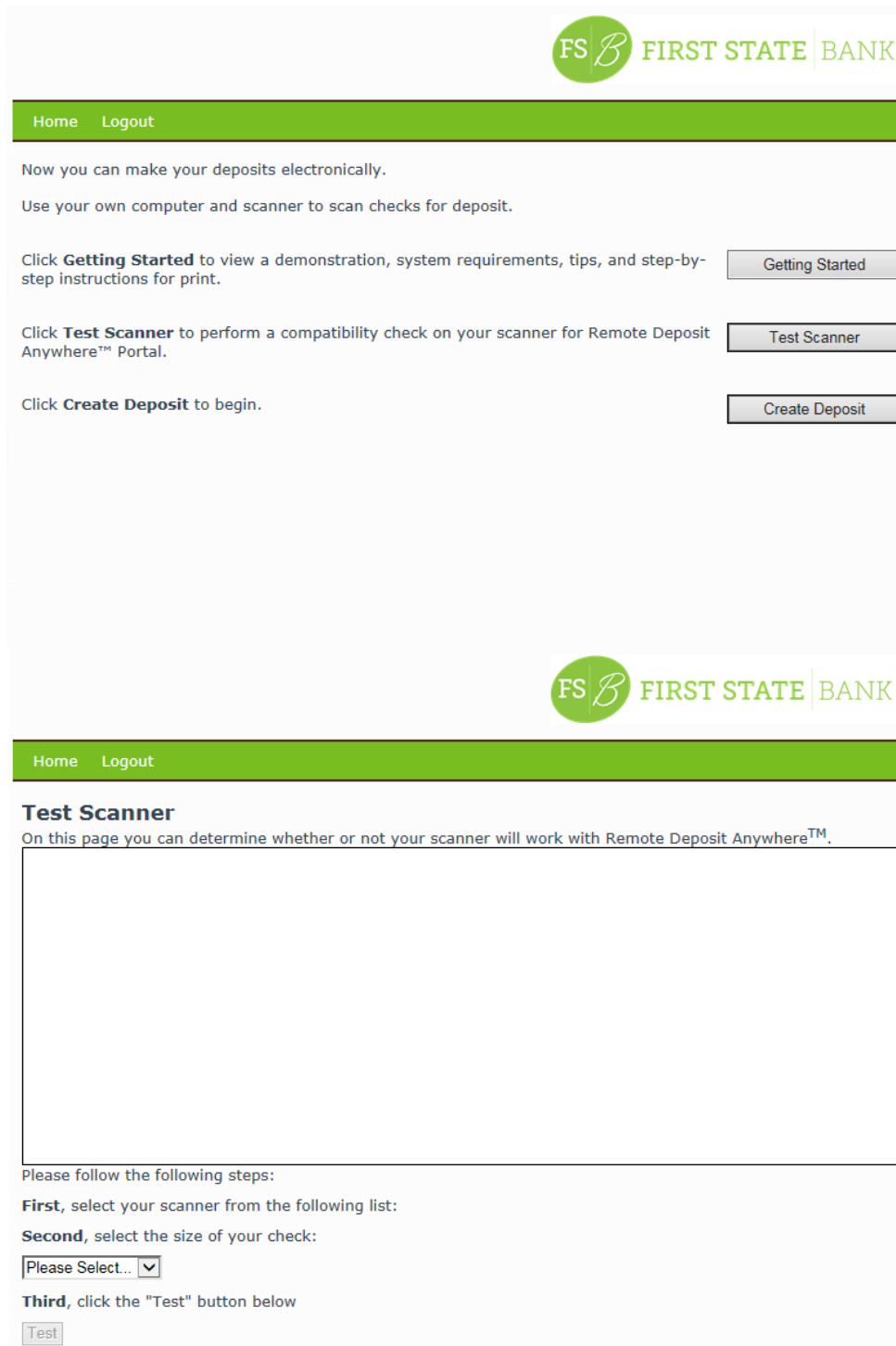


Remote Deposit Anywhere

Once enrolled in the service, log into your First State Bank Online Banking and click on the "RDA" button at the top.



The screenshot shows the First State Bank Remote Deposit Anywhere (RDA) interface. At the top, there is a navigation bar with "Home" and "Logout" links. Below this, a message states: "Now you can make your deposits electronically. Use your own computer and scanner to scan checks for deposit." Three main actions are listed with corresponding buttons: "Getting Started" (for viewing demonstrations and instructions), "Test Scanner" (for performing a compatibility check), and "Create Deposit" (to begin the process). The bottom section of the screenshot is titled "Test Scanner" and includes instructions on how to use the scanner, a large empty box for the scanner, and a "Test" button.

Home Logout

Now you can make your deposits electronically.
Use your own computer and scanner to scan checks for deposit.

Click **Getting Started** to view a demonstration, system requirements, tips, and step-by-step instructions for print. [Getting Started](#)

Click **Test Scanner** to perform a compatibility check on your scanner for Remote Deposit Anywhere™ Portal. [Test Scanner](#)

Click **Create Deposit** to begin. [Create Deposit](#)

Home Logout

Test Scanner

On this page you can determine whether or not your scanner will work with Remote Deposit Anywhere™.

Please follow the following steps:

First, select your scanner from the following list:

Second, select the size of your check:

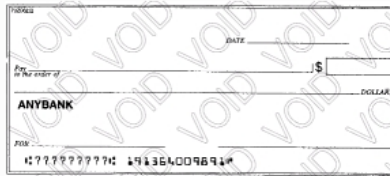
▼

Third, click the "Test" button below

[Test](#)

How can I tell if it worked?

If everything worked correctly you should see an image similar to the following:



That is, the entire check appears, the check takes up the entire scanned area and there is no blank white space.

Please note that the repeating word "VOID" is something that we have added for testing security reasons.

It does not appear on your check and will not appear in the main Remote Deposit Anywhere™ interface.

What if I don't see my scanner in the list? Or any scanners?

If this happens then the Remote Deposit Anywhere™ Driver has been installed correctly, but no TWAIN or WIA scanners or drivers were found.

Double-check to ensure that you have installed the drivers that came with your scanner. It may be necessary to visit your scanner manufacturer's website to download TWAIN or WIA drivers. Note that not all scanners support TWAIN or WIA.

What does "TWAIN" or "WIA" mean?

TWAIN and WIA are scanner communication standards. It does not matter which one you choose, although you may discover that one works better than another for you.

My scan only shows a small check in a corner, as if it scanned an entire page.

Check to make sure you have selected the right check size. If no check sizes work, then your scanner may not work with Remote Deposit Anywhere™.



[Home](#) [Logout](#)

Prepare a Deposit

1. Select the **account** you want to credit for this deposit.

CC Checking: XXXXXX8420 ▾

2. Enter the **number of checks** you plan on scanning today.

You have 2 checks left today.
You have 6 checks left this month.

3. Enter the **total of the deposit** you plan on scanning today.

Your remaining daily limit is \$1,500.00.
Your remaining monthly limit is \$2,000.00.

Note: All checks for one account need to be in one deposit submission.
If you have checks to deposit in another account, start a new deposit.

4. Click **Next** to continue.

Scan Front of Check

1. Select your **Scanner** from the drop-down menu.
2. Select **Personal Check**, **Business Check** or **Custom Size** from the **Select check size** drop-down menu.
3. Type the amount of the check in the **Enter check amount** box.
4. Locate the **document alignment arrow** in one of the corners of your scanner.
5. Place the check **face down** on the glass, align it with the arrow for your scanner, and close the scanner lid.
6. Click the **Scan Front** button on this window to begin the scan. (Do not use your scanner software or a scan button on your scanner.)

Select scanner

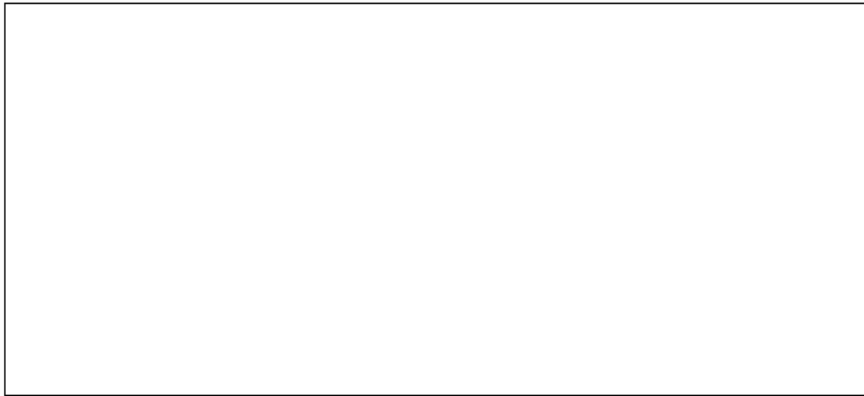
Select check size

Please Select... ▾

Check Amount

0.00

Locate arrow on one of the corners of your scanner.



Adjust Brightness



Lighter

Darker

Front of Check

Back of Check

Scan Front

Accept

Cancel

Switch Check Position Front/Back