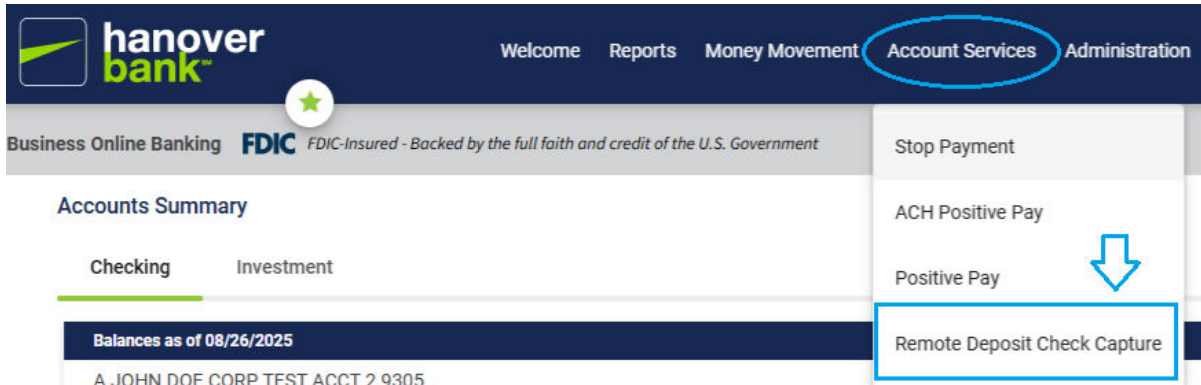
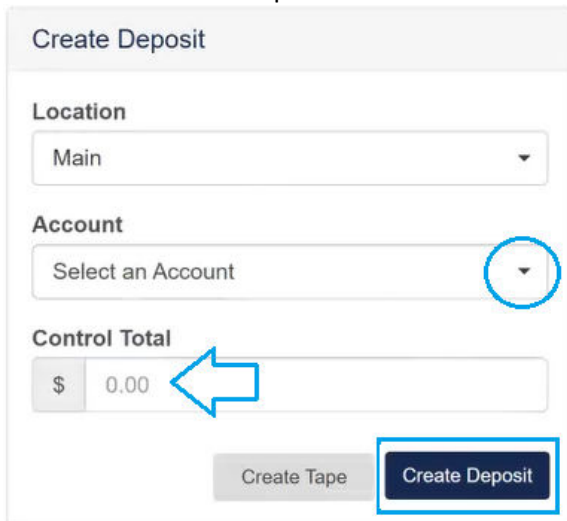


Remote Deposit Capture User Guide

1. Log into Business Online Banking, hover over 'Account Services' and click on 'Remote Deposit Capture'



2. On the Create Deposit screen, choose the account you want to deposit the check into, enter the TOTAL of the entire deposit in the 'Control Total' field and click 'Create Deposit'



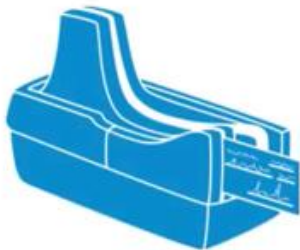
3. Place the check(s) in the scanner feeder and click 'Capture'



4. Once the check(s) have been scanned, click 'Stop Scan'

Capture Items

Scanning



Cancel Stop Scan

5. Click 'Next'

Capture Next

6. If any information on the check cannot be read, you can manually correct the information and click 'Verify MICR'. The information will update, then click 'Accept'

Amount

\$ 0.00

The amount must be greater than \$0 and less than \$99,999,999.99.

MICR

02181!59! !0!0030!!0!

⚠ The transit routing cannot contain reject characters and must be 9 digits.

⚠ The MICR has reject characters that must be corrected before continuing.

⚠ 2:4:6 Aux contains Rejects R/T contains Rejects Acct contains Rejects

Remove Verify MICR Accept

7. The check is accepted and ready to be deposited, click 'Submit'

Balance Submit

8. A confirmation of successful deposit will display. You can either click the 'Receipt' dropdown to review images of the check deposit or click the 'Home' icon to get back to the scanner screen

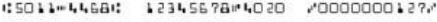
Capture Items Correct Items Balance Deposit Review Deposit

✓ The deposit was submitted for review successfully!



Merchant Capture Deposit Ticket

Account Number: 12345678
Date: 02/17/2025 11:21:45 AM
Amount: \$ 1.27





Receipt ▾

- Deposit Detail
- Image Report (1x3 Front Only)
- Image Report (Front Only)
- Image Report (Front + Back)



Important Reminders

- Cut off time for same day deposits is 6 PM
- Funds availability – please check the funds availability schedule in your Business Account Disclosure booklet, distributed during account opening.
- Store checks in a secured area such as a locked file cabinet, locked drawer or fireproof safe for 60 days.
- Please shred all checks after the 60-day retention period.
- For unforeseen issues, please bring or mail the deposit to the branch or ATM

For any questions, please call us at 877-548-8880, or visit our website: www.hanoverbank.com

hanoverbank
FDIC FDIC-insured - Backed by the full faith and credit of the U.S. Government

Business Personal Borrow

Home > Remote Deposit Capture Resource Center

Remote Deposit Capture Resource Center

Welcome to the Hanover Bank RDC Resource Center

Deposit multiple checks quickly and easily utilizing a scanner and simple to-use software.

- Deposit checks upon receipt
- Improve operational efficiency by eliminating trips to the bank
- Deposit checks into your Hanover savings, checking and money market accounts
- Set up multiple users with varied authorization levels
- Maintain electronic copies of checks

Compatible Scanners	▼
Supported Browsers & Operating Systems for Desktop	▼
RDC User and Scanner Install Guides	▼
Scanner Downloads	▼
Frequently Asked Questions	▼