

## MOBILE DEPOSIT INSTRUCTIONS

**\*\*CUTOFF TIME IS 1:00 PM in order for your check to credit your account the same business day.\*\***

**\*\*All deposits made after 1:00 PM will be credited the following business day.\*\***

- 1) Endorse your check as on the attached sample. This is VERY important!
- 2) Log into your Mobile Banking App
- 3) Select Deposit at the bottom of your screen.
- 4) Select Deposit Check.
- 5) Select the Account you would like to deposit to.
- 6) Enter the amount of the check you would like to deposit and click Next.
- 7) Next to Front Image, click Take photo of check. Make sure all four corners of your check are visible. In order to take the picture, touch the camera.
- 8) If you like the image, click Use. If you don't, click Retake.
- 9) Next to Back Image, click Take photo of check. Make sure all four corners of your check are visible. In order to take the picture, touch the camera.
- 10) If you like the image, click Use. If you don't, click Retake.
- 11) Click Next. It will validate your deposit.
- 12) Confirm your deposit by clicking Confirm. This will submit your deposit.
- 13) From here you can click View Your Accounts or Make Another Deposit.
- 14) Your funds won't be available until after processing at 4:00 P.M. CST. Cutoff to submit your deposit for that day is 1:00 P.M. CST.

## MOBILE DEPOSIT ENDORSEMENT

*If your deposit is not endorsed as such, it will be rejected and you will need to redeposit your check.*

**ENDORSE HERE**

Endorse your check with your signature here.

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For Mobile Deposit only / Bank of Hartington

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Write your account number here.

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**DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE\***

For your protection, so you don't redeposit your check on accident, please write Mobile Deposit on the front of the check so the check is easily identified.

**Benjamin Franklin**  
123 Main Street  
Apt. 4  
Nowhere, NA 12345

**Mobile Deposit**

Date: June 1, 2016 3 123

Pay To The Order Of: Henry Thoreau \$ \_\_\_\_\_ Dollars

Pretend Bank of Nowhere  
Nowhere, NA 12345

Memo: \_\_\_\_\_

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