

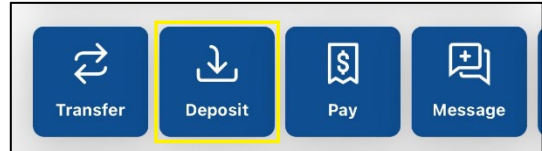
# Mobile Deposit

**IMPORTANT:** Mobile deposits are processed daily during business hours. Weekend mobile deposits will be processed the next business day.

✓ Once logged in to mobile banking, under the **"Accounts"** section, select **"Deposit"**

✓ Enter the check amount and select **"Continue"**

✓ Select the share you would like to deposit into



✓ **IMPORTANT:** Deposits into Certificate of Deposits and any retirement account such as an IRA or HSA will need to be done via branch or contact center

✓ Take a picture of the front of the check

✓ Write **"Mobile Deposit Only"** along with your signature in the endorsement area on the back of the check

✓ There is an option on some checks to **"Check Here if Mobile"** or **"Remote Deposit"**

✓ Writing your account number is optional but recommended

✓ Take a picture of the back of the check

✓ Review the check amount and check images and select **"Submit"**

✓ Please retain your checks for at least 14 days

## Tips and Tricks for check images

- Please make sure the check is legible with either black or blue ink if handwritten.
- Lay the check on a darker colored background so the information is easier to read
- Verify the check image is taken within the rectangle outline as requested
- Make sure the check is flat and not folded from creases

## Additional Information

- Check Limits
  - \$10,000.00 or 99 checks a day
  - \$100,000.00 or 999 checks a month

**Please Note:** If you are unable to access the mobile deposit function, have issues depositing, or have questions regarding check holds please reach out to us or visit one of our [locations](#)