

How to:

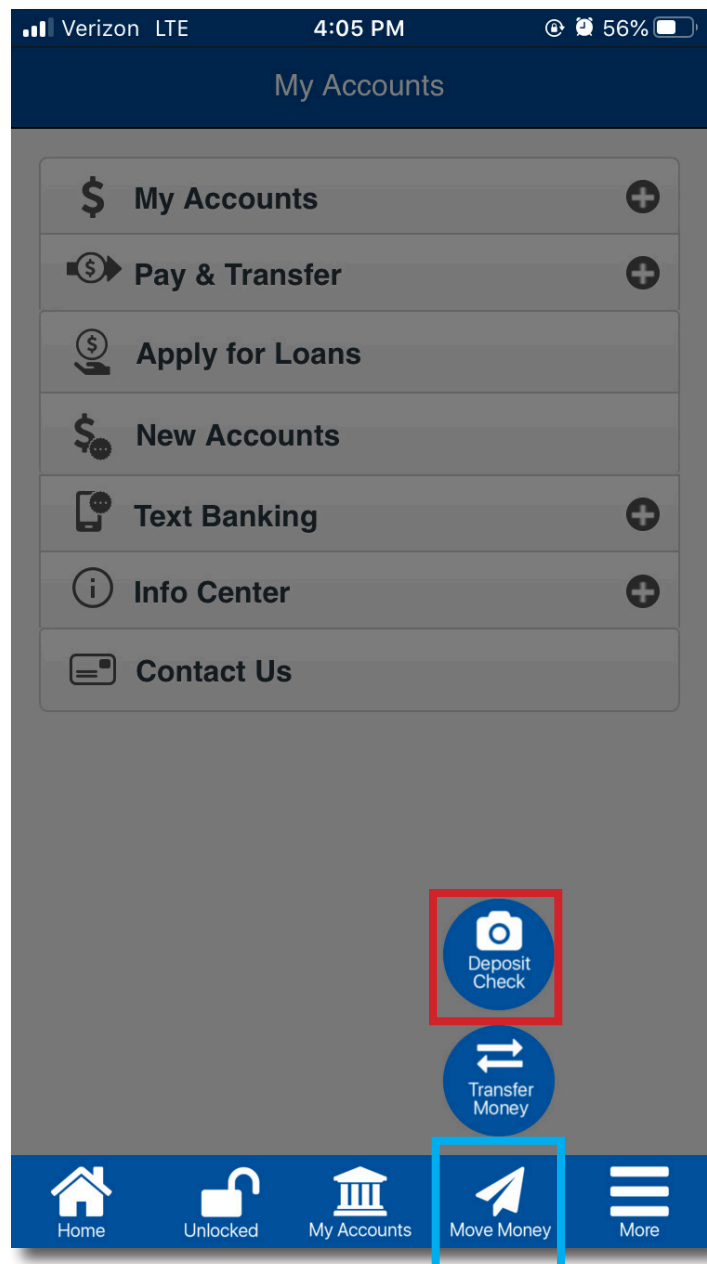
Deposit a Check Remotely



Step 1: Log into your account on your mobile banking app

Step 2: Click “Move Money” on the bottom navigation. (Blue Square)

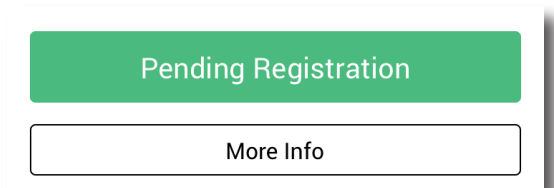
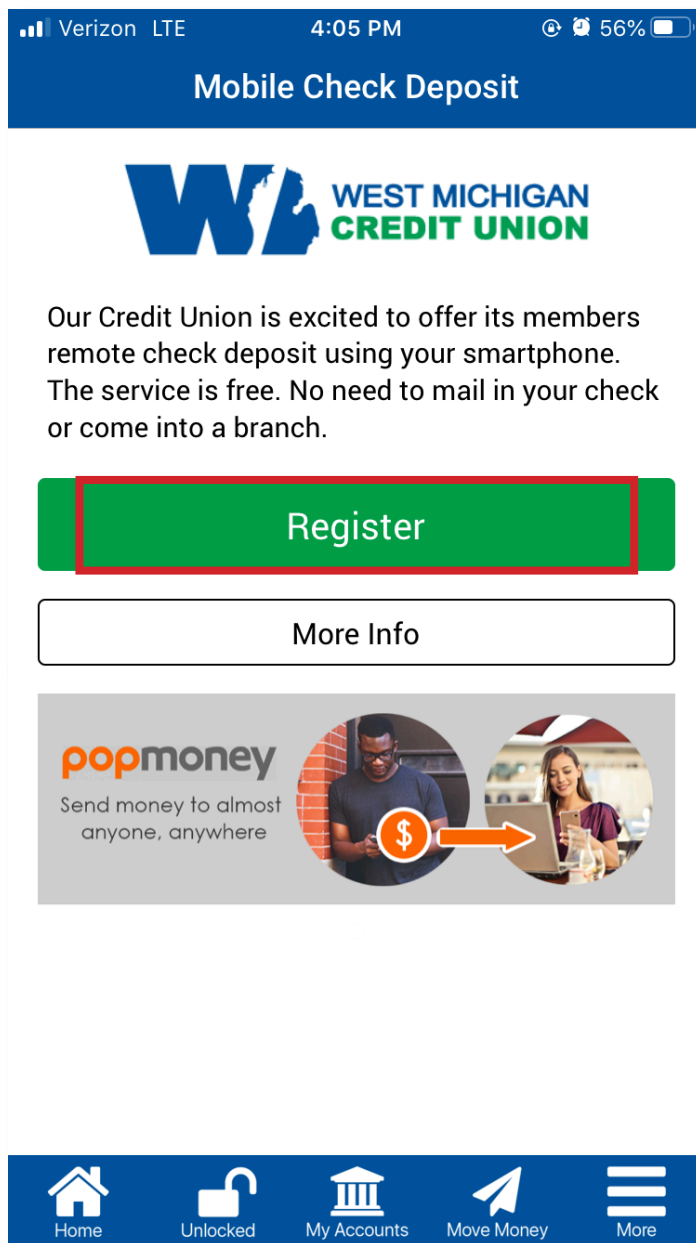
Step 3: Click “Deposit Check”(Red Square).



Step 4: If this is your first time using Remote Deposit, you will need to register your account. Simply click “Register”.

The button will change to “Pending Registration”

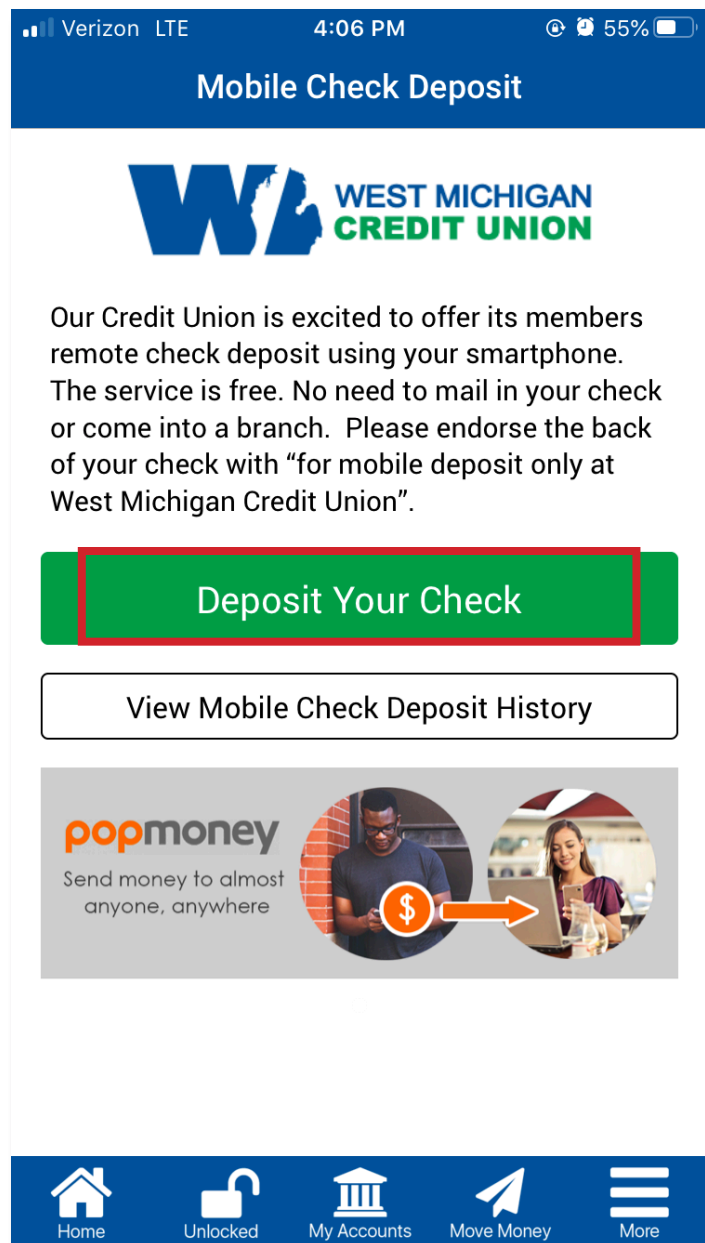
It may take up to 24 hours to have your account registration approved.



Step 5: If this is not your first time using Remote Deposit or you have just registered, click “Deposit Your Check”.

The next screen will show you how to properly endorse your check so that it does not get rejected.

There are also shortened instructions above the “Deposit Your Check” button.



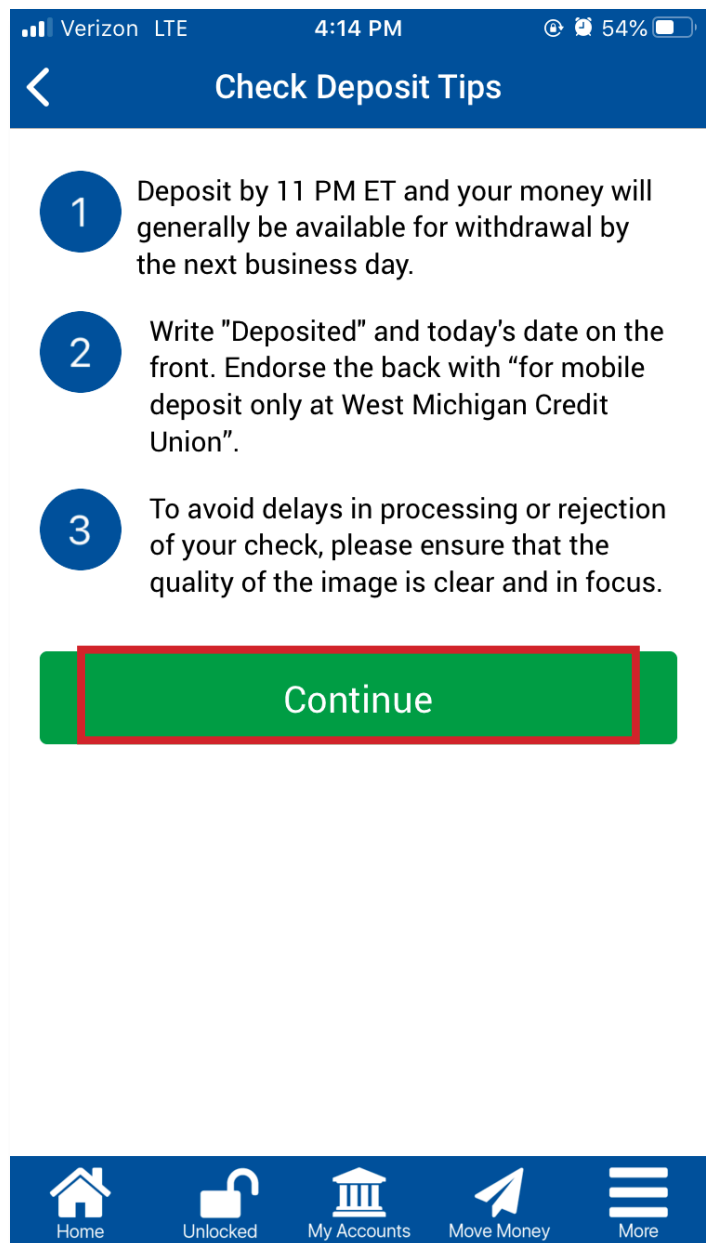
Step 6: Read this screen carefully, if your check is not endorsed properly - it will get rejected.

“Make your deposit by 11PM and your money will generally be available for withdrawal by the next business day.

Write “Deposited” and today’s date on the front. Endorse the back with “for mobile deposit only at West Michigan Credit Union.”

To avoid delays in processing or rejection of your check, please ensure that the quality of the image is clear and in focus.”

Then click, “Continue”.



Step 7: The top portion of the screen will keep cumulative totals.

Enter your check amount.

Take photos of both the front and back of your check.

Designate which account you would like your check to be deposited into.

Click "Submit".

You submitted your check remotely!

If there was an issue with your check processing, you will receive an email and be able to check the status of your check in your app.

Verizon LTE 11:25 AM 81%

Deposit Your Check

Max Amount Per Deposit	\$2,000
Max Daily Amount	\$2,000
Max Deposits per Day	3
Max Total Within 30 Day Cycle	\$10,000

Check Amount

\$0.00

Front of Check Back of Check

Take Picture... Take Picture...

Deposit To

SAVINGS >

Submit

Home Unlocked My Accounts Move Money More