



## Retail User Guide

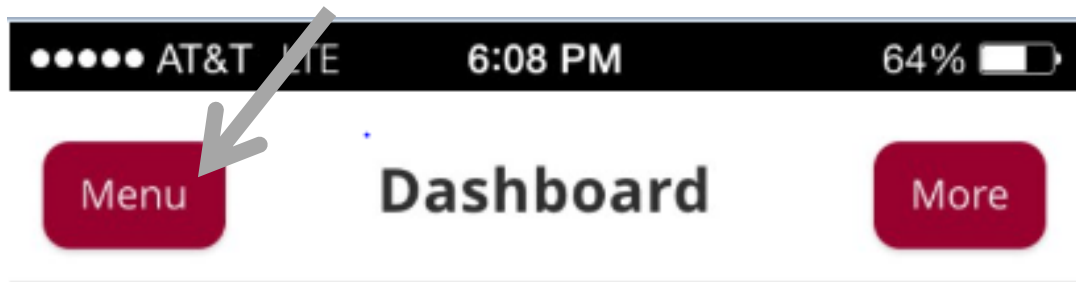
### Mobile Deposit

To utilize Mobile Deposit, customer must be enrolled in Internet Banking and Mobile Banking and have the CoreFirst app installed on an appropriate device.

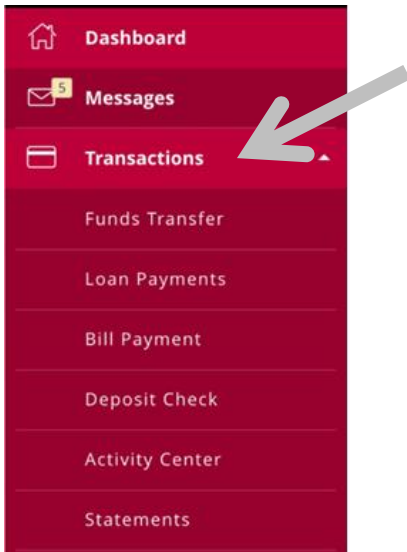
### Navigating Mobile Deposit

Once you have enrolled in Internet and Mobile banking and downloaded the CoreFirst app;

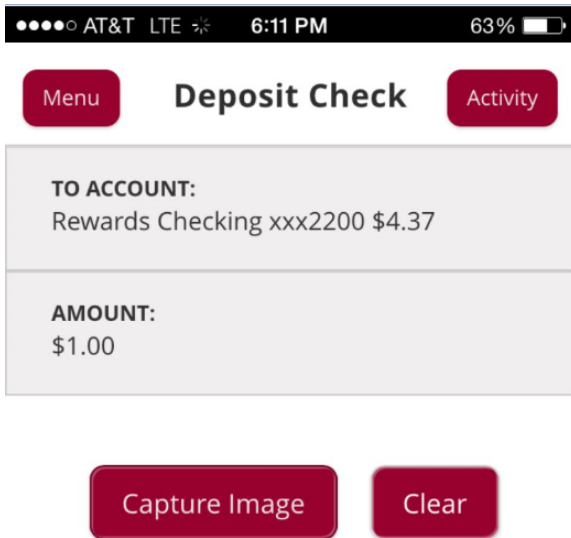
- Open the CoreFirst Banking app on your device
- Enter your username and password
- Click on Menu



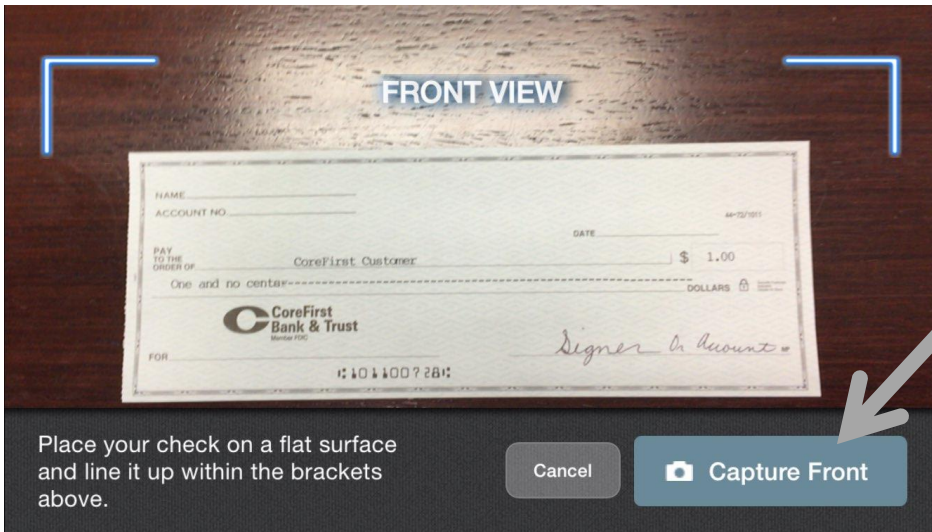
- Click on transactions
- Click on Deposit Check



- Click on TO ACCOUNT:
- Choose the appropriate account for the deposit
- Click on AMOUNT:
- Enter the correct amount of the deposit
- Hit Save



- Select the Capture Image button
- Adjust the image to fit within the screen guides for front image of check  
*(Tip: place the check on a solid surface free of other materials with good lighting)*
- Click Capture Front once lined up



- Adjust the image to fit within the screen guides for back image of check
- Click Capture Back once lined up



- Once the check is taken review image and hit (Retake Front or Retake Back) or Submit Deposit
- You will receive the following messages:
  - Deposit Submitted
  - Check Deposited Successfully
  - Click the Close button