

Remote Deposit Capture Quick Start Guide

Getting Started

- 1) You will need your Company ID, User ID and temporary/starter password. Please contact your company's Business Online Administration user for this information.
- 2) Log onto Business Online from the bank website: www.cobnks.com. Select Business Online, enter Company ID and User ID and select **Sign In**.
Note: First time access to Business Online requires completion of advance authentication steps.
- 3) Navigate to the **Account Services** tab and from the **Commercial Capture Xpress** menu, select **CCX Remote Deposit Capture** option.
- 4) Gather checks to be deposited. Remove all staples, sticky notes, paperclips, etc.
 - a. Add checks together to determine the deposit total
 - b. Endorse all checks

Capture Your Deposit

- 5) From the Home Page, choose **Capture** and select the account to which you want to make a deposit.
- 6) Enter a **Batch Name** (optional), the **Expected Deposit Total Amount** and the **Expected Deposit Total Items** from a calculator tape or utilize the tape option within the system.
- 7) Click **Create Batch** at bottom of screen. Insert the checks to be deposited into the scanner.
- 8) Click **Start Scan** if it doesn't start feeding on its own. Once the scanning is completed, if you would like to add payer information or make changes, proceed to step 9, if not entering further information, proceed to step 10.
- 9) When the scanning is completed, you may want to edit your batch. Click on **Search Batch**, click on **Select All**, and then click **Edit Selected**. Click **Submit** after editing each item. When finished, click on **Return to Search Results**, and then click on **Return to Open Batch**. If batch is in balance, click **Close Batch** or **Close and Approve Batch**. Continue with step 12.
- 10) When complete, click **Complete Batch** along the bottom of the screen.
- 11) Once **Complete Batch** has been selected, the screen may display any check(s) that needs to be reviewed and corrected. Correct each item and click **Submit**.
- 12) If the batch is in balance, click **Close and Approve Batch**.

- 13) If the batch is out of balance, an out of balance message will be displayed. Select **Return to Open Batch** and choose the **Search** option to review checks in the batch for any needed edits. Make necessary changes and click on **Close Batch**.
- 14) A **Closed Batch Status** report will automatically generate and will be shown in a PDF report. This report can be printed or saved.

Approve Your Deposit (if Close and Approve Batch option is not selected)

- 15) Select **Approval**; Select the **Approve** option in the Actions column. This assumes that your organization does not require multi-level verification or authorization.
- 16) To check the status of the batch, select **Batch Status**. You may print the **Image Report** that is available for **Approved** batches.

Access Reports

- 17) Once all deposits are submitted and approved, click **Reports**, input date and select the **Approved Batch Detail** report.
- 18) Once the deposit has been processed by the bank, the **Processed Deposit Summary** report will become available within **Reports**.

Logout and Securely Store Your Checks

- 19) Click on the **Logout** link.
- 20) ***The minimum required retention for all check items is 90 calendar days from the date of deposit.*** Bind the checks with the Deposit Summary reflecting the deposit date and destroy 90 calendar days after that date. ***Items should be kept in the 'On-site Safe Keeping' location.***

For User Setup or Software Trouble Shooting

Contact Treasury Management Client Services

TreasurySupport@nbhbank.com

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