

REMOTE DEPOSIT CAPTURE (RDC) Business Online Banking Instructions

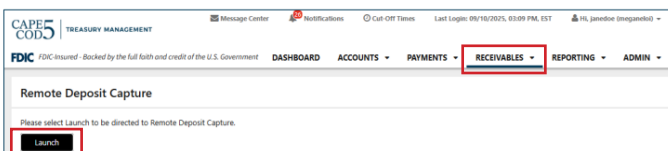


Below please find instructions on how to use Remote Deposit Capture (RDC) in Business Online Banking. If you have any questions or need any assistance, please contact Treasury Management at 508-247-1699.

Step One

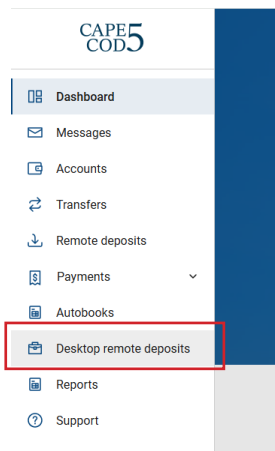
Treasury Online Banking

After logging into Treasury Online Banking, select **"Receivables"** and then click the **"Launch"** button. A new window will launch.



Business Online Banking

After logging into Business Online Banking, select **"Desktop Remote Deposit"** from the navigation pane. A new window will launch.

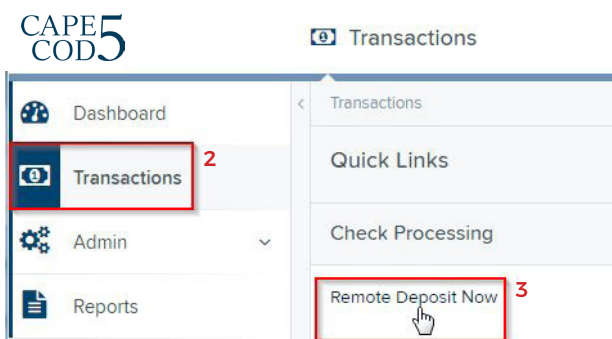


Step Two

Select **"Transactions."**

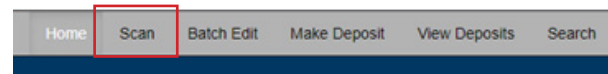
Step Three

Select **"Remote Deposit Now."**



Step Four

Select **"Scan"** to start the batch.

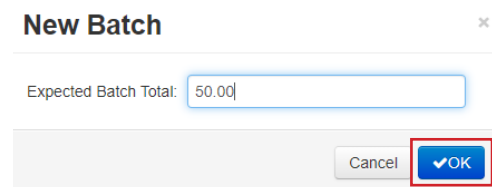


Step Five

Select **"Start"** at the bottom of the page.

Step Six

Enter the batch total and select **"OK."**



Step Seven

Click **"Start"** at the bottom of the screen to start the deposit.



Step Eight

You can click on **"Check Image"** to view the check images while scanning.



(continued on next page)

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CAPE COD5

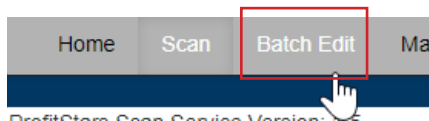
Step Nine

When batch has finished scanning, click **"Close Batch."**



Step Ten

Select **"Batch Edit"** to review for errors and make any necessary repairs.



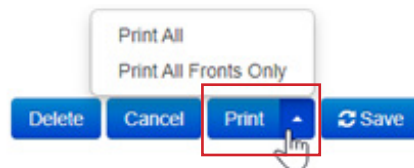
Step Eleven

You can choose to view both the **front** and **back** of the checks, and make necessary edits to balance your batch.



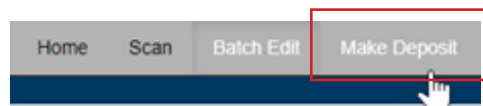
Step Twelve

Select **"Print"** at the bottom right of the screen to save check images if desired.



Step Thirteen

Select **"Make Deposit"** to begin the transmission of your deposit.



Step Fourteen

Select the **batch(es)** to Deposit. Select the **account** to receive the deposit, then click **"Make Deposit."**

