

# How to:

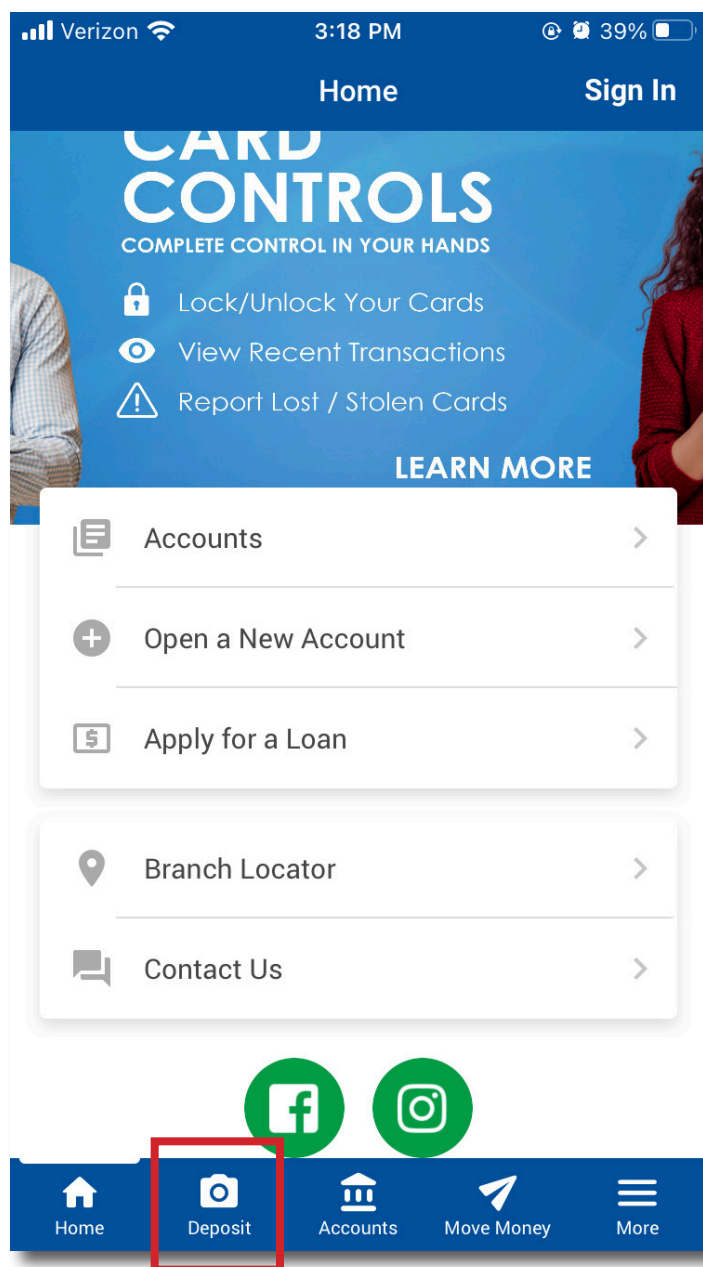
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## Deposit a Check Remotely



**Step 1:** Login to your account on your mobile banking app

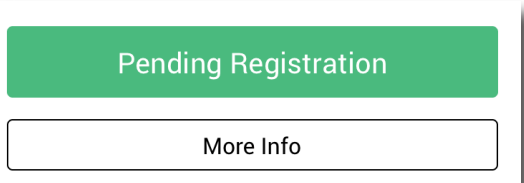
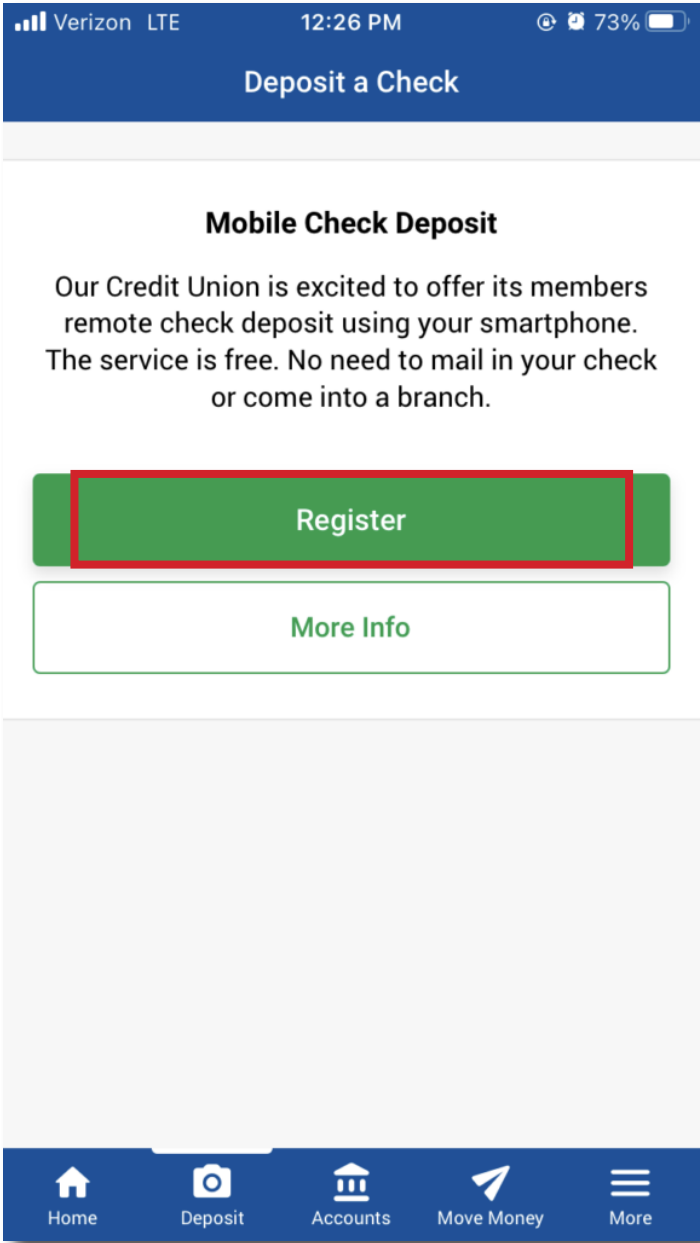
**Step 2:** Click "Deposit" in the menu



**Step 3:** If this is your first time using Remote Deposit, you will need to register your account. Simply click “Register”.

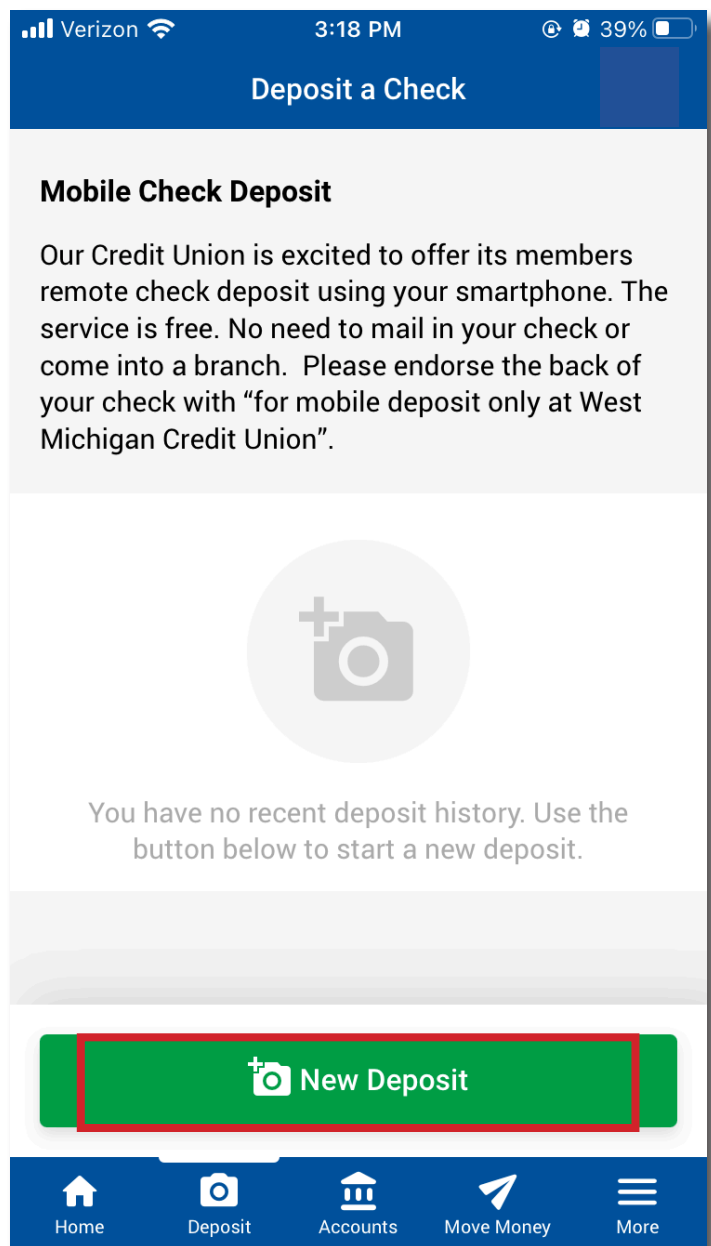
The button will change to “Pending Registration”

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



**Step 4:** If this is not your first time using Remote Deposit or you have just registered, click “New Deposit”.

There are instructions above your deposit history. Please fully read the instructions as they tell you how to properly endorse your check.



**Step 5:** Select an account to deposit the check to from the list of account options.

Enter the check amount.

Then click, "Continue".

The screenshot shows a mobile application interface for depositing a check. At the top, the status bar displays 'Verizon', signal strength, Wi-Fi, the time '8:34 AM', and a 64% battery level. The app header is a dark blue bar with the text 'New Check Deposit' and a white 'X' icon for closing the screen. Below the header, the main content area is white and contains the following elements:

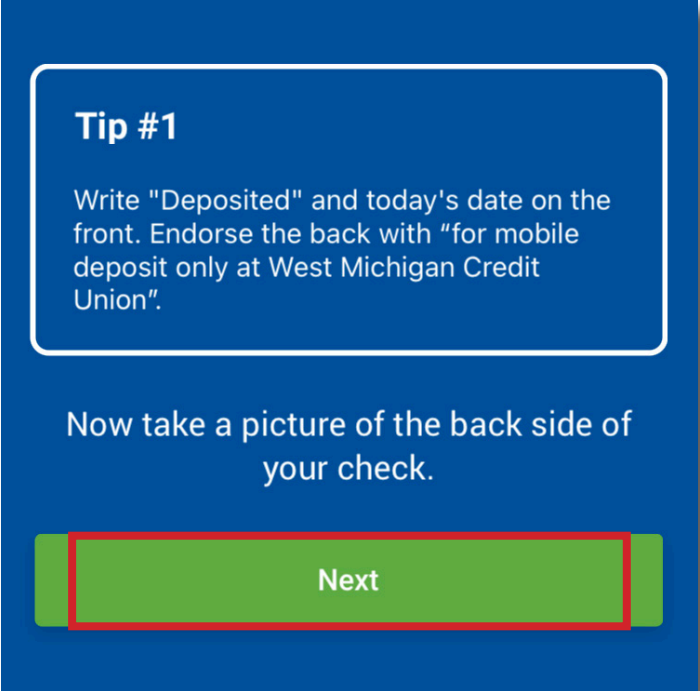
- A heading: 'Select an Account to Deposit this Check to:'
- A list of three account options, each with a dollar sign icon and a radio button:
  - 'Savings' with an unselected radio button.
  - 'Christmas Club' with an unselected radio button.
  - 'Simply Better Chkg' with a selected radio button (indicated by a green dot).
- A section titled 'Enter Check Amount' with a green question mark icon.
- A text input field labeled 'Check Amount' containing the value '\$5.00' and a green checkmark icon on the right side.
- A large green button at the bottom with the text 'Continue', which is highlighted with a red rectangular border.

**Step 6:** As you take the photos of your check for submission, you will be given tips.

**Tip #1**

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

If you have read the tip and properly endorsed the back of your check, you may click, “Next”.



**Tip #1**

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

Now take a picture of the back side of your check.

Next

**Step 7:** Confirm the deposit amount and account selection.

**Tip #2**

**Deposit by 11 PM EST and your money will generally be available for withdrawal by the next business day.**

If all information is correct, click "Submit".

**You submitted your check remotely!**

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

**Review Your Deposit** ✕

**Please confirm the deposit amount and deposit account before submitting.**

Deposit Amount  
\$5.00

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Deposit Account  
Simply Better Chkg

**Tip #2**

Deposit by 11 PM ET and your money will generally be available for withdrawal by the next business day.