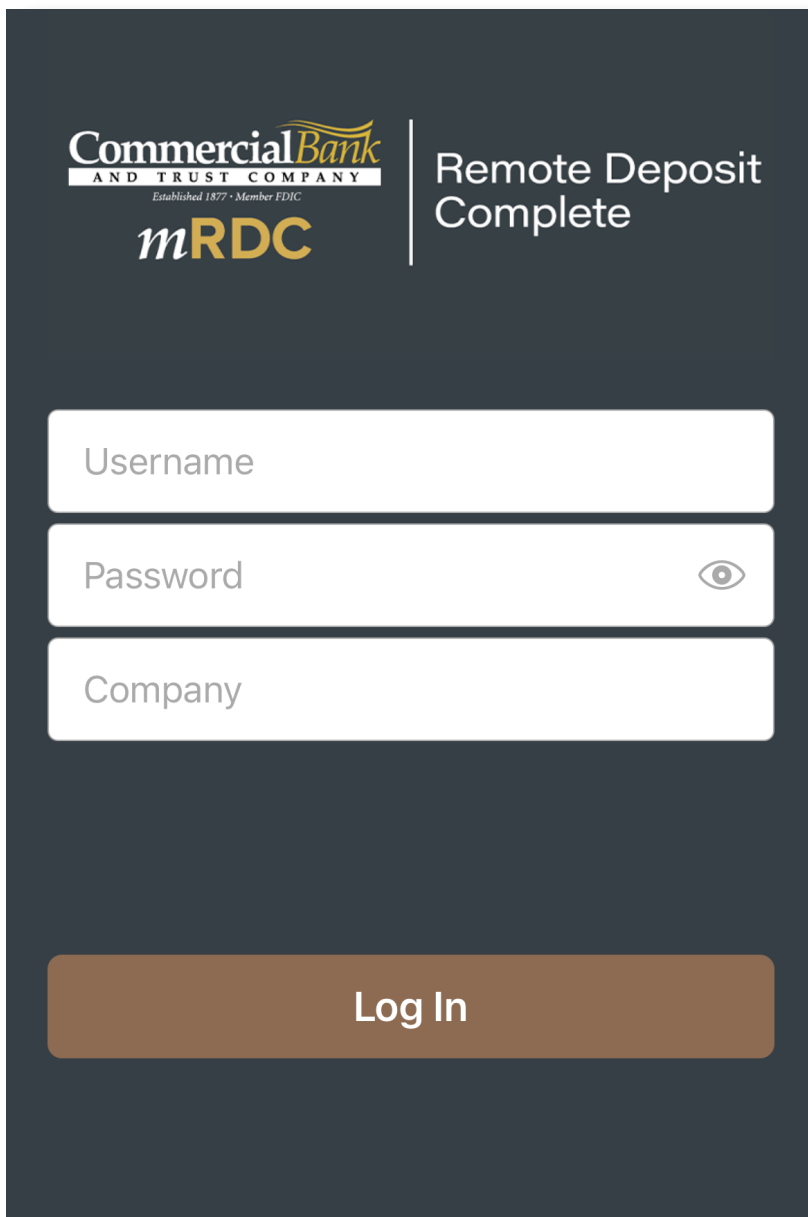# How to Make a Mobile Remote Deposit

Step 1

Log in with your Username, Password and Company information.

> Click Log In

Commercial Bank AND TRUST COMPANY
Established 1877 · Member FDIC
*m*RDC

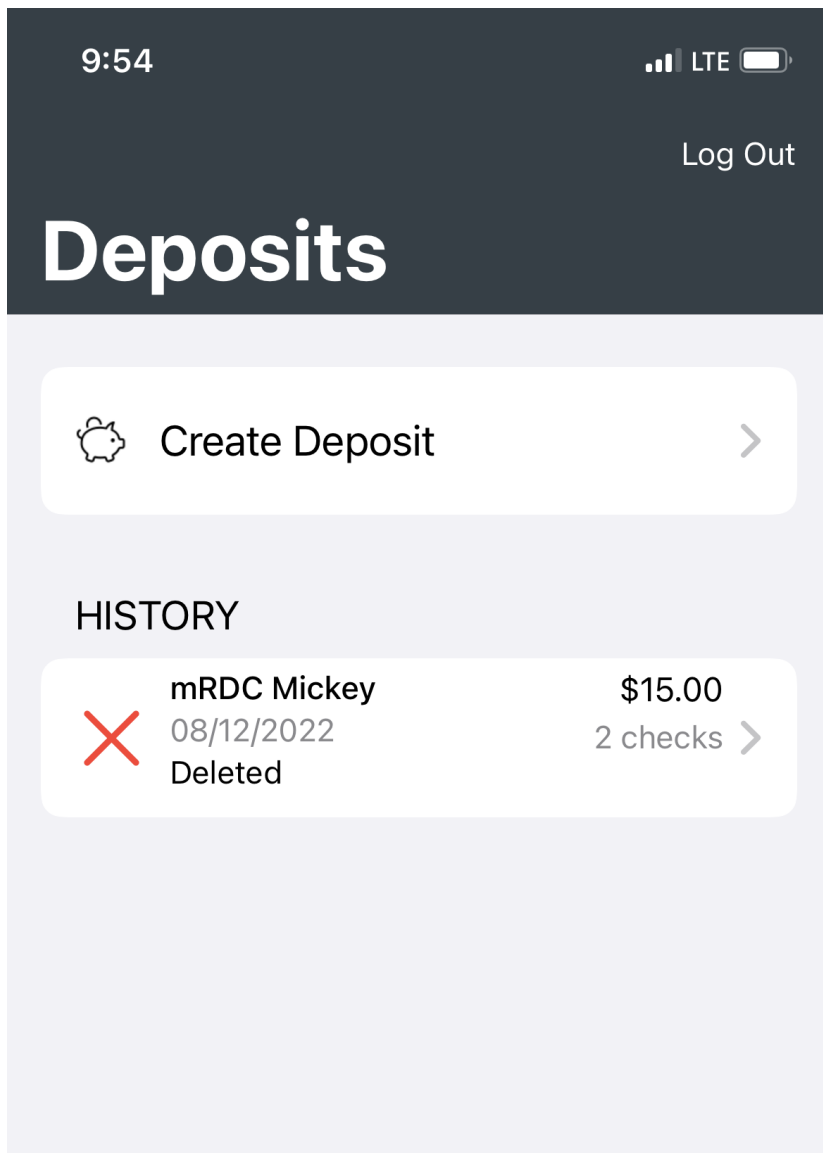Remote Deposit Complete

Username

Password
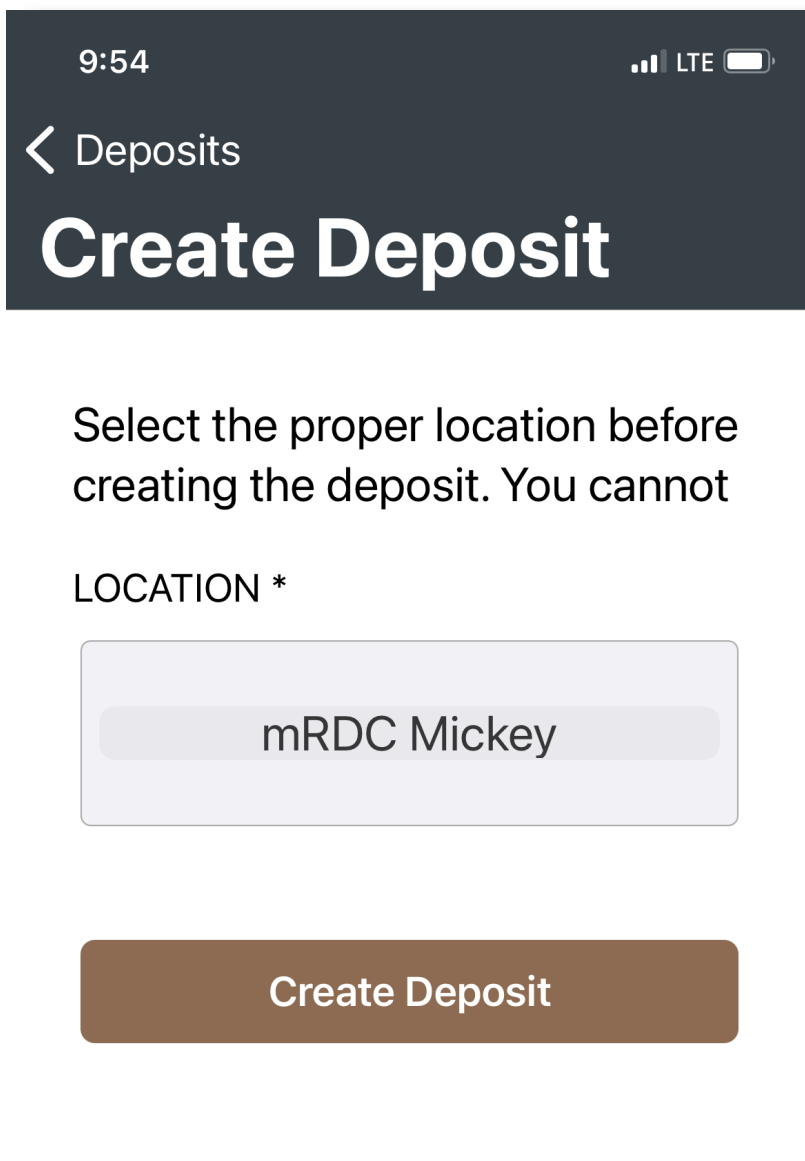
Company

Log In

On the Deposits page,

> Click Create Deposit

On the Create Deposit page, choose the appropriate location and

> Click Create Deposit

If you have more than one location that you scan checks for deposit, they will appear in the listing.

9:54   .ıll LTE 🔋

< Deposits

Create Deposit

Select the proper location before creating the deposit. You cannot

LOCATION *

mRDC Mickey

Create Deposit

On the Deposit page,

> Click the + Plus Sign beside Checks

< Deposits   Log Out

Deposit

Location	mRDC Mickey
Created	08/12/2022 9:54 AM
Status	Open For Scanning
Total Deposit Amount	$15.00
Total Deposit Count	2

Submit   **Delete**

Checks   ➕

⭐ **08/12/2022** $10.00 >
   Created

Deposits   Settings

On the Add Check page, input the Amount of the check. Be sure and endorse the back of the check with a Signature and "For Mobile Deposit Only CBTC". Take a picture of the front and back of the check, then

> Click Deposit Check

10:11   .ııl LTE

< Deposit   Log Out

Add Check

AMOUNT

$0.00

CHECK IMAGES

◎ Front   ◎ Back

Deposit Check

If you have more checks to deposit, click on the + Plus sign beside check and continue until finished.
Once all checks are scanned and ready for deposit, make sure your Total Deposit Amount and Total Deposit Count match your totals, then

> Click Submit.

This option sends your deposits to the bank.

‹ Deposits   Log Out

Deposit

Location	mRDC Mickey
Created	08/12/2022 9:54 AM
Status	Open For Scanning
Total Deposit Amount	$0.00
Total Deposit Count	0

Submit   **Delete**

Checks   ✚

Once all checks are submitted, the total dollar amount and total number of checks will appear in the History section.

Log Out

Deposits

🐷 Create Deposit ›

HISTORY

✓ **mRDC Mickey** $15.00
08/12/2022 2 checks ›
Submitted

✗ **mRDC Mickey** $15.00
08/12/2022 2 checks ›
Deleted

→