Remote Deposit Capture
with the Park City Mobile App

Online Banking Enrollment

A1) If you have not already signed up for Online Banking you will need to do so.

B1) Visit parkcitycu.org

C1) Click on the Online Banking Button in the upper right corner.

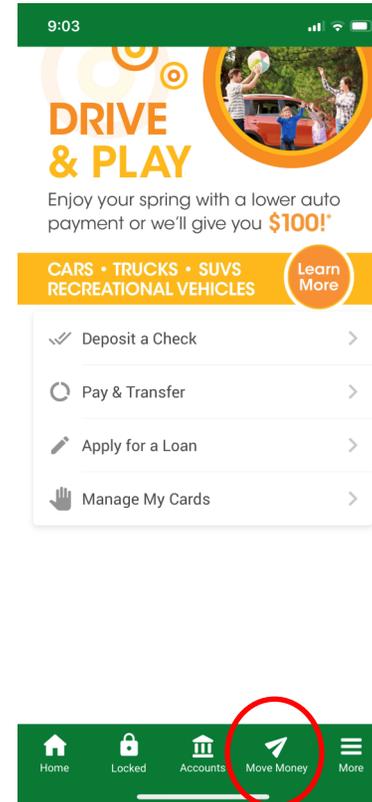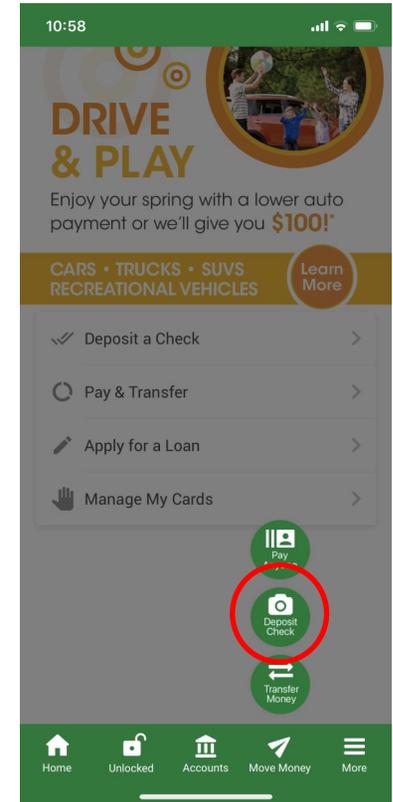D1) Choose First-time User?

E1) It will walk you through the steps or if you need further instruction see our First-time Online Banking User Tutorial.

A) If you have not already downloaded the Park City Credit Union mobile app visit your App Store or Google Play Store.
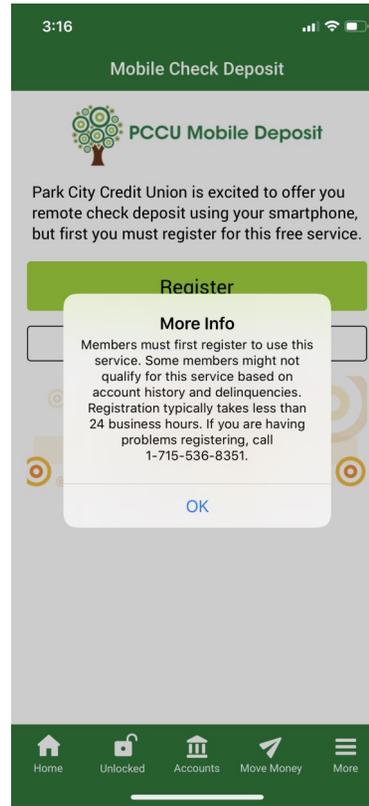

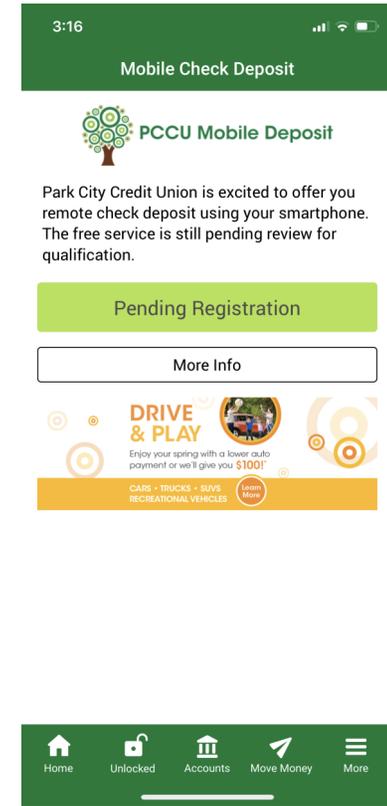B) Back in the mobile app. Tap the Move Money icon.

C) Tap Deposit Check (It will ask you to authenticate yourself if you are not already signed in.)
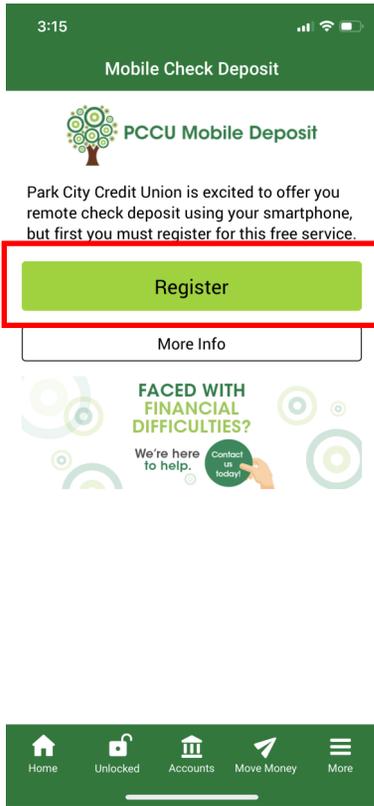
B) If you have not enrolled for Remote Deposit Capture, you will need to tap the Register button .

*To enroll in this service you must comply with the following eligibility requirements & it typically takes less than 24 business hours for our team to enroll you.

Eligibility Requirements

1. The Account must be in good standing ("good standing" is defined by the Credit Union in its sole and absolute discretion);
2. The Account must be registered and enrolled in Park City Credit Union Online Banking; and
3. The Registering Mobile Deposit User must be age 15 or older.
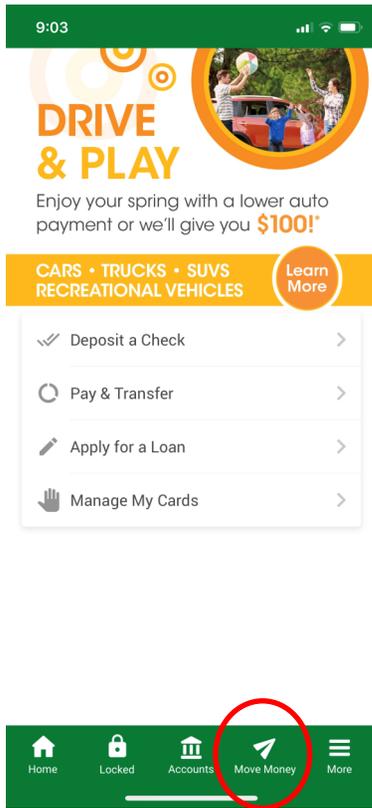
1) Tap the Move Money icon
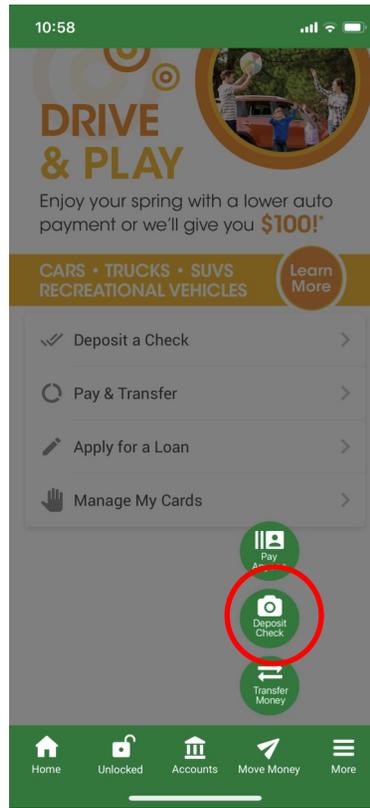
2) Tap Deposit Check (It will ask you to authenticate yourself if you are not already signed in.)

3) Tap Deposit Your Check

Check Deposit Tips

1. Deposit by 10 PM CST and your money will generally be available for withdrawal by the next business day by 2 PM CST.
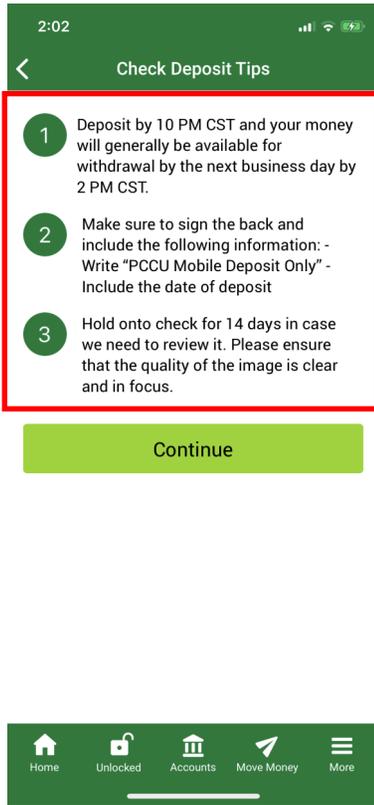
2. Make sure to sign the back and include the following information: - Write "PCCU Mobile Deposit Only" - Include the date of deposit

3. Hold onto check for 14 days in case we need to review it. Please ensure that the quality of the image is clear and in focus.
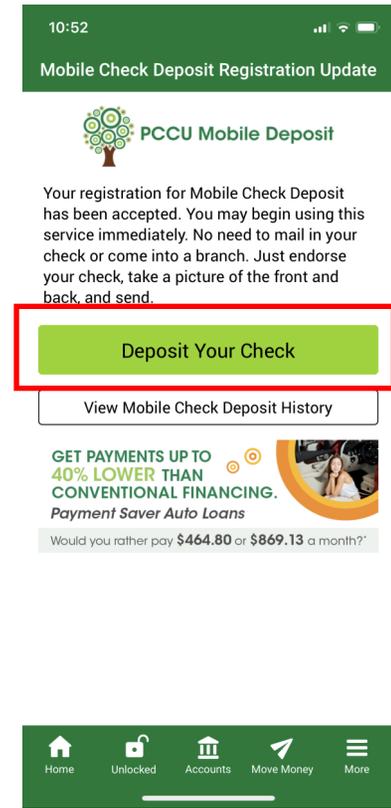
Continue

4) Read the Check Deposit Tips and tap Continue

Deposit Your Check

Max Amount Per Deposit	$2,000
Max Daily Amount	$2,000
Max Deposits per Day	15
Max Total Within 30 Day Cycle	$20,000

* This screen highlights the maximum check deposit amounts.

Check Amount

$0.00

Front of Check   **Back of Check**

📷 Take Picture...   📷 Take Picture...

Deposit To

WEDDING

Submit

5) Enter the Check Amount. *Be sure to <u>enter a decimal</u> so your entry is accepted.

6) Then tap Take Picture below the "Front of Check" heading.
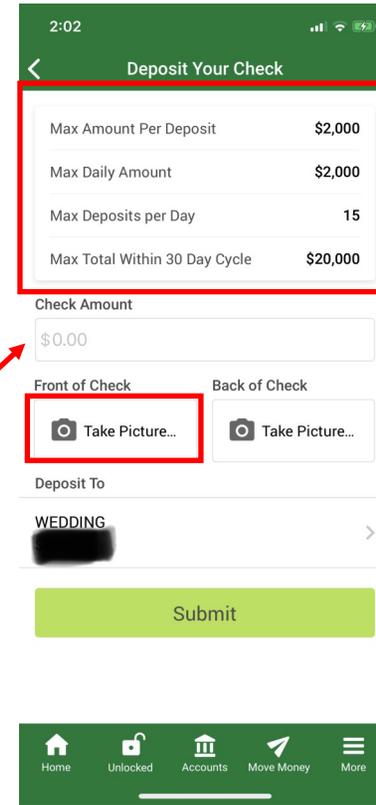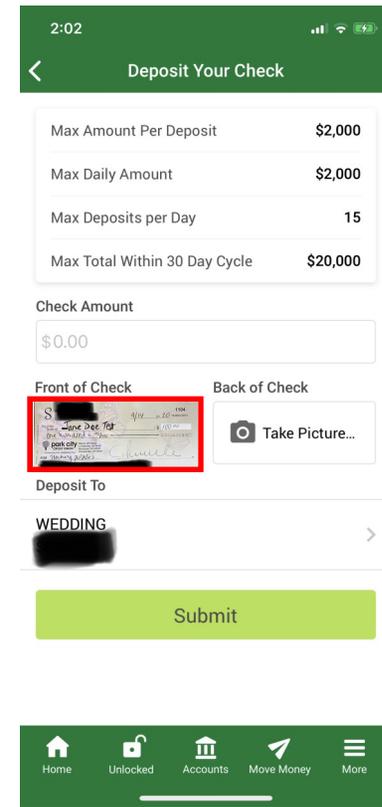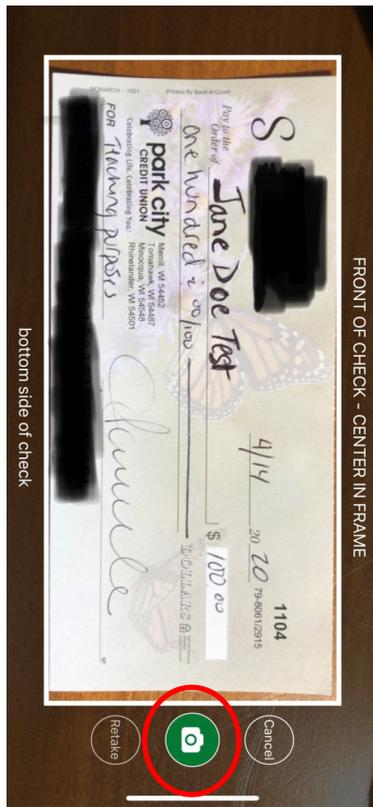
7) Position your check within the frame. Be sure the bottom of the check is positioned along the bottom of the frame. Once the check is in focus and correctly positioned within the frame, tap the camera icon to take the picture.
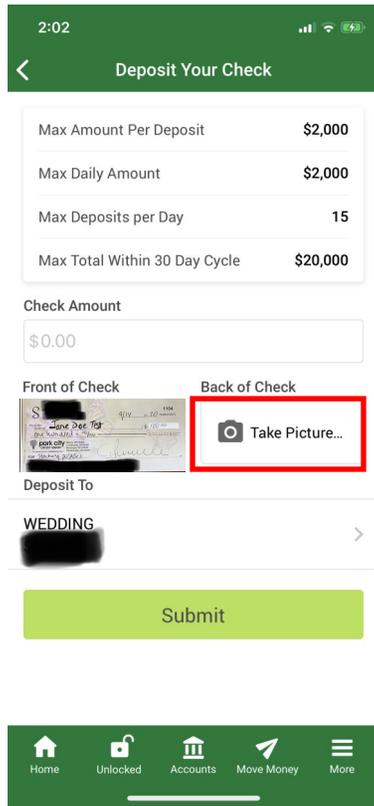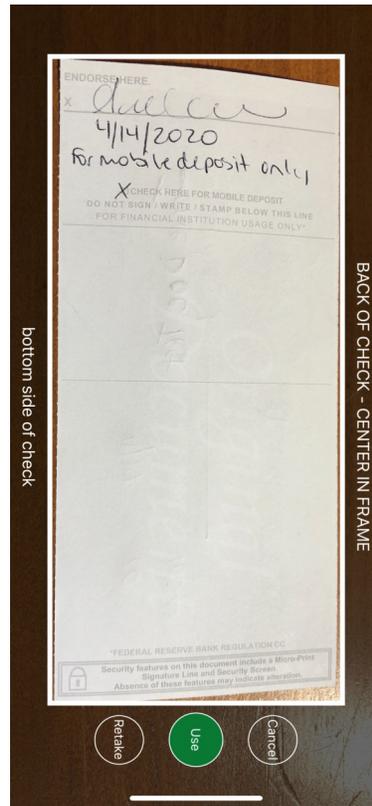
8) If the image is clear and within position tap the Use icon.

*If you notice that your check is unclear or out of position, tap Retake.

*You will then see your picture in the "Front of Check" box.

9) Next, tap the Take Picture box below the "Back of Check" heading.

10) Then turn your check over and position your check within the frame. Tap the camera icon when your check is in focus and in position and finally the Use icon .

*Please write "For mobile deposit only" on the back of the check, AND include the date of deposit.
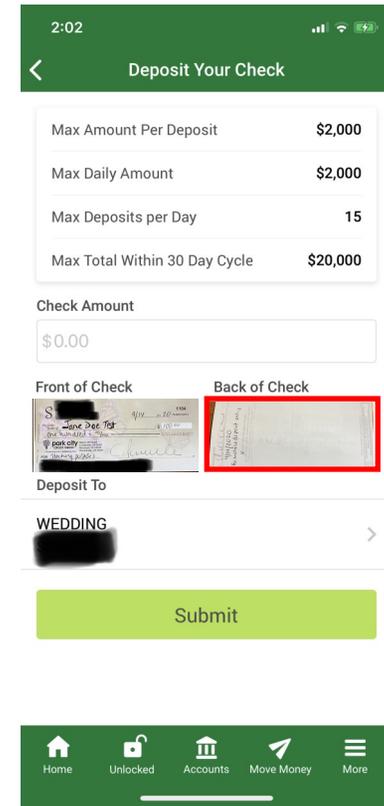
You will then see the reverse of your check in the "Back of Check" box.

Screen 1

2:02

Deposit Your Check

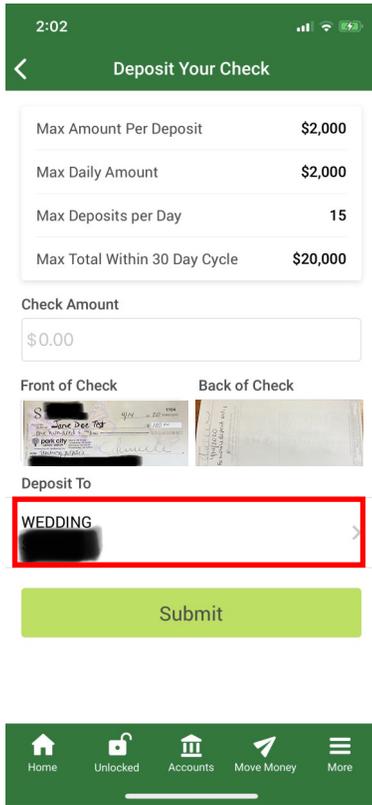|	
Max Amount Per Deposit	$2,000
Max Daily Amount	$2,000
Max Deposits per Day	15
Max Total Within 30 Day Cycle	$20,000

Check Amount

$0.00

Front of Check   Back of Check

Deposit To

WEDDING

Submit

Home   Unlocked   Accounts   Move Money   More

Screen 2

2:37

Deposit To

Below are the accounts that have been approved to use Remote Check Deposit.

If you don't see a sub account listed or have recently added one to your account, contact your credit union and speak to a representative.

REGULAR SAVINGS

WEDDING   ✓
$

KASASA CASH BACK

Home   Unlocked   Accounts   Move Money   More

Screen 3

2:02

Deposit Your Check

Max Amount Per Deposit	$2,000
Max Daily Amount	$2,000
Max Deposits per Day	15
Max Total Within 30 Day Cycle	$20,000

Check Amount

$0.00

Front of Check   Back of Check

Deposit To

WEDDING

Submit

Home   Unlocked   Accounts   Move Money   More

---

11) Next tap the Deposit to option to select the
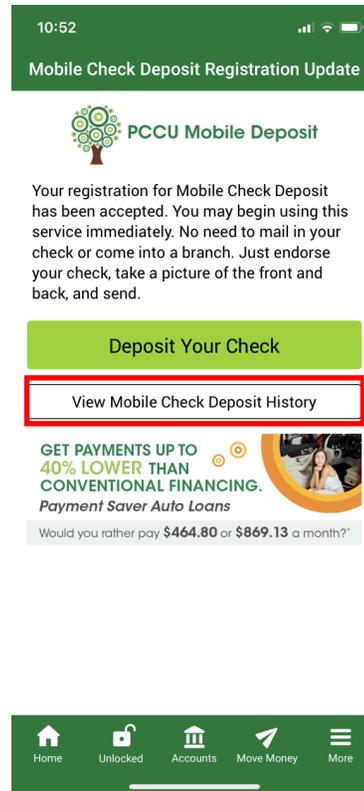account in to which to
deposit your check.
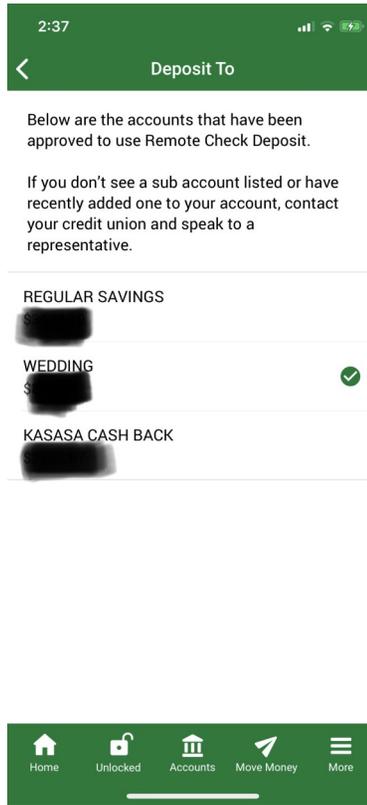
12) Then tap the desired account from the list.
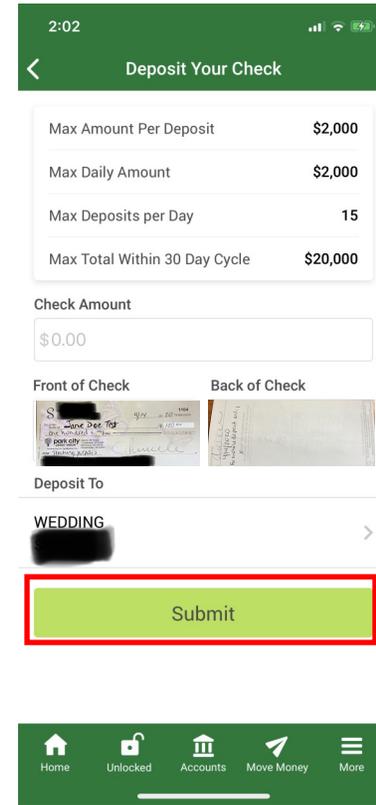
13) Lastly tap submit.

* You will then receive a message saying if your check was successfully submitted.

* Please keep the check until you know that your check has been deposited. After that time you may destroy the check.

* You can check the status by going to View Mobile Check Deposit History back on the Mobile Deposit home screen.