

# Mobile Deposit

Mobile Deposit makes it more convenient than ever to make a deposit to your River Valley Bank accounts anytime and anywhere using a smartphone or tablet. *Note: Device must meet certain specifications as defined by River Valley Bank.*

Available using the River Valley Bank mobile app



## Deposit Guidelines

- **Item Limit** - Maximum 10 per day
- **Amount Limit** - \$2,500 total for all mobile deposits in a day.

## Other Features

### Canceling a Deposit

If you wish to cancel a mobile deposit tap **Cancel**. This will clear the information including the images, from the deposit screen and return to the menu.

*Note: Once you tap deposit, the deposit cannot be canceled.*

### Email Confirmation of Deposit

Once the deposit capture is complete, one of four emails will be generated that indicates the deposit was **approved for processing, rejected, in review or adjusted**. The approved status indicates the deposit was captured successfully. The deposit will be placed in a pending status prior to final approval.

### Reviewing a Deposit

You may review deposits after they have been processed.

1. Tap **Review Deposits**.
2. **Select** the deposit you would like to review.
3. Tap **View Check** to review the check image.
4. Tap **View Back** to view the back of the check.
5. Tap **Rotate** to rotate the view 45 degrees to the right. (Every tap will rotate the image 45 degrees.)
6. Tap **Return** to return to the previous screen.

## Depositing a Check

### Home > Deposit

1. After logging into the RVB mobile app using your Android, iPad, or iPhone, tap **Deposit** from the **Home** menu.
2. Endorse your check. Note: The back of the check must be endorsed with the payee signature and "for mobile deposit only."
3. Tap **Deposit a Check** to go to the deposit capture screen.
4. Tap **Check Front** to go to the image capture screen.
5. Use the picture guides to line up the check.
6. Tap the flash button to toggle on/off the flash if desired.
7. Tap the camera button to **snap the picture**.

Once the initial picture is taken the image will be displayed along with the selection buttons.

8. Tap **Use** to select the current image or tap **Retake** to capture a new image.
9. **Repeat steps 4-7** to capture the back of the check. (Tap **Check Back** in step 4.)

*Note: Once the images are captured, they will be displayed in the Check Front or Check Back window. The images can be re-taken by tapping Check Front or Check Back.*

10. Tap **Check Amount**. Enter the amount as dollars and cents.
11. Tap **Deposit to Account**
12. **Select** the account you wish to deposit to.
13. Tap **Deposit**.
14. A deposit confirmation message will appear.

*Note: An error message will appear if any of the following errors occur: check images are unable to be read, amount missing, account for deposit not selected, or the deposit limit has been exceeded.*

15. Tap **Deposit Another Check** to continue depositing or tap **Done** to return to the deposit menu. Deposits made before 4:00 p.m. CST that are approved will be posted to the account the next business day during end of day processing.

