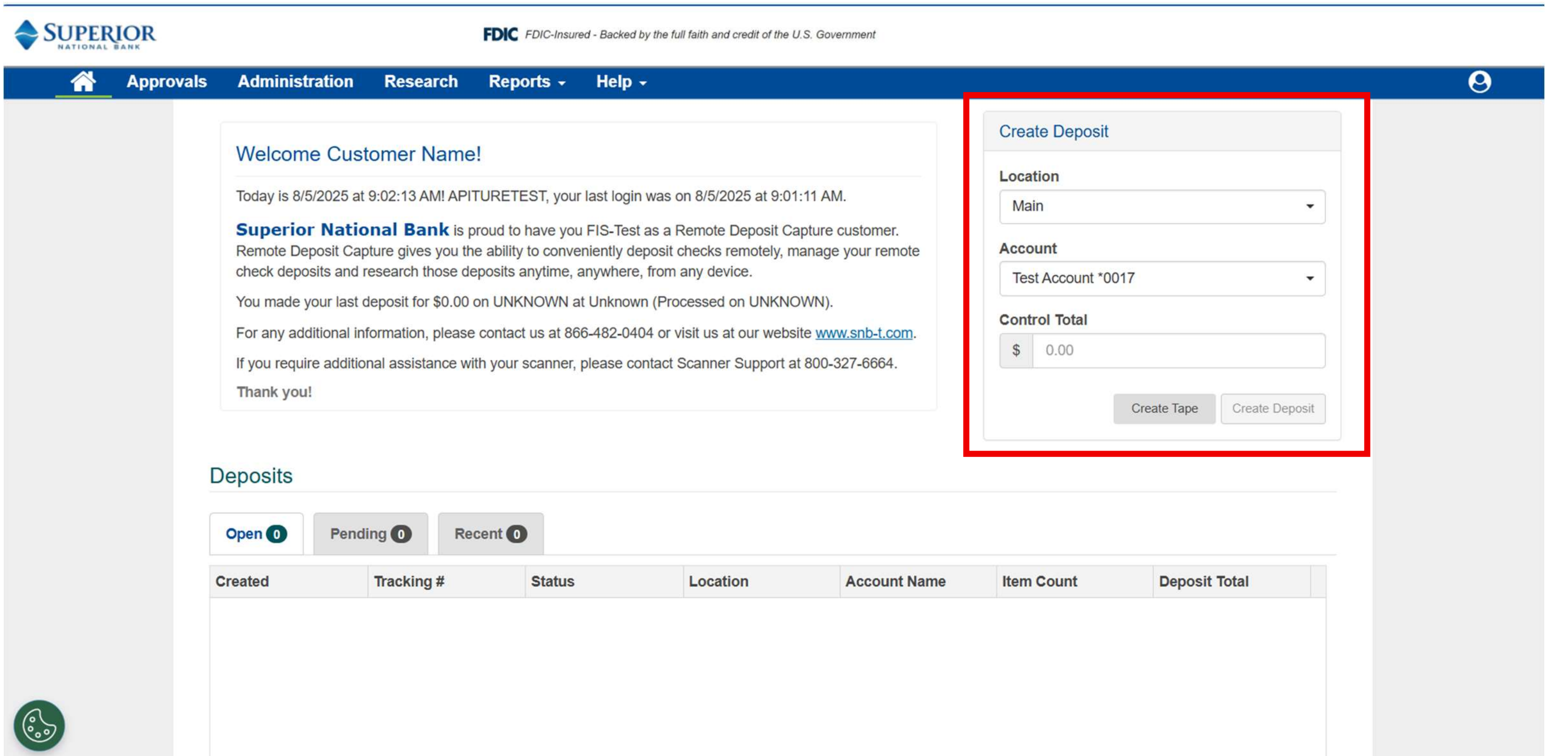
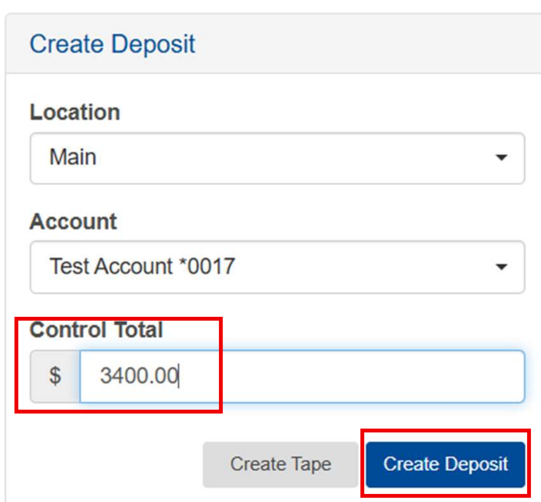
Creating a Deposit using RDC+

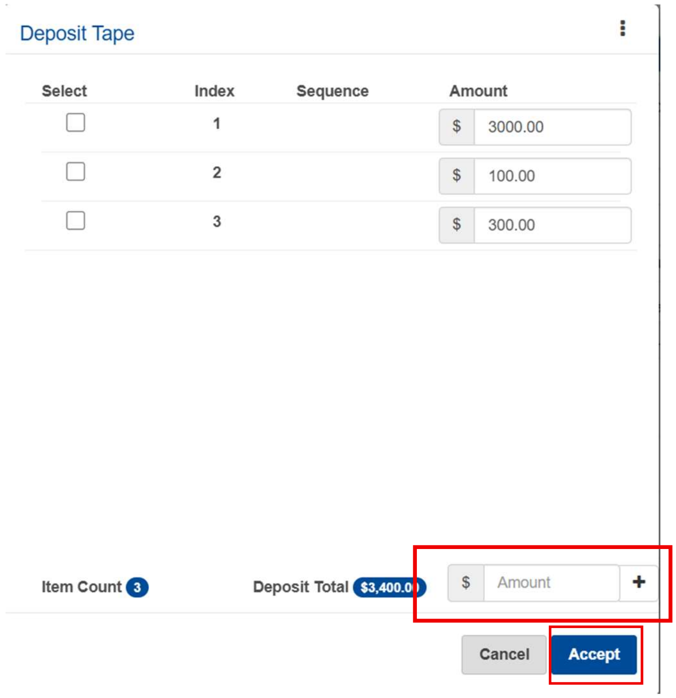
Log into Remote Deposit Capture. On the right-hand side of the home screen under **Create Deposit,** choose the **Location** and the **Account** for deposit.



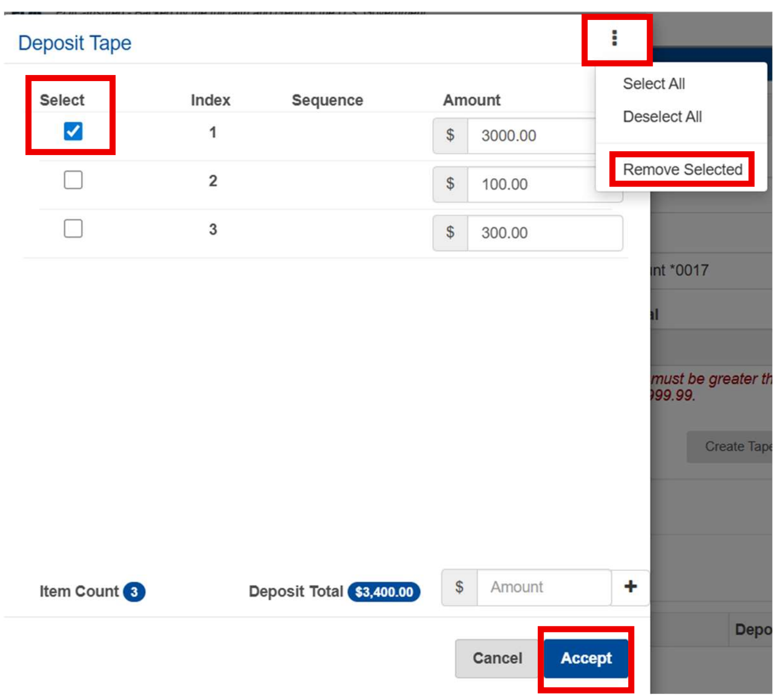
Enter the total amount of deposit in **Control Total**, then select **Create Deposit**.



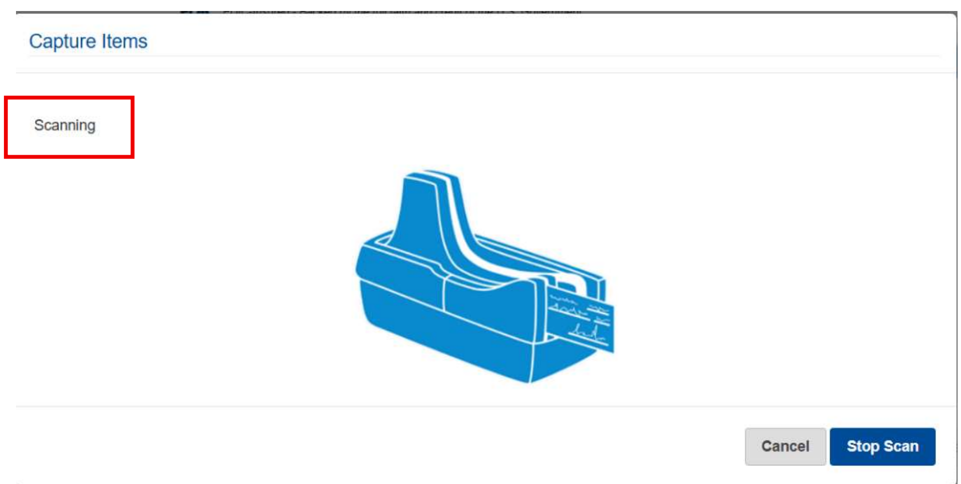
Create Tape can be selected to total up multiple checks in a deposit. Enter in the dollar amount in the **Amount** box and click or type **+**. Select **Accept** and it will create the **Control Total.**

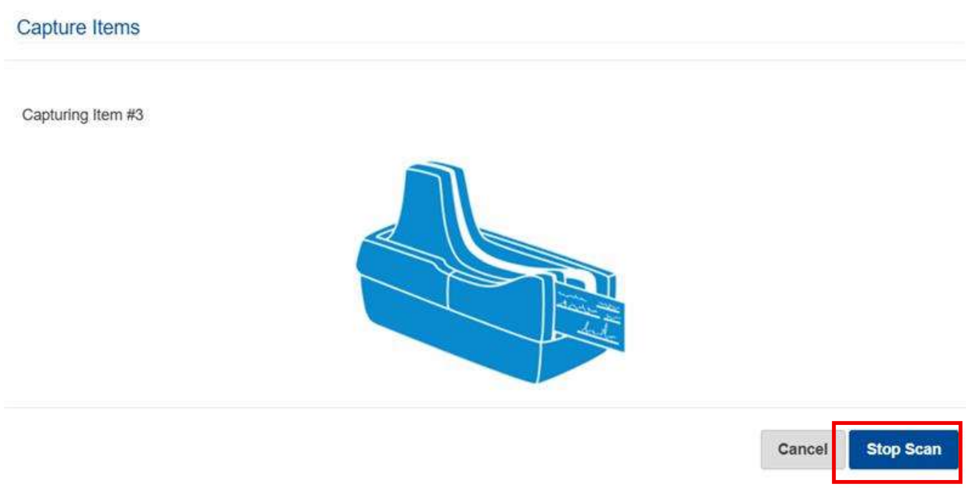


To remove an entry from the Deposit Tape, select the check and click the **3 dots** in the upper-right corner. Select **Remove Selected,** then select **Accept**. (Note: Selecting All and Removing all will delete the whole Deposit Tape)



Select **Capture** to scan checks. The scanner will first **initialize**; once it says **Ready** and then **Scanning**, checks can start being fed through the scanner. Once all checks are scanned, select **Stop Scan**. (Note: **Start Scan** does *not* have to be selected)



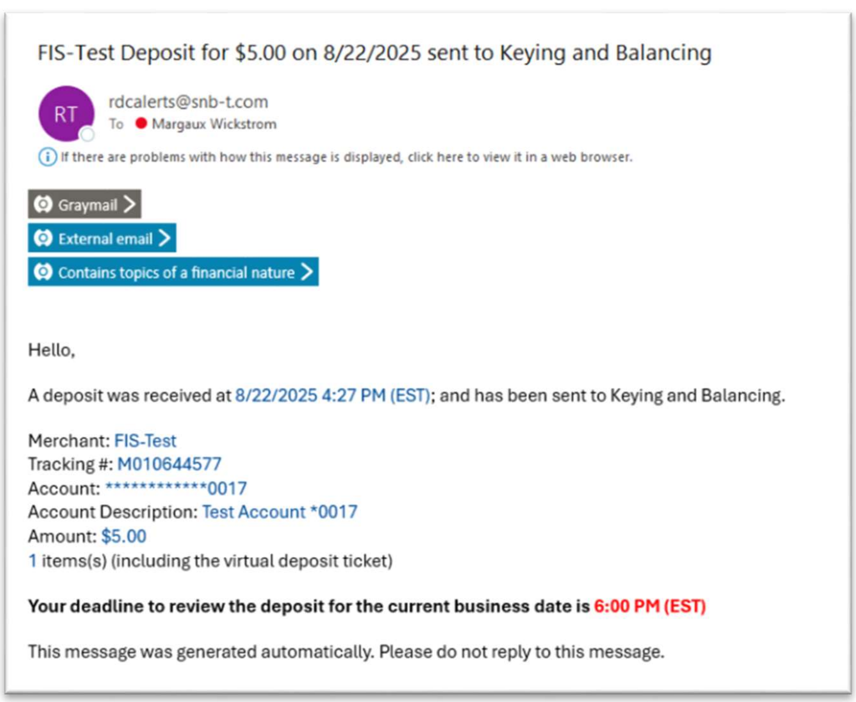


After scanning, client will be brought to the **Capture Items** screen.

- If more checks need to be added to the deposit, select **Capture**.
- To leave a deposit open to come back to later, click the **Home icon** in the upper left corner. Doing so will leave this batch as an **Open Deposit.**

To submit the deposit, select **Submit.**

Once submitted, client will receive an email notification that the deposit has been sent to be reviewed


FIS-Test Deposit for $5.00 on 8/22/2025 sent to Keying and Balancing

RT rdcalerts@snb-t.com
To Margaux Wickstrom

If there are problems with how this message is displayed, click here to view it in a web browser.

Graymail
External email
Contains topics of a financial nature

Hello,

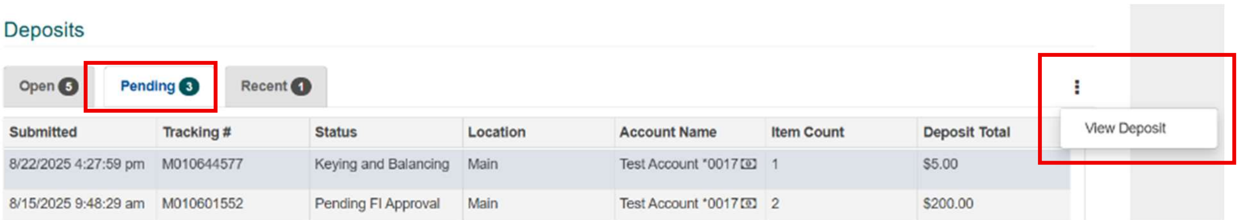
A deposit was received at 8/22/2025 4:27 PM (EST); and has been sent to Keying and Balancing.

Merchant: FIS-Test
Tracking #: M010644577
Account: ************0017
Account Description: Test Account *0017
Amount: $5.00
1 items(s) (including the virtual deposit ticket)

Your deadline to review the deposit for the current business date is 6:00 PM (EST)

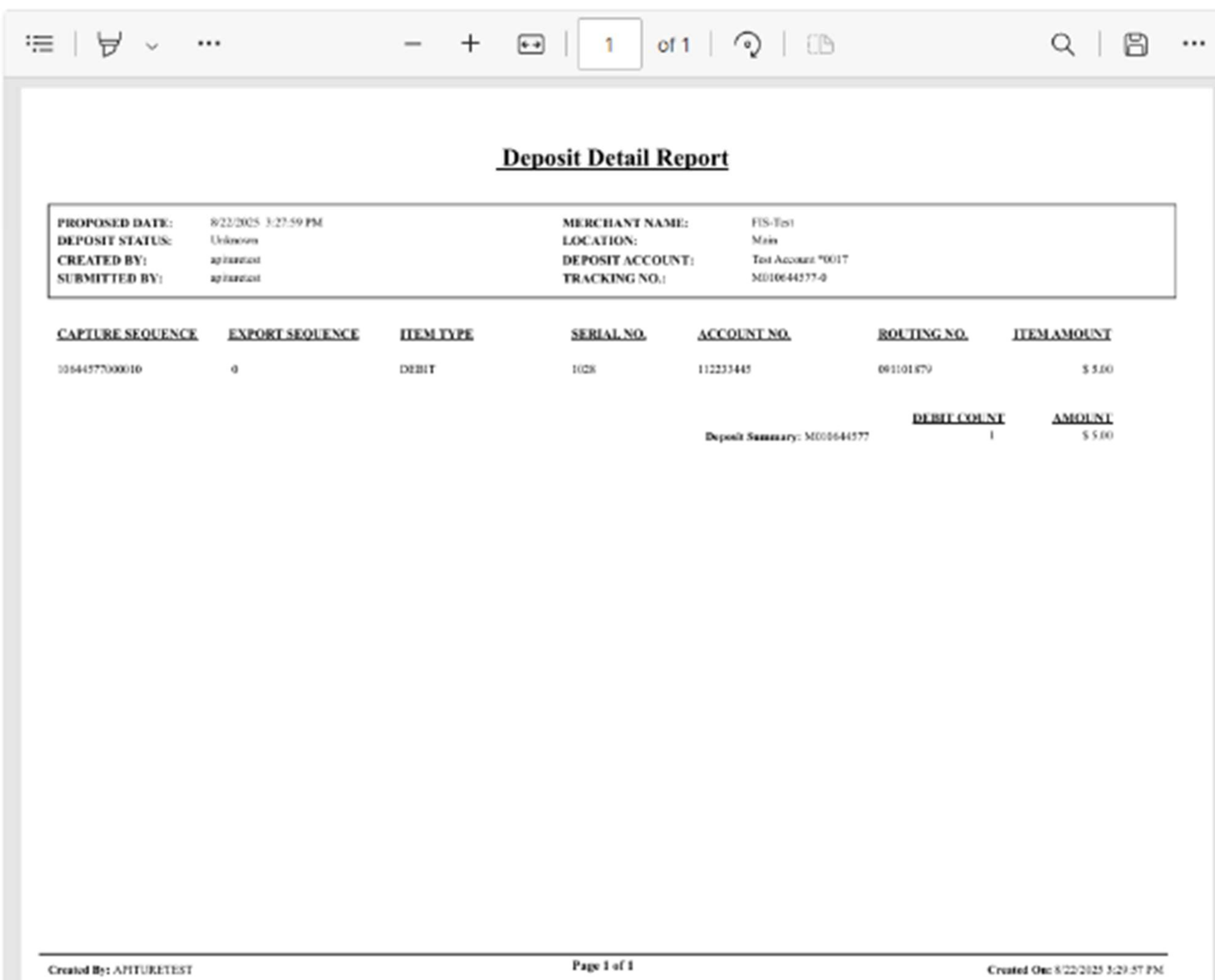
This message was generated automatically. Please do not reply to this message.

To print a receipt, navigate to **Pending**, select the deposit, select the **3 dots** and select **View Deposit.**



A **Deposit Detail Report** will generate and list content of deposit.

- It's best practice to print a receipt to bundle together with the checks scanned for deposit. Store them in a secure location for at **least 60 days**, but not more than 75 days. After the retention period, client is responsible for shredding them in a secure manner.



Deposit Detail Report

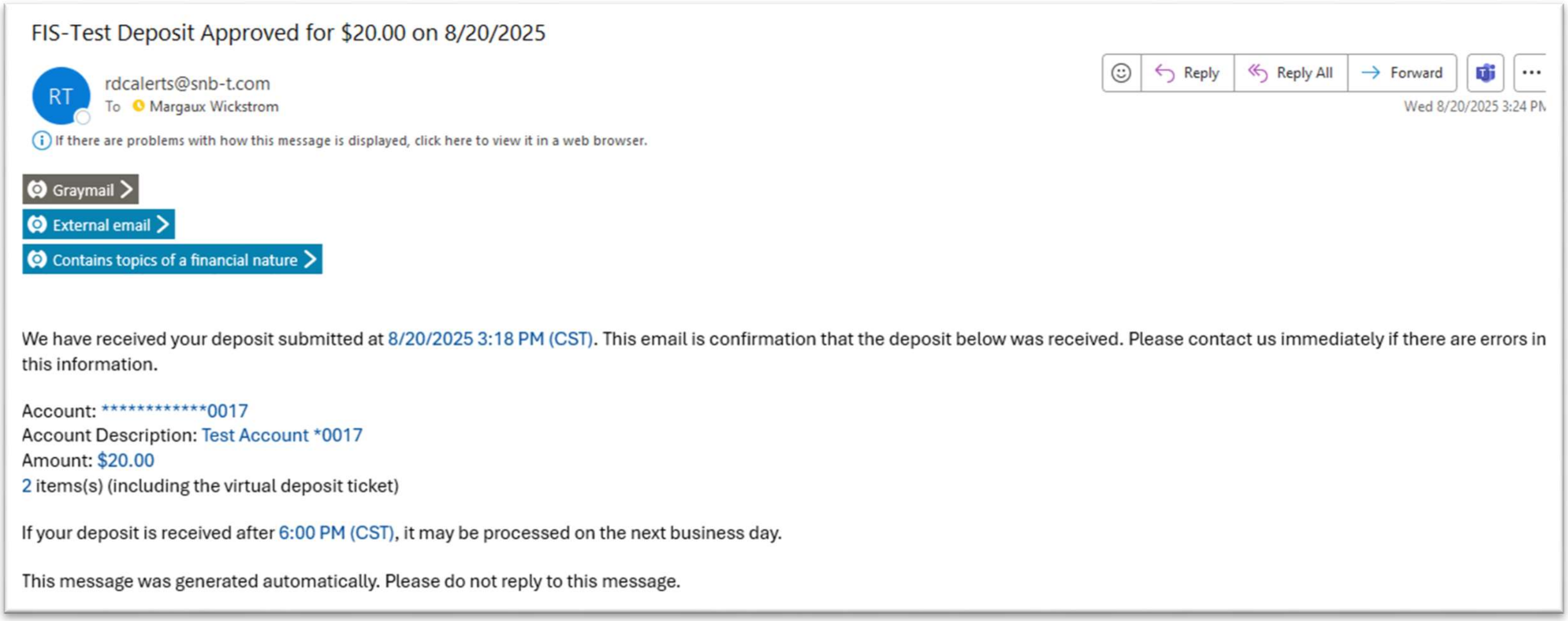
PROPOSED DATE:	8/22/2025 3:27:59 PM	**MERCHANT NAME:**	FIS-Test
DEPOSIT STATUS:	Unknown	**LOCATION:**	Main
CREATED BY:	apiuretest	**DEPOSIT ACCOUNT:**	Test Account *0017
SUBMITTED BY:	apiuretest	**TRACKING NO.:**	M010644577-0

CAPTURE SEQUENCE	EXPORT SEQUENCE	ITEM TYPE	SERIAL NO.	ACCOUNT NO.	ROUTING NO.	ITEM AMOUNT
10644577000010	0	DEBIT	1028	112233445	091101879	$ 5.00

	DEBIT COUNT	AMOUNT
Deposit Summary: M010644577	1	$ 5.00

Created By: APITURETEST **Page 1 of 1** **Created On:** 8/22/2025 3:29:57 PM

Once a deposit has been **approved**, client will receive an email notification:


FIS-Test Deposit Approved for $20.00 on 8/20/2025

RT rdcalerts@snb-t.com
To Margaux Wickstrom

Reply | Reply All | Forward

Wed 8/20/2025 3:24 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Graymail

External email

Contains topics of a financial nature

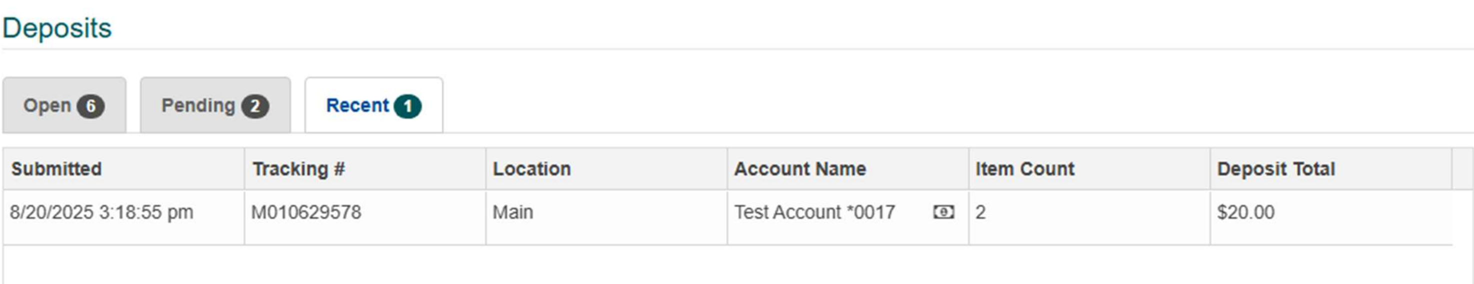
We have received your deposit submitted at 8/20/2025 3:18 PM (CST). This email is confirmation that the deposit below was received. Please contact us immediately if there are errors in this information.

Account: ************0017
Account Description: Test Account *0017
Amount: $20.00
2 items(s) (including the virtual deposit ticket)

If your deposit is received after 6:00 PM (CST), it may be processed on the next business day.

This message was generated automatically. Please do not reply to this message.

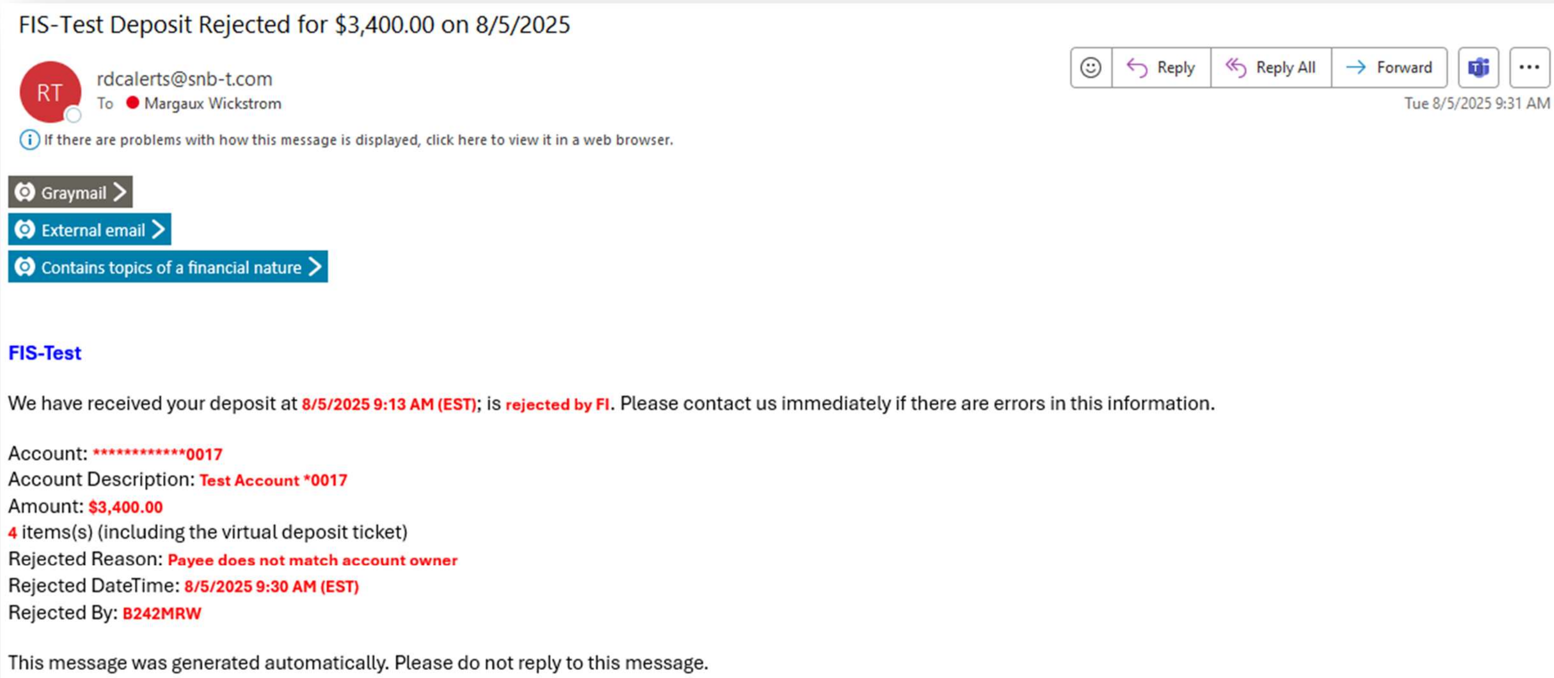
In RDC, the **approved deposit** will show under **Deposits>Recent.**


Deposits

Open 6 | Pending 2 | Recent 1

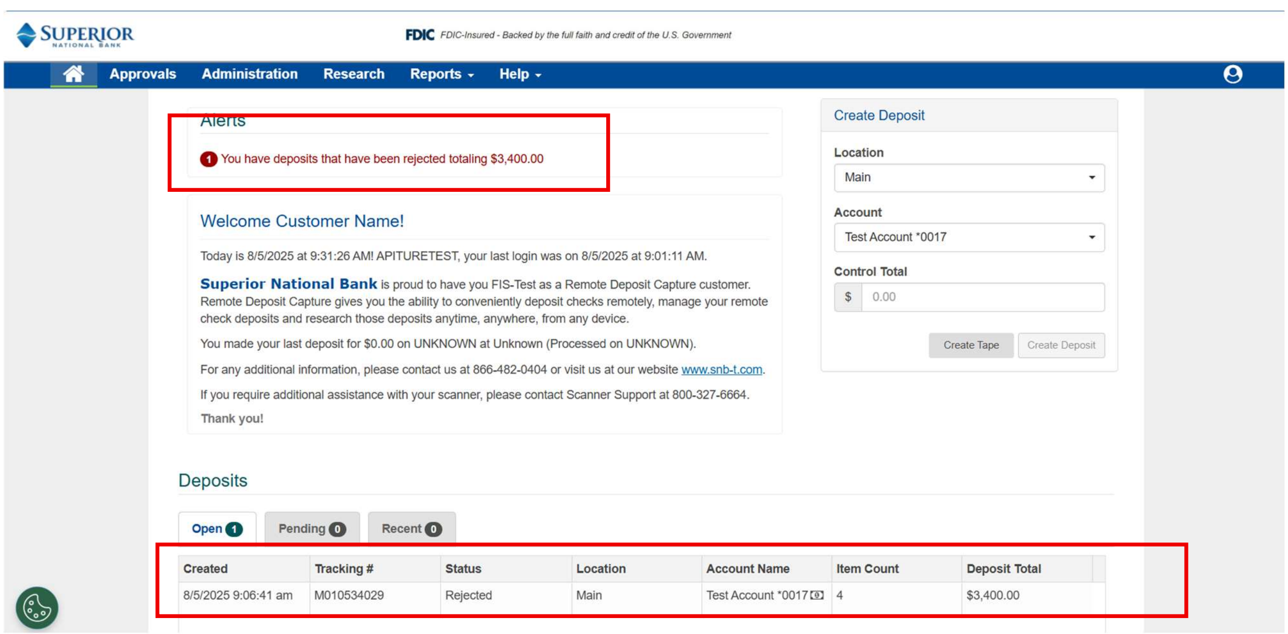
Submitted	Tracking #	Location	Account Name	Item Count	Deposit Total
8/20/2025 3:18:55 pm	M010629578	Main	Test Account *0017	2	$20.00

If a deposit has been **Rejected**, an email is automatically sent which includes the rejected reason.

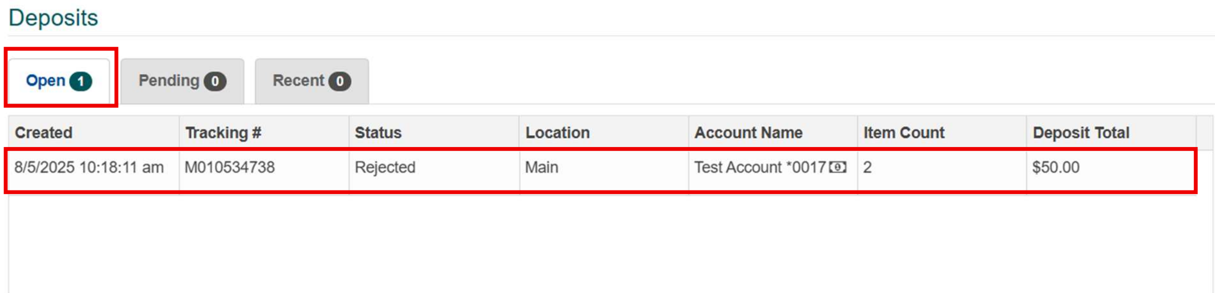


Alerts for rejected deposits are also displayed in red on the home page.

Rejected deposits are sent back to **Open Deposits** to either be edited or deleted.



To delete an entire deposit from **Open Deposit**, click on the deposit.



Select the **three dots** in the upper right-hand corner and select **Remove Deposit. (**This option is available on each screen of the deposit process.) Select **OK** to confirm deletion.