



## Remote Deposit Quick Start Guide

Go to [www.myaffinitybank.com](http://www.myaffinitybank.com)

Select Login - Business Remote Deposit

Enter Your Office, Login and Password

Select Login

Select Deposit

Select Account to Credit

Enter Name of Deposit (ex. Date)

Enter Total deposit amount and number of items

Select Create Deposit

Scan Checks

Select *Complete Deposit* after all checks are scanned

Balance Batch/Edit checks (see Advanced Tab instructions if needed)

Select Close & Approve

Select Approved Batch Detail for deposit confirmation

### Advanced Tab

Select Open Deposit (you can skip to “Complete” below if you are already balancing a deposit as the advanced tab button is on that screen).

Select Search in the Actions Column

Locate the check with a status of “Incomplete”

Select Edit to the right of the incomplete check - an image of the check will appear

Select the Advanced Tab

Complete the following fields for **Business Checks**

- ✓ Auxiliary OnUs (1): Input Check #
- ✓ Routing # (note: routing #'s are 9 digits long)
- ✓ On Us(2): Account # with a Capital U at the end (ex. 123456789U)
- ✓ Amount

Complete the following fields for **Personal Checks**

- ✓ Routing # (note: routing #'s are 9 digits long)
- ✓ On Us(2): Enter the Account # followed by a capital U space and check # (ex. 123456789U 3805)
- ✓ Check #
- ✓ Amount

Select Submit

**Technical Support** 678-742-9990 - M-Th 9am-5pm, Fri 9am-4pm

Direct link to remote deposit login [www.abbrd.com](http://www.abbrd.com)