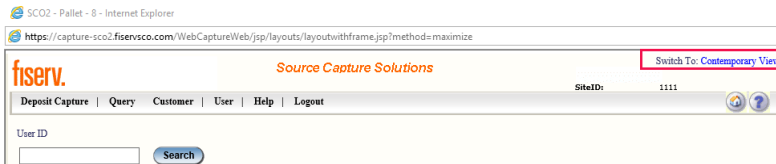


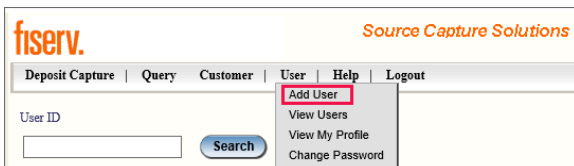
Remote Deposit Capture Quick Guide for User Creation - Admin

Creating User in Remote Deposit

- Log into Remote Deposit.
- Confirm the session is in Classic View.

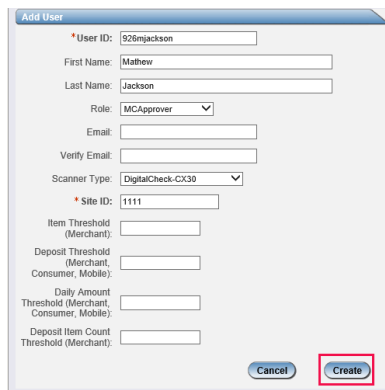


- Adding Users:
 - Click on the **User** tab and select **Add user**.



- Complete the following information.
 - Note: If limits are left blank, they will default to the company's limits.**
 - User ID: If the User Id is already taken, please use 926firstnamelastname (example: 926mattjackson).
 - Scanner type: The scanner your company was provided with.

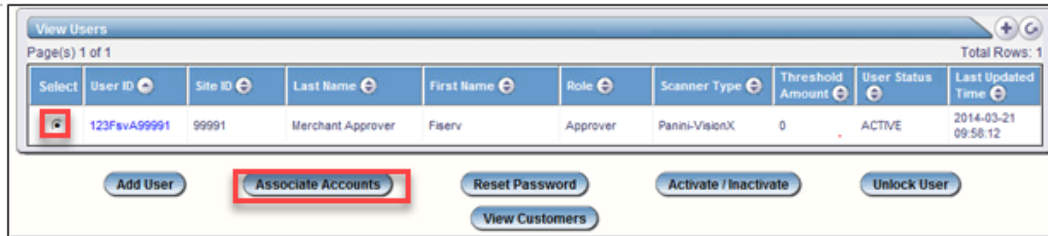
Fields		Description
User Id	Req'd	926firstinitiallast name (i.e. 926mackson)
First Name		Enter the user's first name.
Last Name		Enter the user's last name.
Role		MC Balancer – No administrative rights Review Only – Approver Only MC Approver – Administrator
Email		DO NOT ENTER USER EMAIL ADDRESS
Verify Email		DO NOT ENTER USER EMAIL ADDRESS
Scanner Type		Digital Check
Site ID	Req'd	1111
Item Threshold		Optional. Any check submitted by this user that exceeds this dollar (\$) amount will not be allowed. (May not be available, depending on role.) (Merchant Only)
Batch Threshold		Optional. Limits the dollar (\$) amount of each deposit by this user. (May not be available, depending on role.)
Daily Amount Threshold		Optional. Limits the total dollar (\$) amount the user can submit daily.
Batch Item Count Threshold		Blank



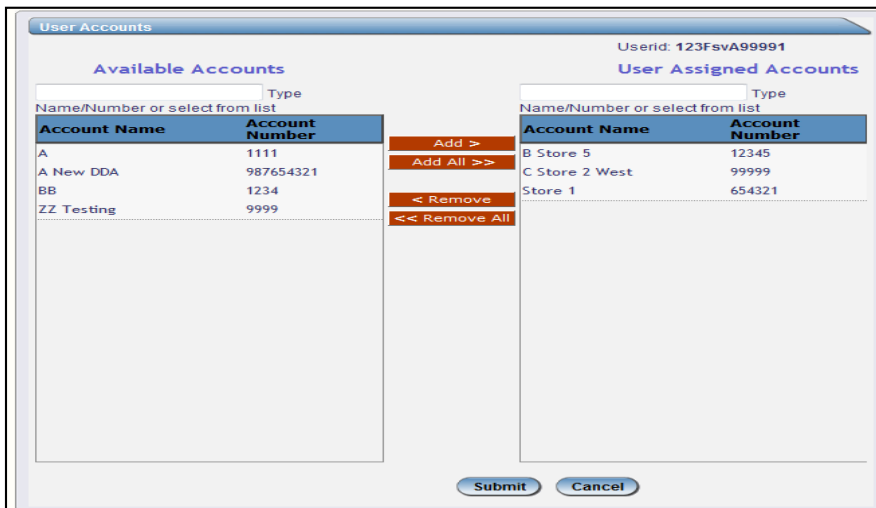
- Once the information has been entered, click **Create**.

- **Associating Accounts to User:**

- Return to View Users window and click the radio button next to the appropriate User ID.
- Click **Associate Accounts**

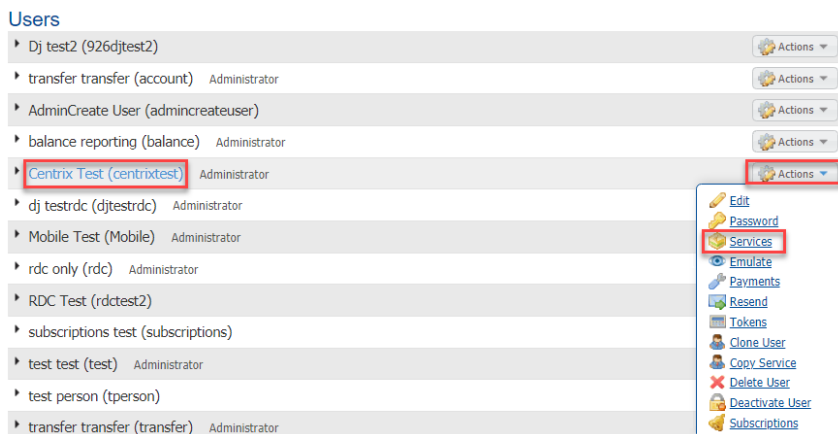


- To add an account for this user, select from the left side and click **Add>**.
- To remove an account from this user, select from the right side and click **<Remove**.



Enable Remote Deposit Settings in Treasury Management Direct:

- Log into Treasury Management Direct.
- Next to the user's name click the **Actions** tab and select **Services**.
**Note: If the user was cloned from another user with Remote Deposit, this step is not needed as the service copied over.*




- Under **Secure Browser Destinations**, select all. Click **Save**.

3: Secure Browser

Select All Unselect All Filter:

Secure Browser Secure Browser Administration
 Secure Browser Credential Maintenance Secure Browser Destinations

- From the Administration screen, click the arrow to the left of the user's name to expand their services.

 **Centrix Test (centrixtest)** Administrator

- **Administrator User:** Click the pencil next to **Secure Browser Administration**

3: Secure Browser

Secure Browser Secure Browser Administration Secure Browser Credential Maintenance
 Secure Browser Destinations

Select Remote Deposit Capture and click Save.

Select All Unselect All Filter:

Bill Pay Lockbox
 Positive Pay Remote Deposit Capture
 Treasury Management Direct eStatements

Save Cancel

- **Administrator/Non Administrator User:** Click the briefcase next to **Secure Browser Destinations**

3: Secure Browser

Secure Browser Secure Browser Administration Secure Browser Credential Maintenance
 Secure Browser Destinations

Select Remote Deposit Capture and click Save.

Select All Unselect All Filter:

Bill Pay Lockbox
 Positive Pay Remote Deposit Capture
 Treasury Management Direct eStatements

Save Cancel

- **Add credentials for users**

- Click the pencil icon next to **Secure Browser Destinations**

3: Secure Browser

Secure Browser Secure Browser Administration Secure Browser Credential Maintenance
 Secure Browser Destinations

Click Update

Remote Deposit Capture *Not stored* Update Clear
 Last Accessed: Never Used

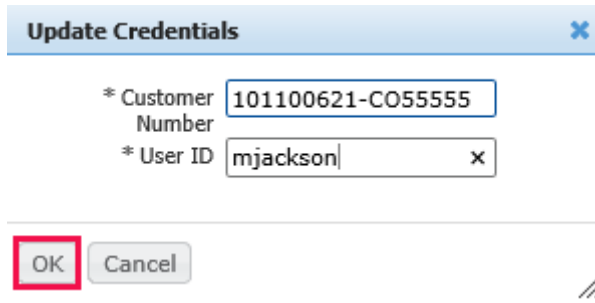
- Type in the username that was established in the SCO site.
- Type in the customer number - This is found in SCO under Customer → View Customer

View Customers

Page(s) 1 of 1

Select	Customer Name	Customer Number
<input type="radio"/>	SFBDEMO	101100621-SFBDEMO

- Click **OK**.



Update Credentials ✕

* Customer Number

* User ID ✕

OK Cancel

If you have any questions you can reach a Treasury Management Client Support Representative by contacting us at:

Phone: 833-377-8265

Email: TMClientSupport@SunflowerBank.com

Mon - Fri 8:00 am - 7:00 pm CT