## How to Access Desktop Remote Deposit

- 1. From Needham Bank's website, <u>www.needhambank.com</u>, log in to your Business Online Banking profile.
- 2. From the Main Menu, select **Remote Deposit**.

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|----------|-------------|--------------|--------------|----------------|-------|--------------------------------|--|--|--|
| Accounts | Transfers 🗸 | Pay My Bills | Positive Pay | Remote Deposit | ACH 🗸 | Wires ~                        |  |  |  |
|          |             |              |              |                |       |                                |  |  |  |

3. Click, on the button labeled "Click Here to Make Your Deposit."

| NeedhamBank-  |                |              |              |                |       |         | 🖉 Roselle McGaw-Gammad 🗸   Print |                   |  |
|---------------|----------------|--------------|--------------|----------------|-------|---------|----------------------------------|-------------------|--|
| Accounts      | Transfers 🗸    | Pay My Bills | Positive Pay | Remote Deposit | ach 🗸 | Wires 🗸 |                                  |                   |  |
| Αссοι         | unts Su        | mmary        |              |                |       |         |                                  |                   |  |
| Click Here to | o Make Your De | eposit       |              |                |       |         |                                  |                   |  |
| Account       |                |              |              | Description    |       |         | Balance                          | Available Balance |  |

You will now be brought to your Remote Deposit home page.

| NeedhamBank <sup>*</sup> Remote Deposit Capture   |   |
|---|---|
| Home Capture • Transmit • Analytics • Training • Admin •  | Marketing Department 👻 Sign Out   |
| Account   | Capture<br>Create, correct, and edit deposit transactions<br>Merchant Deposit         |
| Messages  |   |
| June 1, 2015 <b>0</b><br>Support and Troubleshooting<br>Deluxe Remote Deposit Support: 1-866-711-0566   | Transmit<br>Transactions and review transaction status                                |
| - Available Monday-Friday 8:00AM - 8:00 PM EST  | Status Deposit Limits   |
| - Please have your Client ID: N-144 and company name ready  |   |
| Neednam Bank Cash Management: 781-474-5803<br>- Available Monday-Friday 8:00 AM - 5:00 PM EST   | Analytics   |
| April 27, 2015 <b>O</b><br>Best Practices for Remote Deposit Capture<br>1. Please keep original checks in a fireproof secure location. This restricts the<br>checks can be processed and denosited at a future date or stolen | Review, generate, and locate data history<br>Reports Exports Research                 |
| 2. After 60 days, please securely dispose of original checks.   | Training  |
| <ol> <li>The Training section is available for system navigation tips. A Remote Depo<br/>also available upon request.</li> </ol>  | t user guide is Learn how to get the most out of your application Visit Training Site |
|   |   |
|   | System Administration About   |