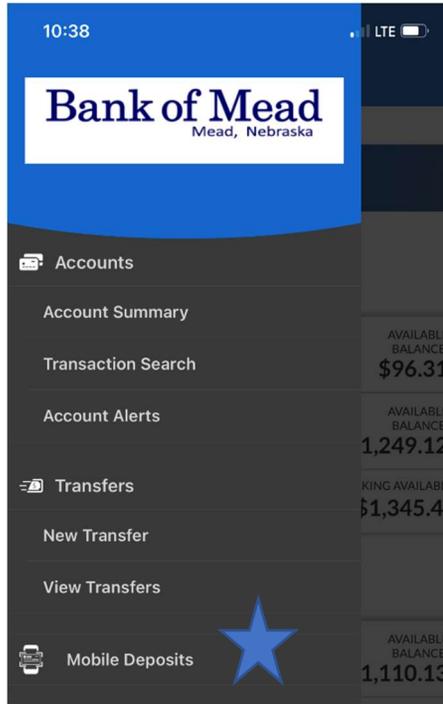


# REMOTE DEPOSIT CUSTOMER TRAINING GUIDE

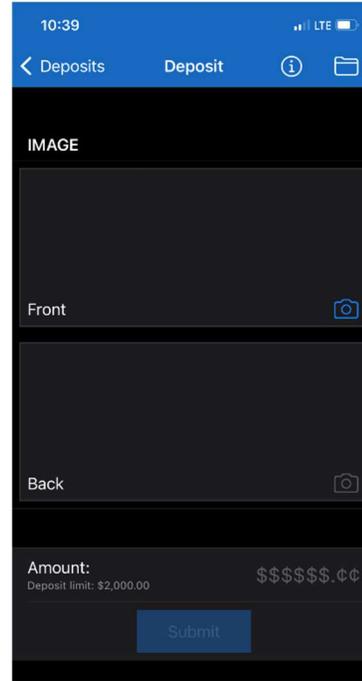
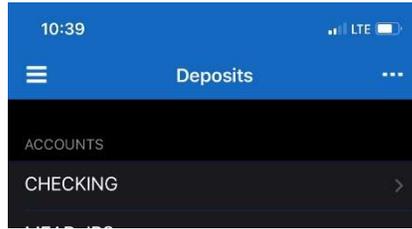
1

Choose Mobile Deposits from the Menu Button



2

Choose the Account you wish to make deposit.



**TIPS for Successful Deposit**

*Make sure your check is endorsed properly.*

*Keep original check for 7 days to ensure there were no errors in deposit process.*

*After the 7 days are up destroy the check to ensure you do not re-deposit.*

*Cut-off is 3pm CST anything received after that is considered the next business day.*

3

Follow prompts to take a picture of the front and back of the check

Your Check **MUST** be endorsed:  
*Your Signature*  
**FOR MOBILE DEPOSIT ONLY AT BANK OF MEAD**  
Or it will NOT be accepted.

Prepare the front of the check

- Place check on a flat, evenly lit, solid-colored surface

- Make sure that the check is made out to you or the financial institution
- Confirm that written amount of the check matches its numerical value
- Verify that the check is signed and dated

Do not show this again  Continue

Prepare the back of the check

- Sign your check
- Enter the required endorsement information

Do not show this again  Continue

4

Confirm Image Quality and Deposit Amount. Choose Submit

