



# MOBILE DEPOSIT GUIDE



Mobile Deposit is a product that allows you to deposit a check through the Platte Valley Bank Mobile Banking App, as long as you have access to a data connection on your mobile device. You can also see a history of deposit items that have already been processed.

## Getting Started

### Action

After launching the Mobile Banking App, select the Deposits Tab at the bottom. (If Android Model, Deposits Tab will be at the top).

Here you can do two things:

- New Deposit, which will allow you to submit a new deposit
- View Deposit History, which will allow you to view your previously deposited items.

### Display



If you are depositing a new check, click on New Deposit.

- Select the depositing account
- Manually enter in the deposit amount
- Click continue



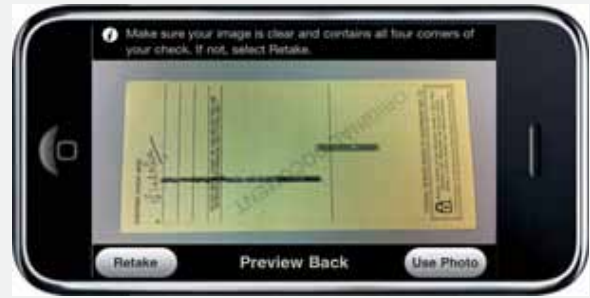
You will then be prompted to take a picture of the front of the check.

- Make sure all 4 corners are visible
- Make sure the image is clear
- If not, you can click on Retake to get another photo
- If everything checks out, click on Use Photo



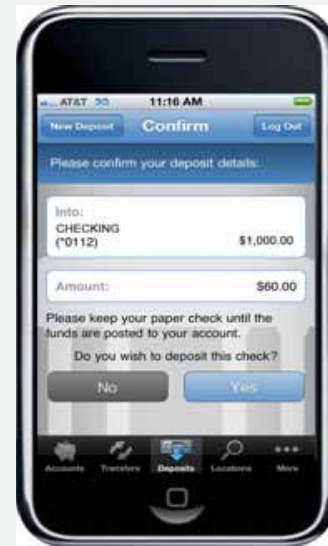
You will then be prompted to take a picture of the back of the check.

- Make sure all 4 corners are visible
- Make sure the image is clear and the endorsement can be read
- If not, you can click on Retake to get another photo
- If everything checks out, click on Use Photo



If the image is accepted, you will then be prompted to confirm your deposit.

- Verify that the depositing account is correct
- Verify that the amount is correct
- If everything is ready, click on Yes.



After clicking on Yes to submit the deposit, you will get a result—either Deposit Pending or Deposit Failed.

- If you get Deposit Pending, this means the deposit was accepted and will be reviewed. If deposited before 4pm CST, the deposit will show in your account the following morning. If deposited after 4pm CST, the deposit will show on the second business day.
- If you get Deposit Failed, it will give you a possible reason why and allow you to retake the images.

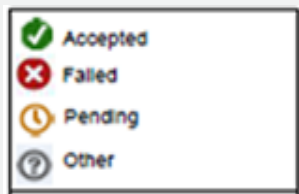


## Viewing Deposit History

Here you can view your deposit history with Mobile Deposit. You are able to view 90 days of deposit history, but images are only available for 45 days. If you need to view an image older than 45 days, you can do this through Mobile Banking, by clicking on the account and viewing the account history.



Click deposit to view more details



The user can also click View Check to view the image



The user can:

- View Details
- Logout
- View Front
- View Back