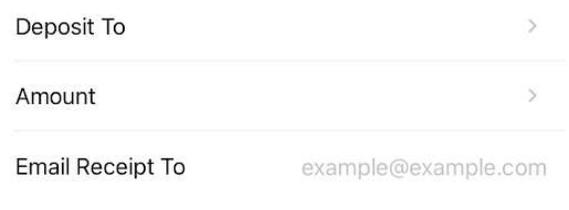
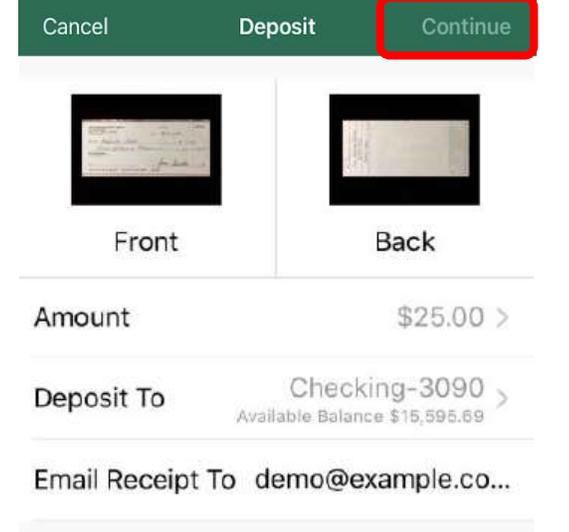
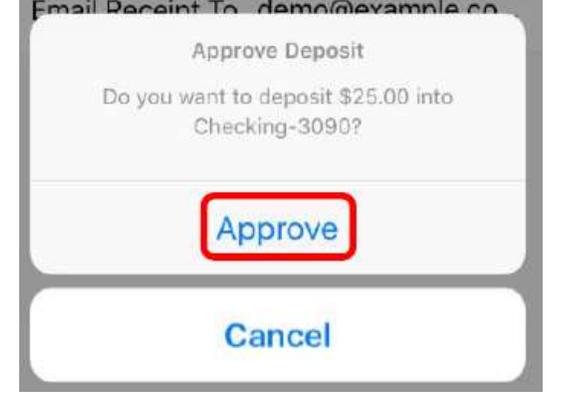


# How to make a Mobile Check Deposit



Step	Action	Display
<p><b>1</b></p>	<p>To access Mobile Banking Check Deposit, begin by selecting the <b>plus menu</b> in the task bar of your First Commerce Bank mobile app.</p>	
<p><b>2</b></p>	<p>Select <b>Deposit</b> to continue.</p>	
<p><b>3</b></p>	<p>The Deposit screen then appears presenting guidelines for making deposits.</p> <p>Select <b>Continue</b> to proceed.</p>	
<p><b>4</b></p>	<p><b>*How to Properly Endorse Check*</b></p> <p>Some Checks have a check box for Mobile Deposit with a space for the institution's name.</p> <p>If a check does not have that option, please endorse it as demonstrated.</p> <p><b>First / Last Name</b>  <b>First Commerce Bank</b>  <b>Account Number</b>  <b>For Mobile Deposit Only</b></p>	

Step	Action	Display
5	<p>Have your check ready, then select the <b>“Front”</b> option to take a photo of the front of the check and the <b>“Back”</b> option to take a photo of the back of the check.</p> <p><i>*Note: You will need to give First Commerce Mobile access to your Camera. It may prompt you during the first use.</i></p>	
6	<p>Select the Account you want the deposit to go into. →</p> <p>Add the \$ Amount of the Check. →</p> <p>Enter an email so you can receive a receipt. →</p>	
7	<p>Now that all the fields are completed, the front and back image of the check, along with the amount, account to accept the deposit, and the email to deliver a receipt are shown.</p> <p>Select <b>Continue</b> to proceed.</p>	
8	<p><b>Approve</b> Your Deposit.</p>	

You shall receive 2 emails for each deposit. The first email is to notify you that the system has received your mobile deposit, and the second email is to let you know that your deposit has been Approved / Declined.

After you have received both emails and your deposit has been credited to your account, please

**PROPERLY DISPOSE OF THE CHECK**