

REMOTE DEPOSIT QUICK START GUIDE

1. Go to www.myaffinitybank.com
2. Select Remote Deposit Login
3. Enter Office and Login then select Continue
4. Enter Password
5. Select Login
6. Select Deposit
7. Select Account to Credit
8. Enter Name of deposit (date)
9. Enter Individual check amounts (below tape)
10. Select Enter key after each check amount is entered
11. Select Create Deposit
12. Wait For scanner to initialize and green light to appear
13. Place Checks in scanner (front facing green light)
14. Select Start Scan
15. Scan Checks
16. Select Submit Deposit after all checks are scanned
17. Print your Submitted Deposit Receipt
(Note: This report does NOT verify that your deposit is approved only submitted.)
18. Wait 1-2 hours for Affinity Bank to balance and approve your submitted deposit
19. Log back into the Remote Deposit System
20. Select Reports
21. Select (if same day) Approved Batch Detail for deposit confirmation
22. Select (if previous day) Historical Reports
 - a. Select Approved Batch Detail and 'ok'
 - b. Select Reports Pickup
 - c. Select Download
 - d. Select Open for deposit confirmation

Deposit Status and Adjustments

(View status of deposit)

1. Select Deposit Status
2. View Status of Deposit
3. Select Audit under the Audit column
4. View Description of adjustments

Deposit Images

(View images of checks)

1. Select Deposit Status
2. Select Underlined dollar amount
3. Select All rows per page if more than 10 checks are in the batch
4. Select View to see check

Chargebacks

(View returned checks)

1. Select Transactions
2. Select Returned (top of screen)
3. Select Applicable date range & Search
4. View Returned checks and print