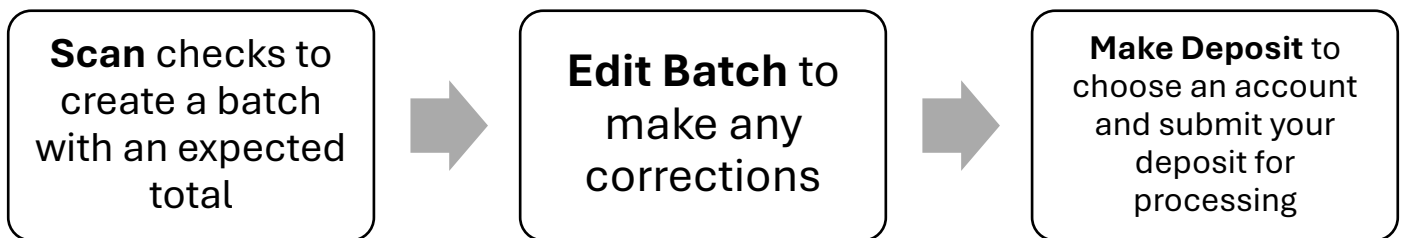


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New Deposit Process with Remote Deposit Now

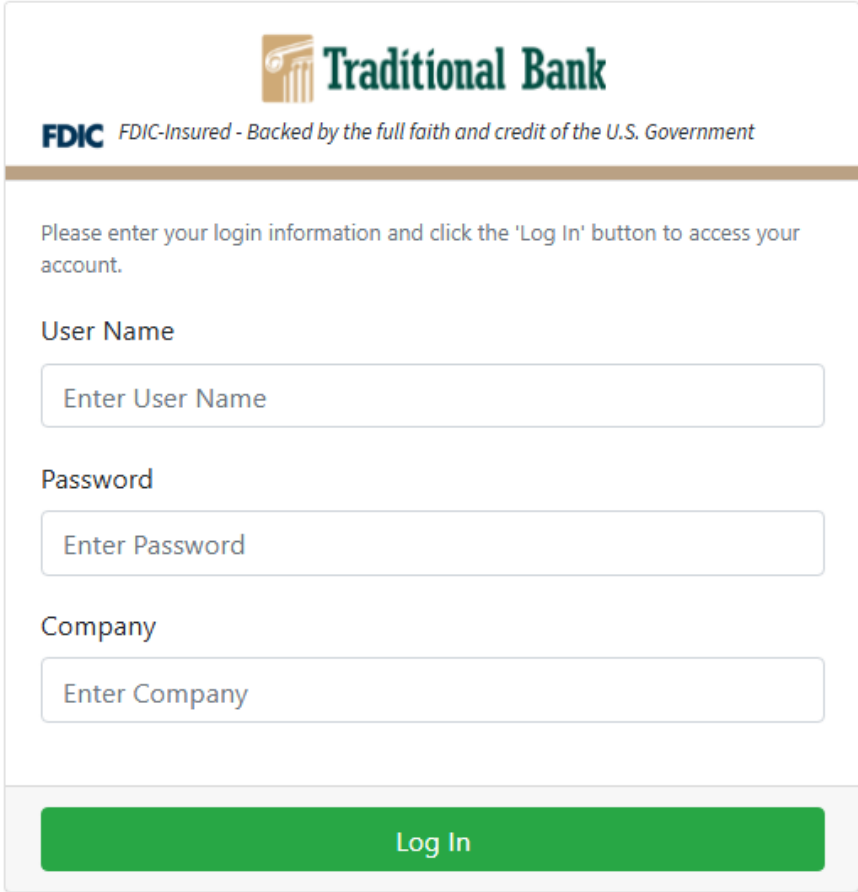


Contact Us

For assistance with your scanner or deposit, contact the Cash Management team at 859-410-7980 or CashManagement@traditionalbank.com.

Logging into SmartPay Business

1. Go to: www.traditionalbank.com and click **Login**
2. Click on the drop-down menu to select **Remote Deposit Capture**
3. Enter your username, password, and Company



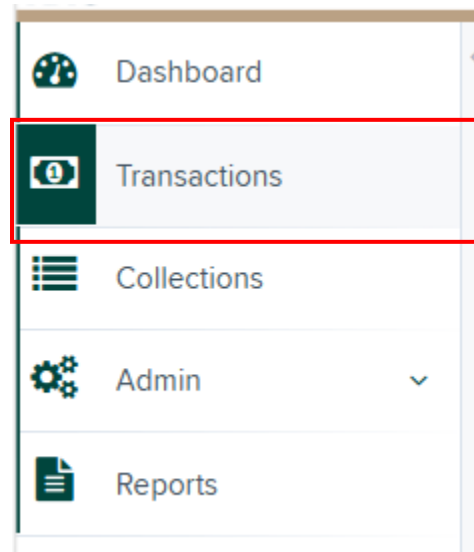
The image shows the login page for Traditional Bank. At the top is the Traditional Bank logo with the FDIC logo and the text "FDIC-Insured - Backed by the full faith and credit of the U.S. Government". Below this is a message: "Please enter your login information and click the 'Log In' button to access your account." There are three input fields: "User Name" with the placeholder "Enter User Name", "Password" with the placeholder "Enter Password", and "Company" with the placeholder "Enter Company". At the bottom is a green "Log In" button.

Install Scanner Software and Drivers

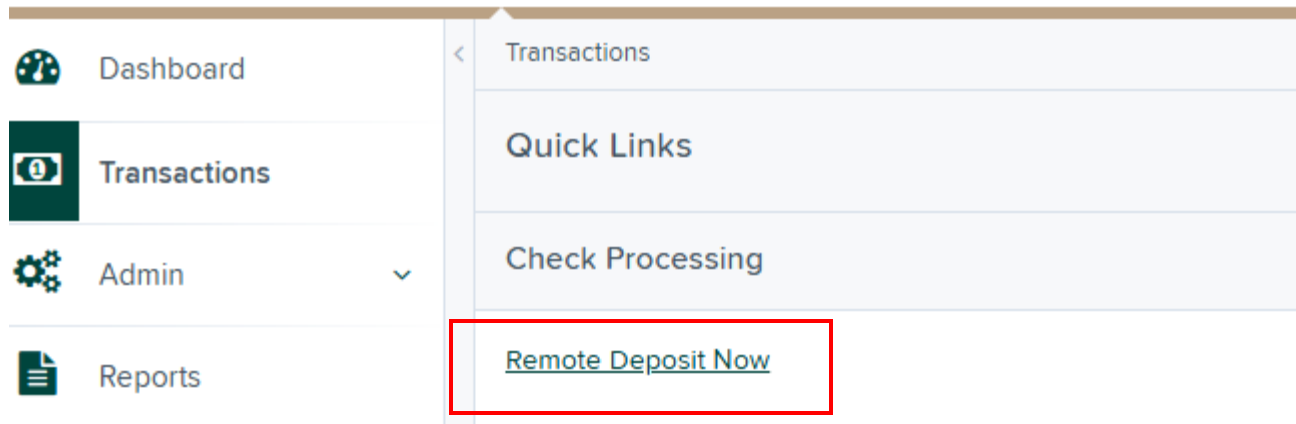
Before starting the installation, ensure the scanner's USB cable is disconnected from the computer.

SOFTWARE

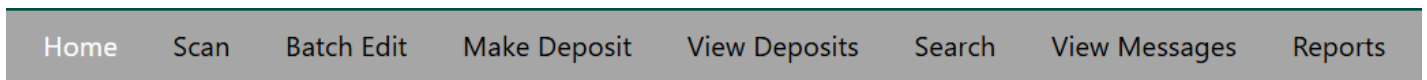
1. Log into SmartPay Business
2. Select **Transactions** from the menu on the left



3. Select **Remote Deposit Now**

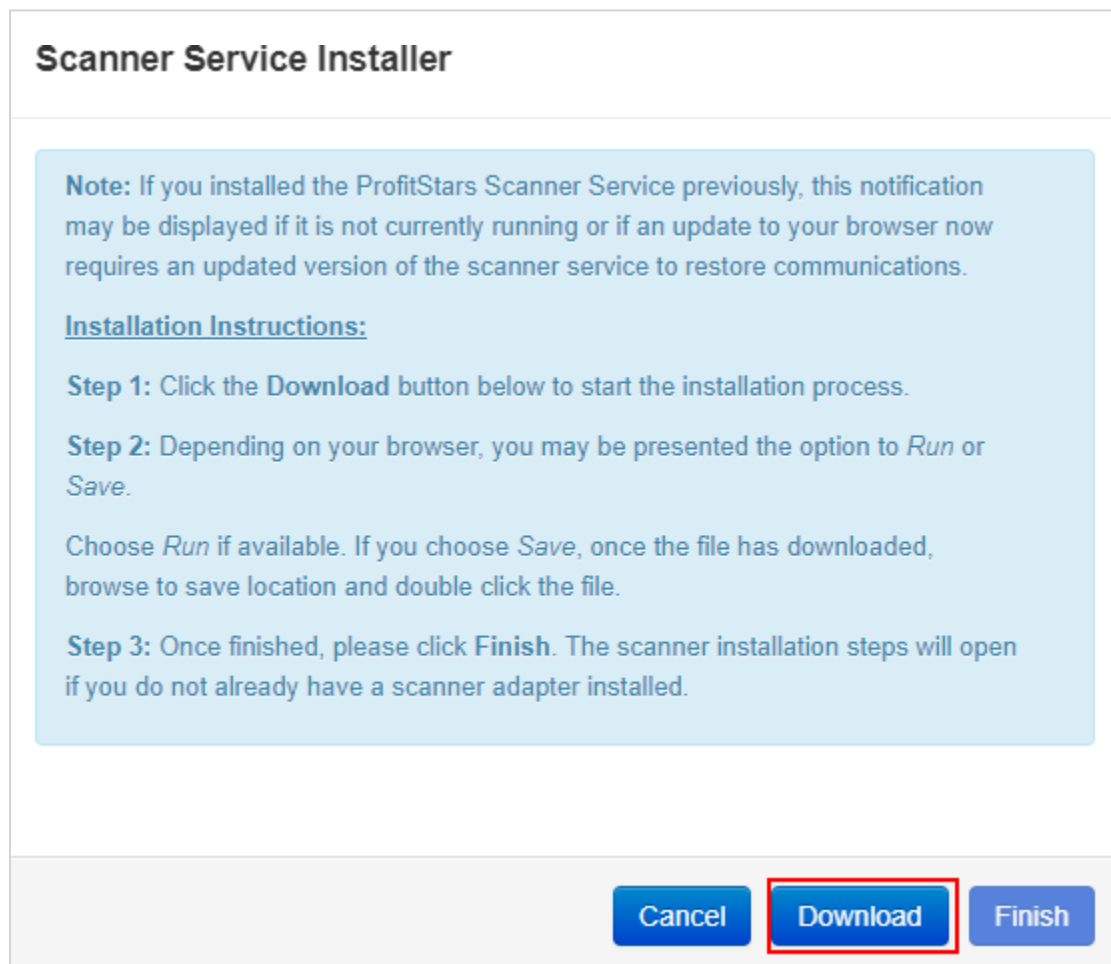


4. Select Scan from the top menu bar



The Scanner Service Install window appears.

5. Click **Download** to Begin



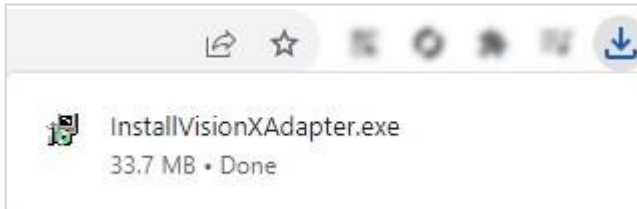
Make sure your scanner is disconnected from the computer.

6. The *Install Wizard* displays the *Install* prompt. Click **Install** to continue.
7. If the *Files In Use* prompt appears, select **Close the applications and attempt to restart them**, and click **OK**.
8. Select **Finish** to complete the installation.

SCANNER DRIVERS

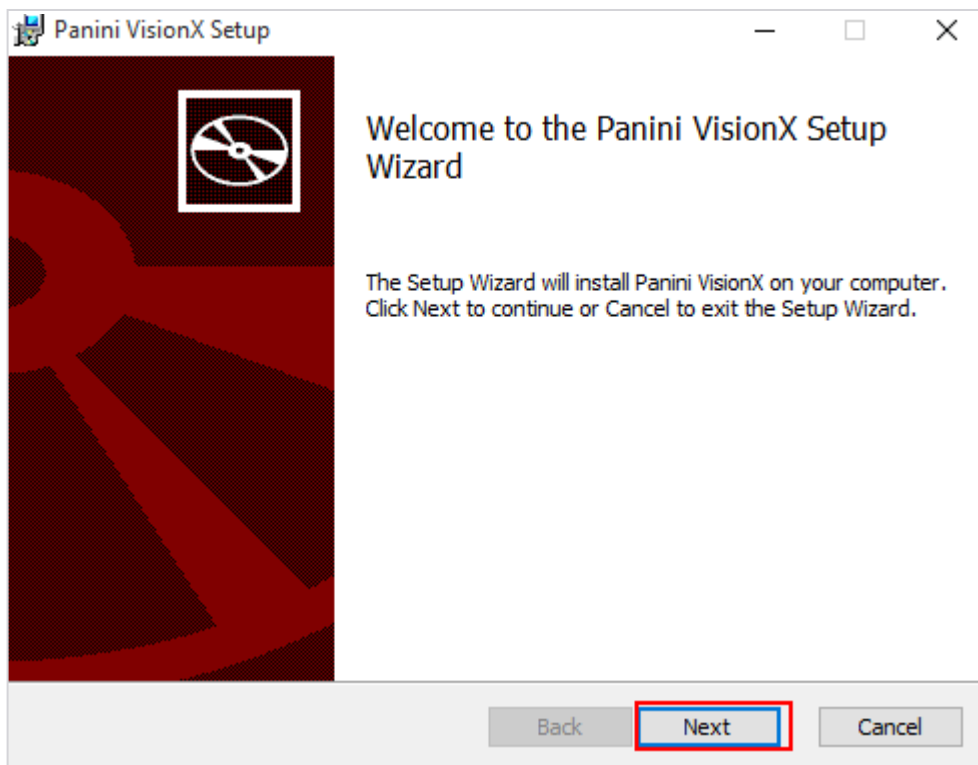
1. Select the type of scanner that you are using from the drop-down menu.
2. Select **Download**.
3. A file download window appears in the top right-hand corner of the browser.
4. Click the downloaded file to open it.

Downloaded File for Chrome™



Depending on the type of scanner for which you are installing a driver, you may receive the following adapter setup message.

5. Click **Next** to continue.



6. Follow the prompts to install scanner until Finished.
7. The scanner driver installation process is complete. Wait for the scanner to load—a pop-up window may indicate that the device is ready to use. You may now plug the USB cable from the scanner into the computer.

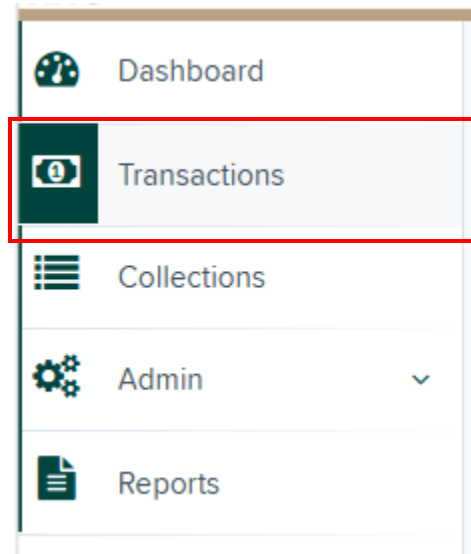
Making a Deposit

When you make a deposit, you will follow these steps:

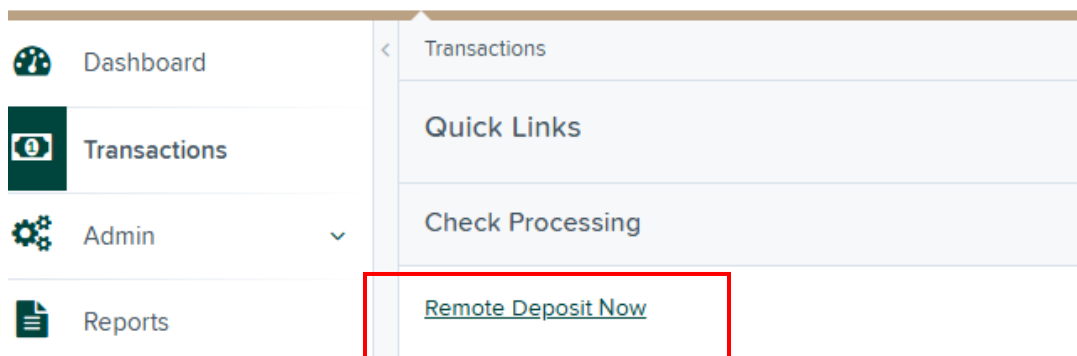
- 1: Scan
- 2: Batch Edit
- 3: Make Deposit

Scanning Checks for a Deposit

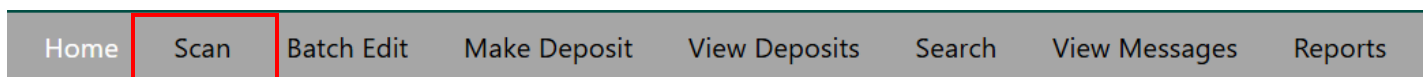
1. Log into SmartPay Business
2. Select **Transactions** from the menu on the left



9. Select **Remote Deposit Now**

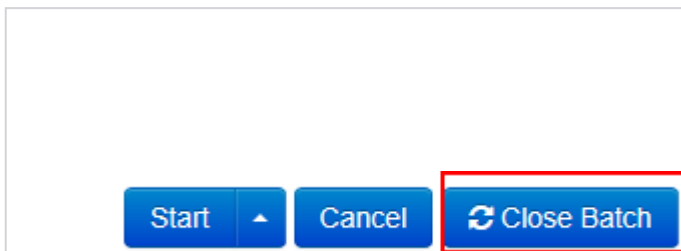


10. Select **Scan** from the top menu bar



11. Select **Start** to scan a check.
12. Complete the expected total of the batch with a two-decimal place number.
13. Select **OK**.
14. Scan the check with the scanner.
Each item appears on the page in the order that they were scanned with the MICR line displayed.
15. Select **Stop** when you have finished scanning checks.

16. Select **Close Batch**.



Editing a Batch

The *Batch Edit* page allows you to make any necessary changes to the batch.

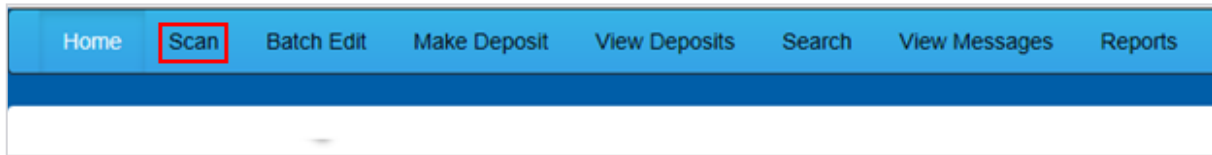
1. Select **Batch Edit** from the top of the page.

2. The *Expected Total* and *Actual Total* information appears underneath the batch-selection drop-down menu at the top of the page.

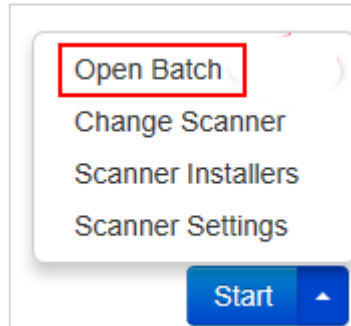
Editing a Batch Total

A batch total can be changed on the *Open Batch* page.

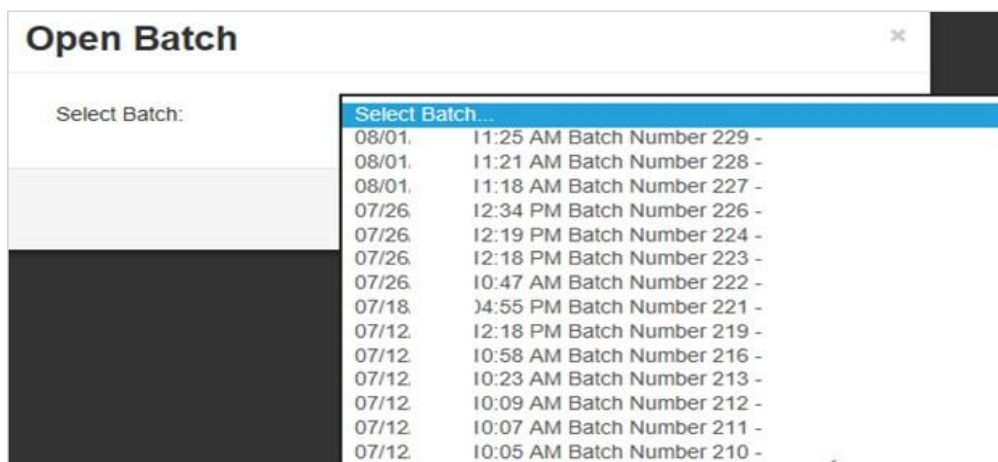
1. Click **Scan** to adjust a batch total.



2. Select **Open Batch** from the Start menu.



3. Select a batch from the **Select Batch** drop-down menu.



4. Enter the new amount in the **Expected Batch Total** field.

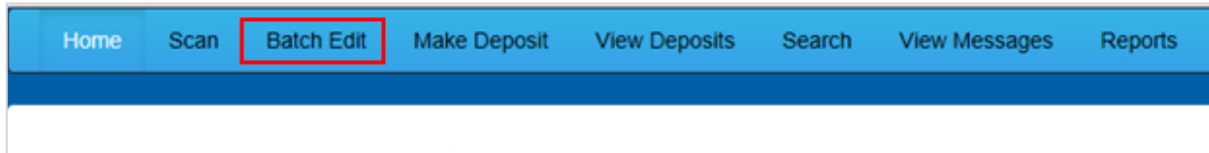
A screenshot of the 'Open Batch' dialog box. The dialog has a title bar with the text 'Open Batch' and a close button. Inside the dialog, there is a label 'Select Batch:' followed by a drop-down menu. The drop-down menu is open, showing a list of batch entries. Each entry consists of a date and time followed by a batch number and a hyphen. The entries are: 08/01, 11:25 AM Batch Number 229 -; 08/01, 11:21 AM Batch Number 228 -; 08/01, 11:18 AM Batch Number 227 -; 07/26, 12:34 PM Batch Number 226 -; 07/26, 12:19 PM Batch Number 224 -; 07/26, 12:18 PM Batch Number 223 -; 07/26, 10:47 AM Batch Number 222 -; 07/18, 14:55 PM Batch Number 221 -; 07/12, 12:18 PM Batch Number 219 -; 07/12, 10:58 AM Batch Number 216 -; 07/12, 10:23 AM Batch Number 213 -; 07/12, 10:09 AM Batch Number 212 -; 07/12, 10:07 AM Batch Number 211 -; 07/12, 10:05 AM Batch Number 210 -.

5. Click **OK**.

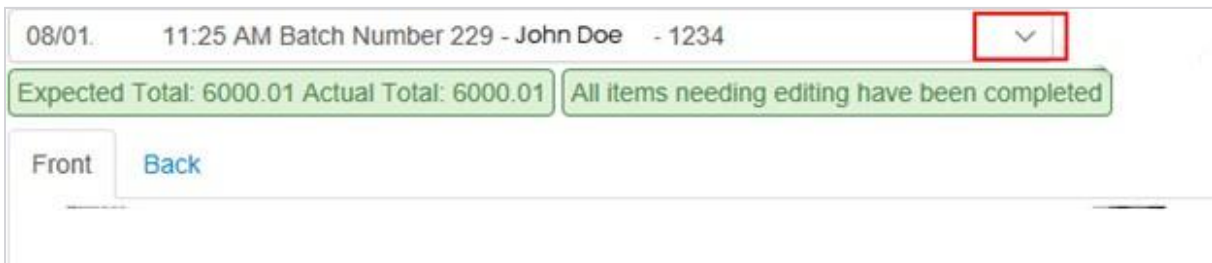
MICR Line Repair

MICR repair is the process of fixing issues related to Magnetic Ink Character Recognition (MICR) on checks.

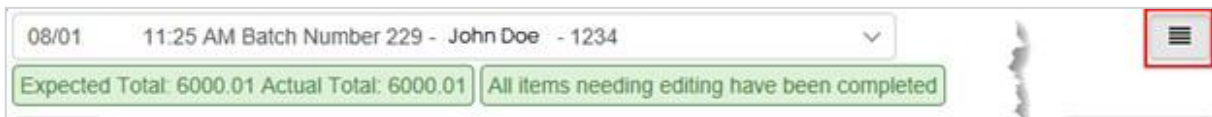
1. Click **Batch Edit** to adjust MICR information from the top menu.



2. Select a batch from the drop-down menu at the top of the page.



3. Click the edit button at the top of the page.



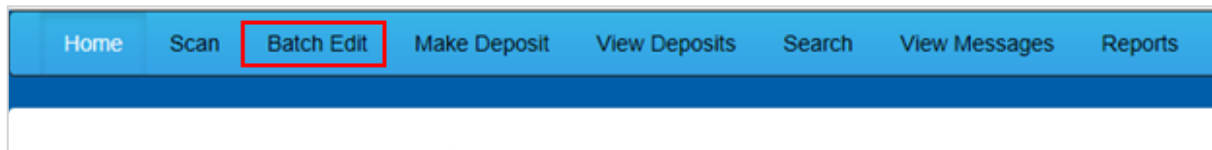
4. Enter the new MICR information in the MICR fields.



Deleting an Item

You can delete an item from a batch.

1. Click **Batch Edit**.

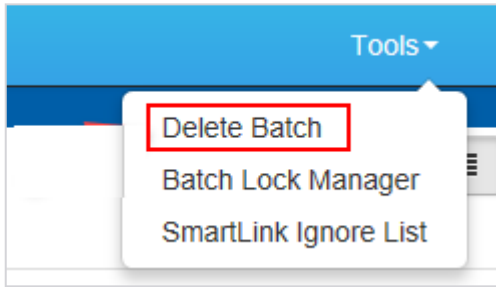


2. Select an item from the item list at the right of the page.
3. Click **OK** on the confirmation dialog box.

Deleting a Batch

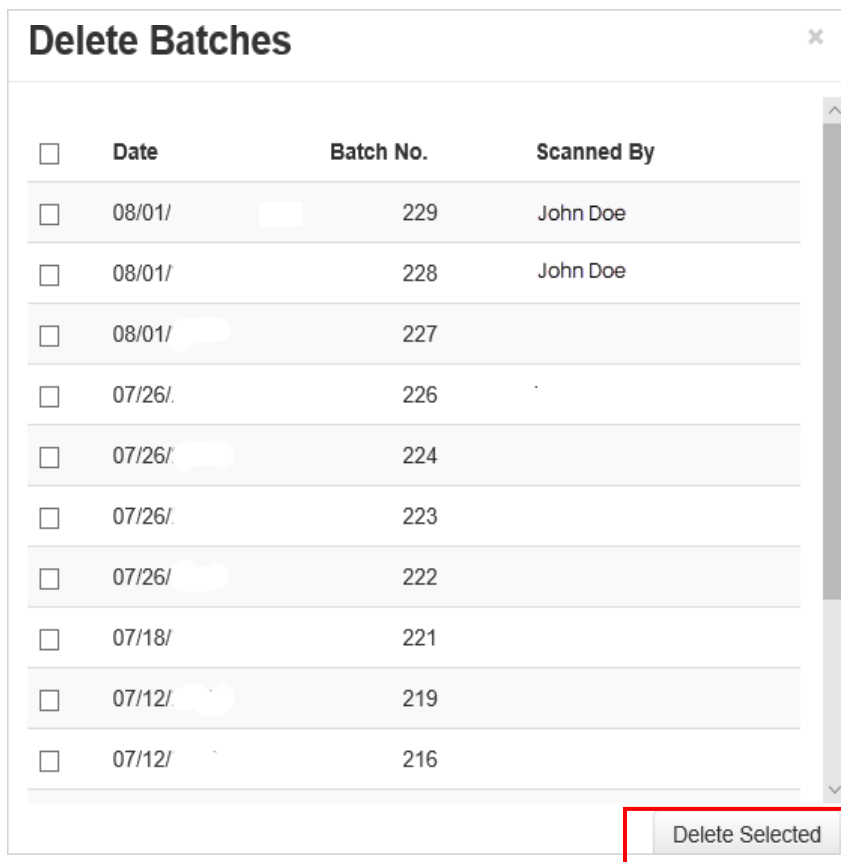
Use the following steps to delete a batch.

1. Select **Delete Batch** from the Tools drop-down menu.

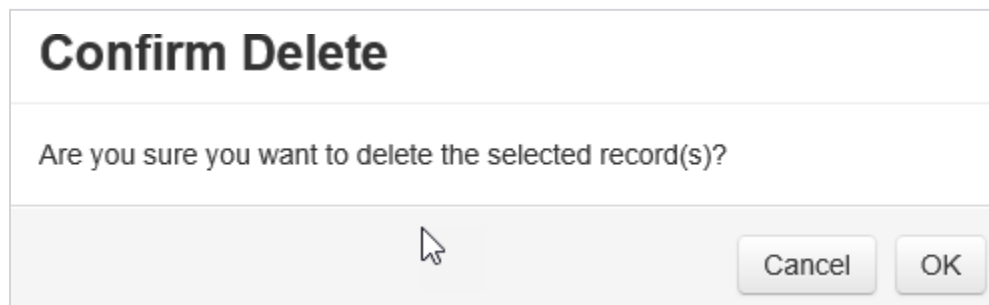


The *Delete Batches* window appears.

2. Select the box beside all batches that you want to delete.
3. Select **Delete Selected**.



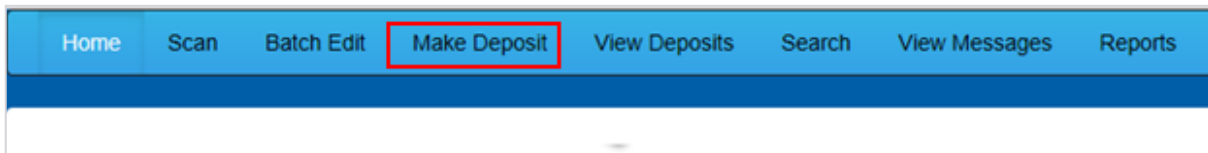
4. Select **OK**.



Submitting a Deposit

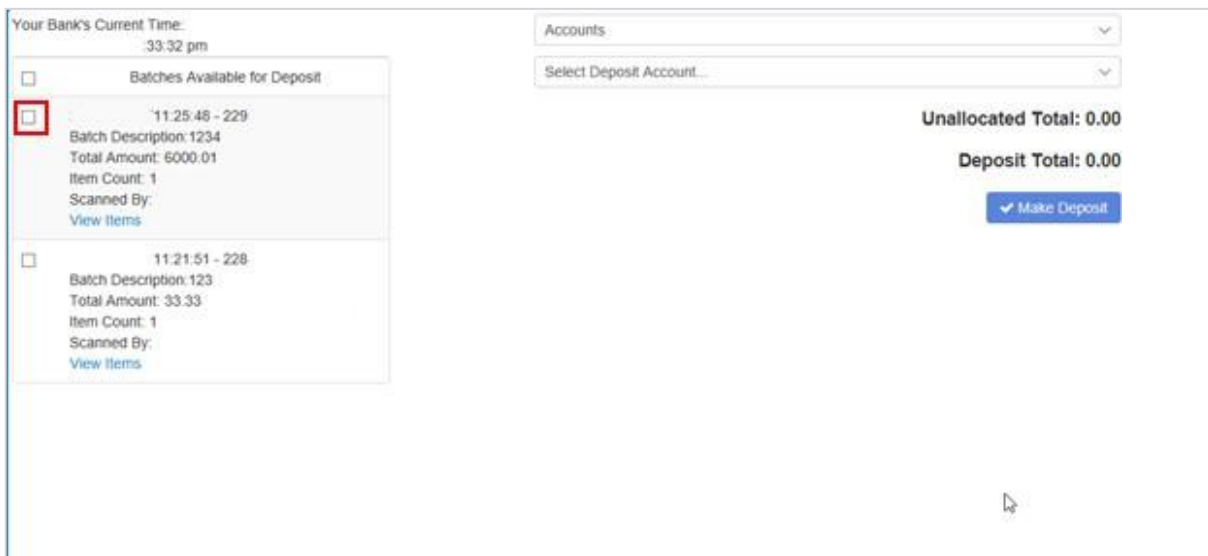
Once the batch items have been edited and the **Batch is Ready for Deposit** message displays on the *Batch Edit* page, you are ready to submit your deposit.

1. Select the **Make Deposit** option at the top of the page.

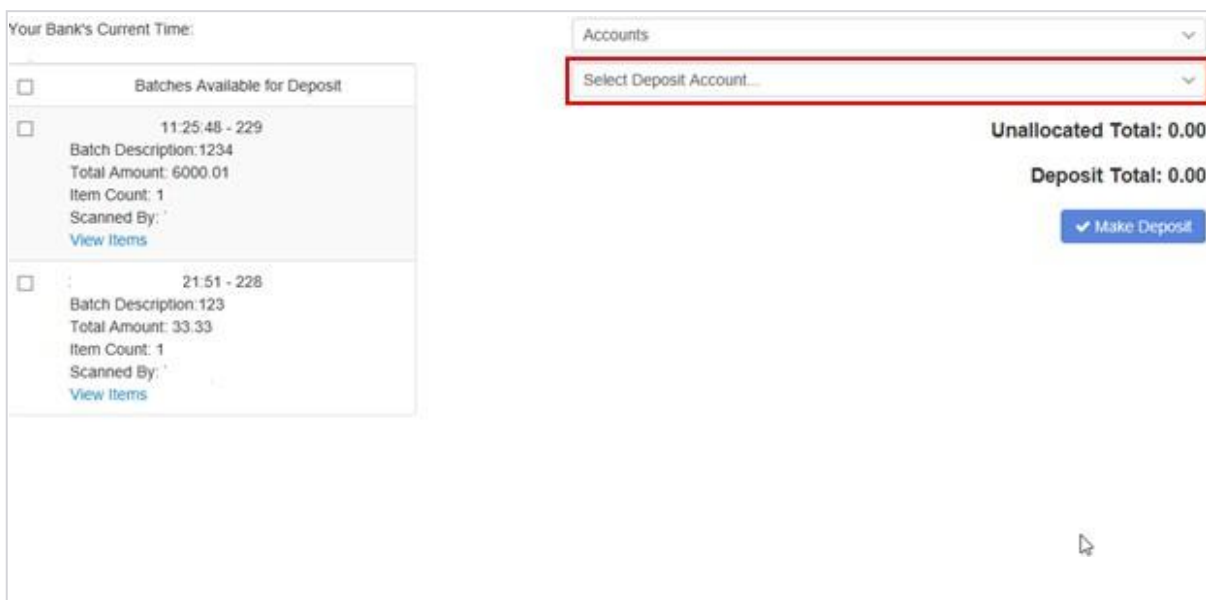


A list of open batches that have not yet been submitted appears.

2. Select the check box next to the deposit that you are ready to submit.



3. Select the account location to send the deposit from the **Select Deposit Account drop-down menu**, if necessary.



NOTE: Only one account location can submit batches at a time. To submit a deposit to a different location other than the one selected, you must first finish your current deposit submission.

4. Select **Make Deposit** to submit your batch.

Your Bank's Current Time: [dropdown]

Accounts: [dropdown]

Select Deposit Account... [dropdown]

Unallocated Total: 0.00

Deposit Total: 0.00

Make Deposit

Batches Available for Deposit

☐	Batch Description	Total Amount	Item Count	Scanned By	View Items	
☐	11:25:48 - 229	Batch Description: 1234	6000.01	1		
☐	T11:21:51 - 228	Batch Description: 123	33.33	1		

A deposit confirmation message appears stating that the deposit was successful, with a receipt number.

5. Select **OK**.

Deposit Completed

Deposit Confirmation No: 7390223

Total Items: 1

Total Amount: 33.33

[Deposit Report](#)

[Deposit Report With Images](#)

OK

From this deposit confirmation message you can access your **Deposit Report** or **Deposit Report with Images**.

Reports

You can also access the Deposit Report and Deposit Report with Images from the Reports tab.

1. Click on the **Reports** tab

Home Scan Batch Edit Make Deposit View Deposits Search View Messages **Reports**

- Click on **Select Report** to choose report type from the drop-down menu

Report Name:

Start Date:

Stop Date:

Account Group:

Account Number:

- To choose an account, use the drop-down for **Account Group** to select Accounts, then choose your **Account Number**

Account Group:

Account Number:

Viewing Deposits

Select the **View Deposits** tab at the top of the page to view batch/item information.

- Select a **Start Date** and **End Date** to narrow your list of deposits.

The screenshot shows the 'View Deposits' page. At the top, there is a navigation bar with tabs: Home, Scan, Batch Edit, Make Deposit, View Deposits (selected), Search, View Messages, Reports, and Tools. Below the navigation bar, there are fields for 'Start Date' (6/1) and 'End Date' (8/01), both highlighted with red boxes. To the right of these fields are 'Print' and 'Refresh' buttons. The main content area is divided into two sections. On the left, there is a list of deposits with columns for date, time, total amount, item count, and deposit receipt number. On the right, there is a detailed view of a specific deposit, showing the front and back of a check. The check is from John Doe, dated 6/1, for the amount of 88.35. The check is marked 'NON NEGOTIABLE'. Below the check image, there is a table with columns: Batch No, Seq, Routing, Acct No, Check No, Amount, Customer No, and Invoice No. The table contains one row with the following data: Batch No 225, Seq 1, Routing, Acct No, Check No 2222, Amount 1.00, Customer No, and Invoice No.

Batch No	Seq	Routing	Acct No	Check No	Amount	Customer No	Invoice No
225	1			2222	1.00		

Select **Refresh** at the top of the page to view the deposit within the date range.

2. Choose an option.
 - Select **Front** or **Back** to view each side of the image.

Start Date: 6/1.

Stop Date: 8/01.

Batch Number:

Check Number: to

Routing Number:

Check Acct Number:

Amount: 0.00

Customer Acct No:

Invoice No:

Invoice Number:

Unit Number:

Reset

Print

Search

FrontBack

John Doe
663 W. Highway 60
Monett MO
65708-8215

DATE: 1562

PAY TO THE ORDER OF John Doe
Eighty Eight point Three Five
On Us Item

88.35
DOLLARS

NON NEGOTIABLE

Seq	Batch No	Check No	Amount	Cust Acct No	Invoice No	Deposit Date	Deposit Confirm Code
1	203	1562	88.35				7163170
2	203	2897	30.03				7163170
3	203	2779	63.48				7163170
4	203	122	62.16				7163170
5	203	1723	37.14				7163170

3. Select **Print** to view different print options.