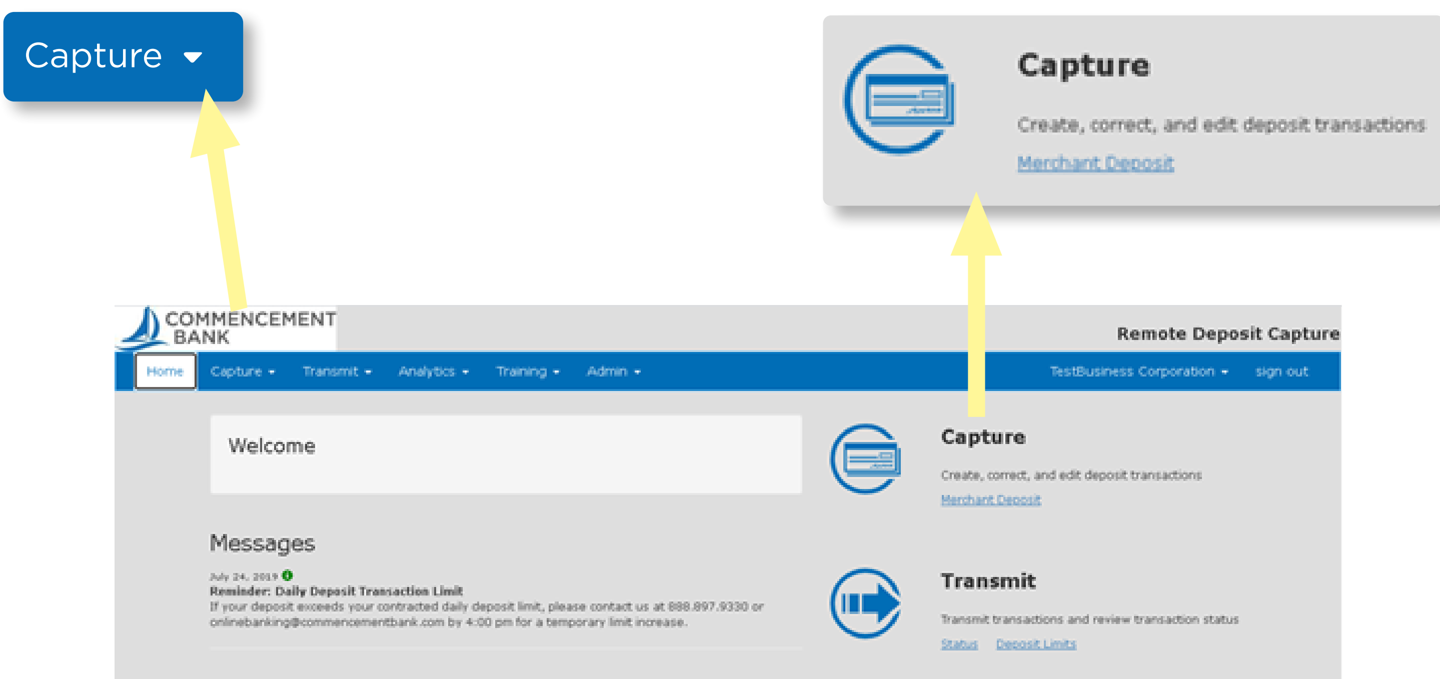
Hello Remote Deposit Capture Customer!

There are two convenient ways to create a deposit within the Remote Deposit Capture platform. To do so:

1. Log in to Commencement Bank's Online Banking and under Money Management, choose Check Deposit



2. Click Capture from the blue menu bar towards the top of the screen, or select Merchant Deposit under the Capture Icon:

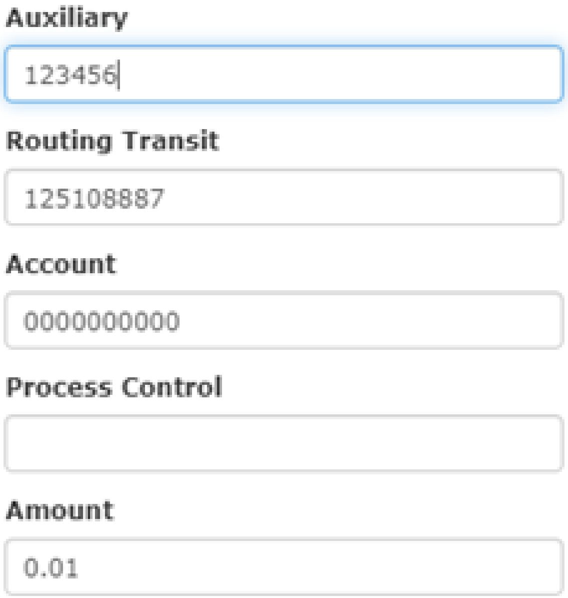


3. On the Create or Edit Merchant Deposit screen, select the Deposit Account, if applicable, then enter the deposit total in the Deposit Amount Field

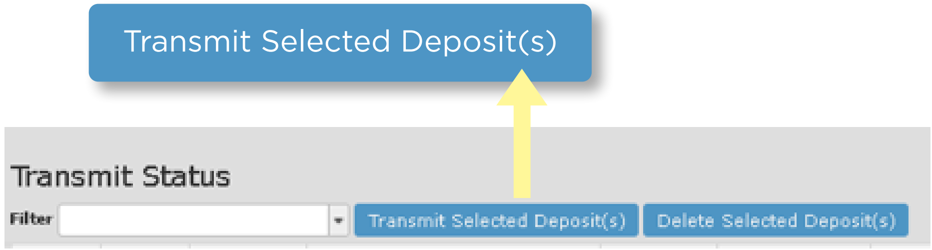
4. Click the blue Create New Deposit button

5. Click the Scan button to engage the scanner and prompt it to feed checks through the track

6. Scan all checks within the deposit, editing each item when necessary in the check data field to the right of the check image



7. When the deposit is in balance, click the blue Close button in the upper right-hand corner of the screen, then from the pop-up, select Release
8. After clicking Release, you will automatically be routed to the Transmit screen
9. With the deposit highlighted, click the Transmit Selected Deposits button



10. After a successful transmission, the status of the deposit will change to Acknowledged and you will be able to access both deposit reports by clicking the PDF icons on the far left side of the deposit bar:

Congratulations! You have now made your first deposit on Commencement Bank's updated Remote Deposit Capture platform. If you have any questions or would like assistance, please contact the Cash Management Department at 253.284.1826 or onlinebanking@commencementbank.com.