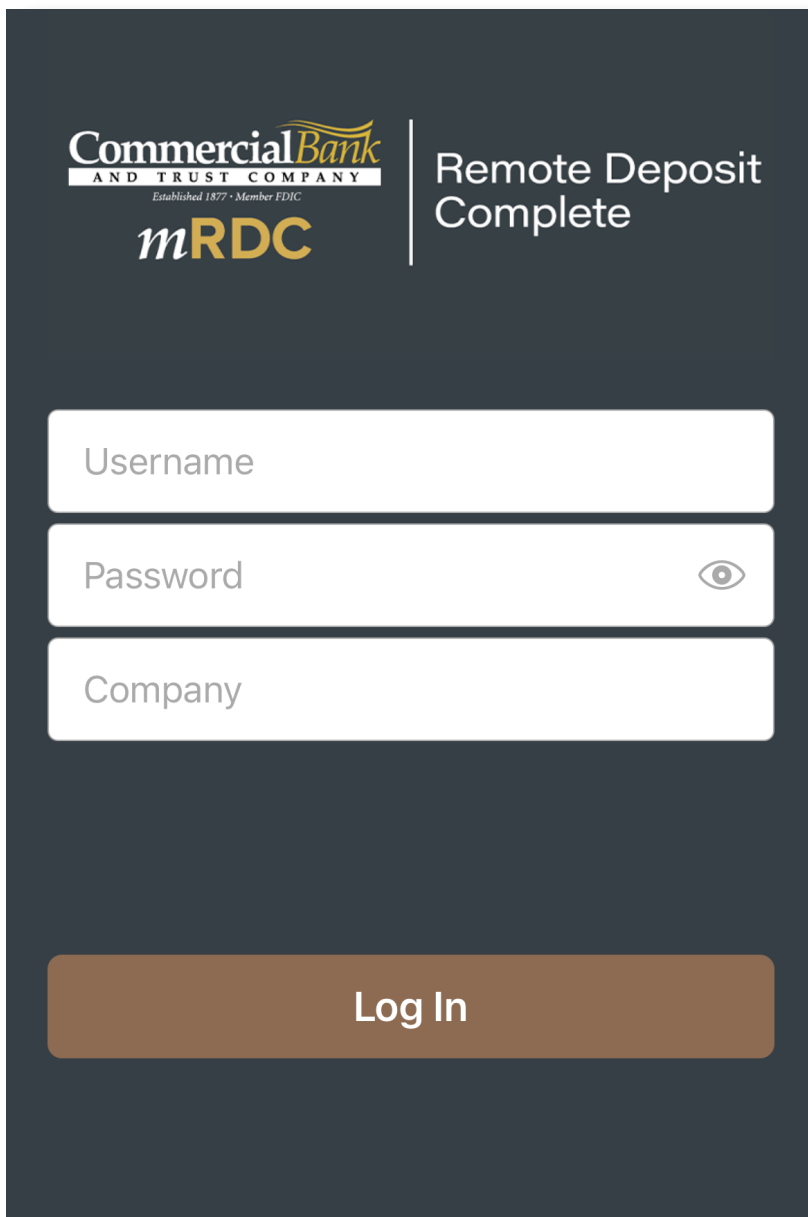


# How to Make a Mobile Remote Deposit

## Step 1

Log in with your Username, Password  
and Company information.

> Click Log In




**CommercialBank**  
AND TRUST COMPANY  
Established 1877 · Member FDIC

**mRDC**

Remote Deposit  
Complete

Username

Password 

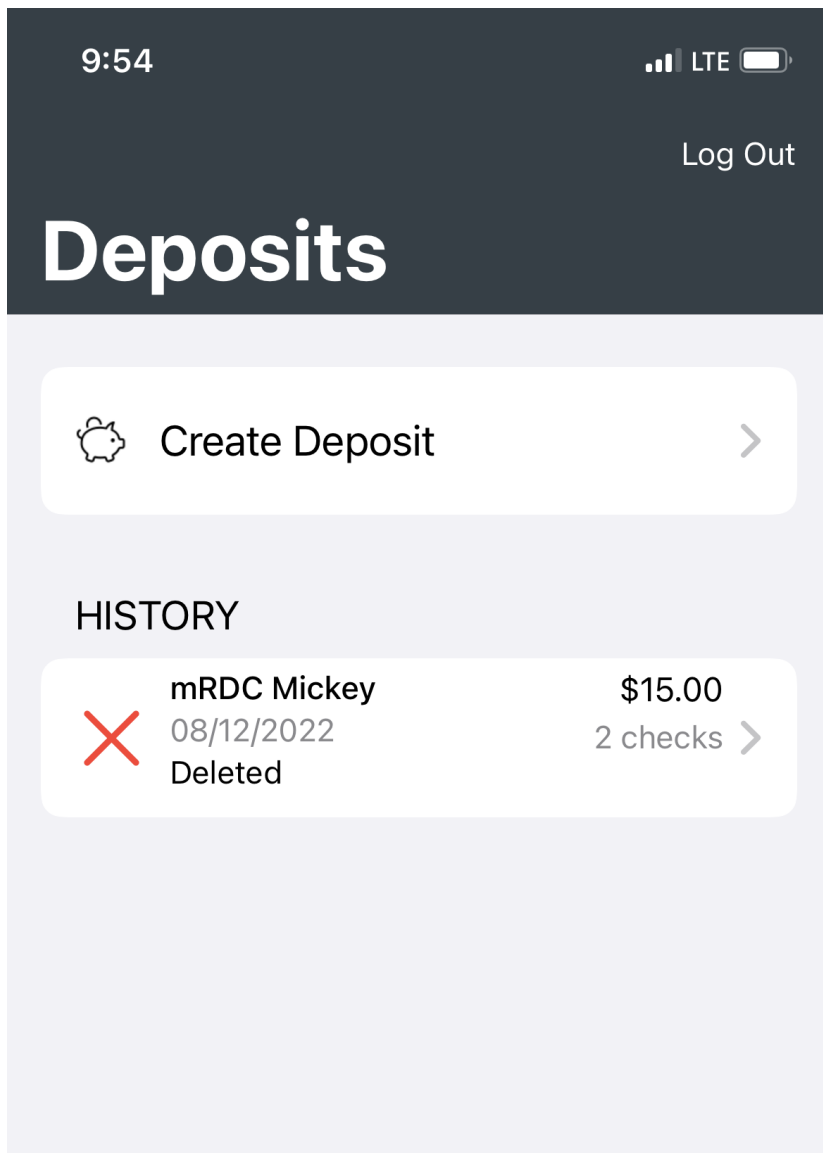
Company

Log In

# Step 2

On the Deposits page,

> Click Create Deposit

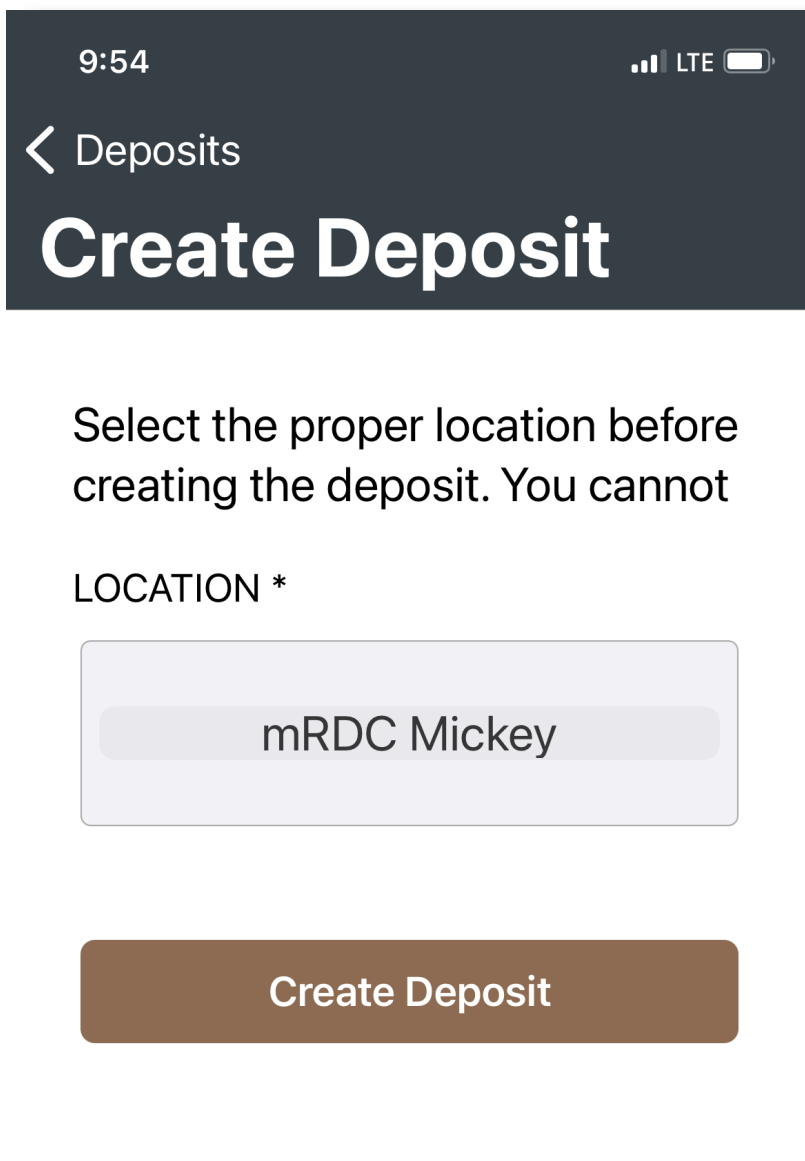


## Step 3

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 LTE

< Deposits

# Create Deposit

Select the proper location before creating the deposit. You cannot

LOCATION \*

mRDC Mickey

Create Deposit

# Step 4

On the Deposit page,

> Click the + Plus Sign beside Checks

The screenshot displays the 'Deposits' page in a mobile application. At the top, there is a dark header with a back arrow, the text 'Deposits', and a 'Log Out' link. Below the header, the word 'Deposit' is prominently displayed. The main content area contains a summary of a deposit with the following details:

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

Below the summary, there are two buttons: a brown 'Submit' button and a white 'Delete' button with a black border.

Underneath the buttons is a 'Checks' section. It features the word 'Checks' on the left and a black circle with a white plus sign on the right. Below this, there is a list of checks. The first check is highlighted with a blue star and shows the date '08/12/2022', the word 'Created', and the amount '\$10.00' followed by a right-pointing chevron. A red circle with a white left-pointing arrow is positioned to the right of the plus sign icon, indicating the target for the instruction.

At the bottom of the screen, there is a navigation bar with two icons: a dollar sign in a circle labeled 'Deposits' and a gear icon labeled 'Settings'.

## Step 5

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 LTE

< Deposit Log Out

# Add Check

AMOUNT

\$0.00

CHECK IMAGES

Front Back

Deposit Check

## Step 6

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 +




# Step 7



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 08/12/2022 Submitted	\$15.00 2 checks >
	mRDC Mickey 08/12/2022 Deleted	\$15.00 2 checks >