# how to make a





### **Step 1:** Tap the "+" icon located at the bottom of the app.



UNIVERSITY OF HAWAI'I FEDERAL CREDIT UNION

### **Step 2:** Tap "Remote Deposit"

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Remote Deposit

Add Alert



### **Step 3:** Select the account you want your funds to deposit into.





Step 4: **Check off all the "Remote Deposit Guidelines**" and tap Continue.



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### **Remote Deposit Guidelines**

Please read carefully and check each item below before you continue.

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Endorsement on back of check must include your signature and For UHFCU

The payable to name should match a

The date of the check should not be

Banking will be subject to holds at our discretion and are not subject to our Funds Availability Policy. You are responsible for verifying the status of a Mobile Deposit after you have made the deposit and before using the funds.

Don't show it again

Continue

### Step 5: Accept the "Remote **Deposit Capture Services Terms and Conditions**"



University of Hawaii Federal Credit Union

### AND CONDITIONS

Effective: May 24, 2022

In this Disclosure and Agreement, the words "I," "me," "my," "us" and "our" mean the UHFCU member or business that applied for and/or uses any of the Remote Deposit Capture Services (the "Services") described in this Disclosure and Agreement. The words "you," "your," and "yours" mean University of Hawaii FCU. My Application for use of the Remote Deposit Capture Services, your notification of approval of my application, and my University of Hawaii FCU Account Agreement and Disclosures are hereby incorporated into and made a part of this Disclosure and Agreement. In the event of a discrepancy between this Disclosure and Agreement and my Application, your approval, or the Account Agreement, this Disclosure and Agreement will control.

Use of the Services. Following receipt of your notification approving my use of the Services, I am authorized by you to remotely deposit paper checks I receive to my account with you (the "Account") by electronically transmitting a digital image of the paper checks to you for deposit. My use of the Services constitutes my acceptance of the terms and conditions of this Disclosure and Agreement. Upon receipt of the digital image, you will review the image

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Accept

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### **REMOTE DEPOSIT CAPTURE SERVICES TERMS**

Decline

### Note:

### Once registered, you will receive an email with an approved deposit limits\*. \*Your limit amounts will <u>NOT</u> change from your previous Mobile Check Deposit.

Your registration for Remote Deposit has been approved. Your deposit limits are as follows:

Per Deposit Limit: \$2,500.00 Daily Deposit Limit: \$5,000.00 Rolling 30-Day Deposit Limit: \$10,000.00

You may contact us by electronic mail at memberservices@uhfcu.com. or by telephone at 800-927-3397 if you have any questions or difficulties using this service Sincerely.

Remote Deposit Administrator University of Hawaii Federal Credit Union



### Step 6: Confirm you are depositing in the right account. Tap "Front"

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### **Step 7:**

- Make sure the check is made out to you.
- Confirm that written amount of the check matches it's numerical value.
- Verify that the check is signed and dated.
- Take a photo when the **Green edge detectors** appear.
- Then tap "Continue"



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CREDIT UNION

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### **Step 8:** Capture Front Check Image

- Place check on dark surface
- Align to fit within viewfinder
- Tap screen to capture image
- Verify image & Click "Continue"



Place check on dark su





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### **Step 9: Endorse the check**

- Sign your name on the back of the Check
- Neatly print the words "For UHFCU Mobile Deposit Only"
- Then tap "Continue"

She Flip the check over to endorse the back:

ENDORSE CHECK HERE John Mancock 1. Sign your name on the back of the check. 2. Neatly print the words "For UHFCU Mobile Deposit Only". Do not show this again





### Step 10: Capture Back Check Image

- Place check on dark surface
- Align to fit within viewfinder
- Tap screen to capture image





### **Step 11:** Confirm the information is correct &

### Tap "Submit"



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**Deposit History:** You can view your deposit history on the upper left corner.

Tap the "box icon"

You will be able to see a front and back image of the check



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### **Note:**

You will automatically receive an email confirmation that the following actions has occurred:

- The check has been accepted
- The check is in review
- The check is denied/deleted with a reason



## Pau!

