MID PENN BANK

Remote Deposit Quick Reference Guide

1. Clean the scanner thoroughly before processing any deposits.
2. Prepare checks for deposit:
    a. All checks must be facing forward, with the MICR line in the same direction.
    b. Ensure all staples, paperclips, and rubber bands are removed.
    c. Add the checks together to determine the deposit total. You will be prompted to enter the total before scanning the deposit.
3. Open your browser and go to www.midpennbank.com to log in to Commercial Center.
4. Click **Payments & Transfers,** then **Remote Deposit**. Click the green arrow **Continue to Remote Deposit** button. This will take you to the Remote Deposit scanning site.
5. Click the yellow **Create Deposit** button on the left side of the screen.
6. Enter the deposit name, amount, and account (if you have multiple accounts, use the drop-down arrow to select the desired account). The **Store Number** field is not required but is available, if needed.
7. Click **continue.**
8. Place first check(s) of the deposit into the scanner as indicated on the scanner.
    a. A multi-feed scanner can accept approximately 25-50 checks at one time.
9. Push the check(s) forward into the scanner until they are mostly inside the scanner. Click the yellow **Scan** button on your screen.
    a. For single-feed Scanners, click the yellow **Scan** button first, then insert the first check. Repeat until all checks have been scanned.
10. After all items have been scanned, review the deposit for errors. If needed, click **Fix Errors** and correct any required issues.
11. Click **Enter** on your keyboard to save the changes.
12. Verify that Deposit Totals and Check Totals are equal. If the balances are equal, click **Submit Deposit**. Once the deposit is submitted, the status will change to Pending Review when it is received by the Bank. If review is required, the status will change to Under Review. When the deposit is processed, the status will change to Delivered.
    a. If a deposit has a status of Suspended or Ready for Approval, the scanned deposit must be Submitted or Deleted.
        i. To reopen a deposit from the home page, select the **View Deposit** option associated with the suspended deposit.
        ii. Once the deposit is reopened, you will have the option to either Submit or Delete the scan.

***NOTE:** Once a deposit is submitted, you will no longer have the option to cancel that deposit.

13. After completing a deposit submission, you have the option to export the deposit with or without check images.
    a. Select the **Reports** tab
    b. Select **Actions: View Deposit**
    Once in the deposit, click the **Export** option on the left side of the screen, then select the desired export format from the drop-down menu.

***NOTE:** Once a deposit is processed, images are recorded and will be available to view in the Commercial Center. ***NOTE:** If you receive a message indicating that your deposit exceeds your daily limit, you will need to email Cash Management Operations at cashmanagementopscenter@midpennbank.com to request a "Daily Temporary RDC Limit Increase." In your request, please list your Total Deposits for the day and the amount you are requesting your limit be temporarily increased to. Please account for deposits already made, as well as any additional deposits needed for the day.

Questions? Please Contact:

Cash Management
Monday-Friday, 8:00 a.m-5:00 p.m. ET (Closed weekends and government holidays)
Email: cashmanagementoperations@midpennbank.com
Phone: 888-999-2644