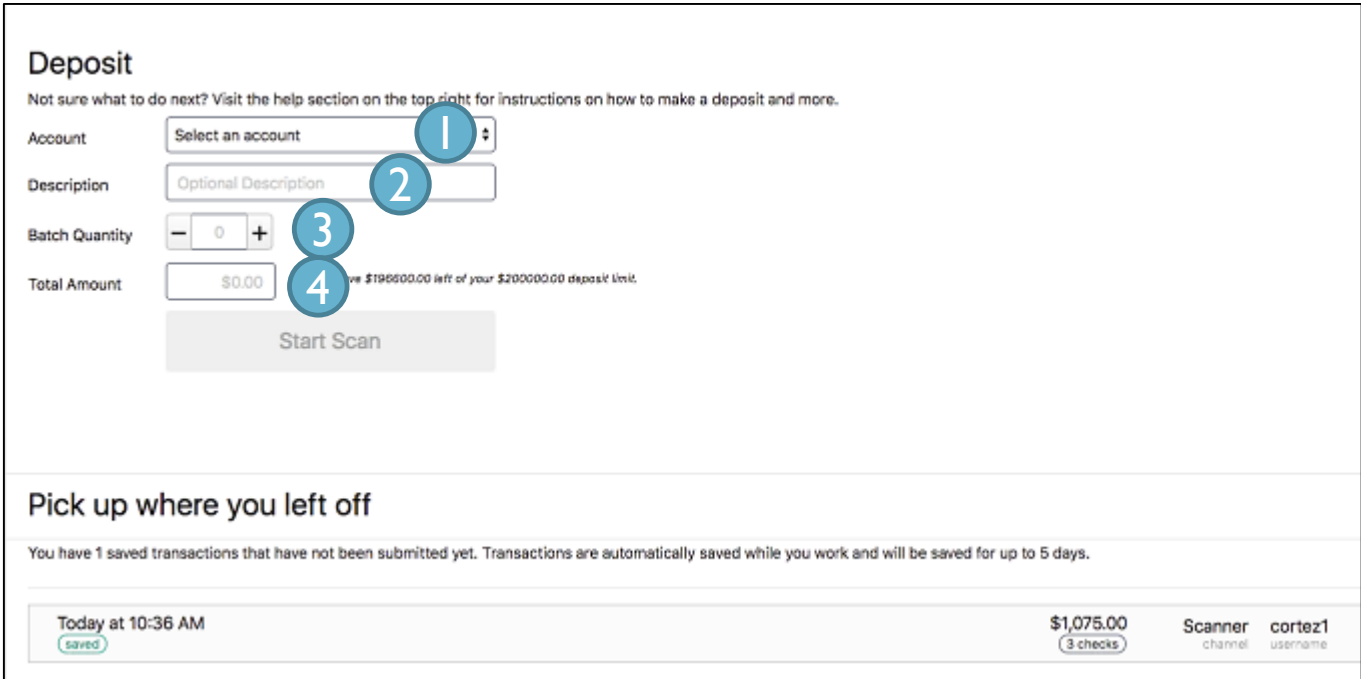To make a deposit in Business Banking with a desktop scanner, go to Additional Services > Business Check Deposit (your FI brands this). Select the Tax ID (if the business has multiple TINs) and land here:

Deposit

Not sure what to do next? Visit the help section on the top right for instructions on how to make a deposit and more.

Account — Select an account ①

Description — Optional Description ②

Batch Quantity — − 0 + ③

Total Amount — $0.00 ④ ...ve $198600.00 left of your $200000.00 deposit limit.

Start Scan

Pick up where you left off

You have 1 saved transactions that have not been submitted yet. Transactions are automatically saved while you work and will be saved for up to 5 days.

Today at 10:36 AM (saved) — $1,075.00 (3 checks) — Scanner channel — cortez1 username

① **Account list** – eligible accounts linked to the Tax ID. Your FI sets (on the implementation form) which accounts are eligible: checking, savings, loans, line of credits or credit cards.

② **Description** – anything to identify the deposit later

③ **Batch Quantity** – number of checks you're about to scan (best practice to scan at most 35-50 at a time)

④ **Total Amount** – sum of all checks you're about to scan (note says "you have $x left of your $x deposit limit").

Once you enter these 4 fields, load the checks in the scanner and click Start Scan. It's that easy!

bRDC lets you start a deposit and save to finish later (saved up to 5 days). Simply select a batch under "Pick up where you left off".

When the scanning is complete, this screen appears:

Deposit

Not sure what to do next? Visit the help section on the top right for instruction

Description	Main St Checks
Batch Quantity	− 8 + ⚠ Actual: 7
Total Amount	$1,700.00 ✓
Total Checks	

Correct errors before submitting.

View all checks or only those flagged as needing attention.

Toggle between list view and one check at a time.

All Checks 8 · ⚑ Flagged only 2

1	$ 50.00	$50.00		🗑
2	$1,000.00	$1,000.00	⚑ We cannot detect a front signature. Please review the check image prior to submitting.	🗑
3	Rejected	$229.00	⚑ Routing number could not be read ⚑ MICR Acct Number could not be read	
4	$ 25.00	$25.00		🗑
5	$ 100.00	$100.00		🗑
6	$ 200.00	$200.00		🗑
7	$ 125.00	$125.00		🗑
8	$ —	$200.00		🗑

Delete a check from the batch.

What do I do here?

Review scanned checks, with focus on details for any flagged check.
- Black Flag = needs review. Adjust amount, delete and rescan, or submit as is.
- Red Flag = hard reject. Try and scan again (via Scan More Checks button, not showing here), or remove from batch by adjusting batch quantity.

Scan More Checks (if needed)
Submit Deposit once flagged items are reviewed – button at bottom right (not showing)