

RDC Quick Reference

Web Address: www.tcbssb.com

Important Information:

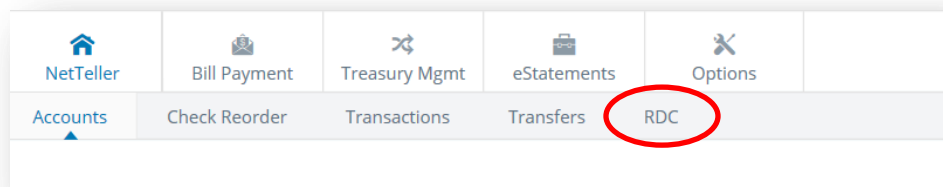
- Scanning Daily Deposit Cutoff Time - 6:00 PM Central Time
- RDC Admin User manages non-admin users for account access, password resets, etc.
- TCB utilizes Online Banking single sign-on link (Users must be setup in Online Banking as User)
- TCB utilizes Virtual Endorsement (do not stamp or sign the back of your checks before scanning)
- Minimum retention of check items is 90 days
- Duplicate item detection is 75 days

Technical Support:

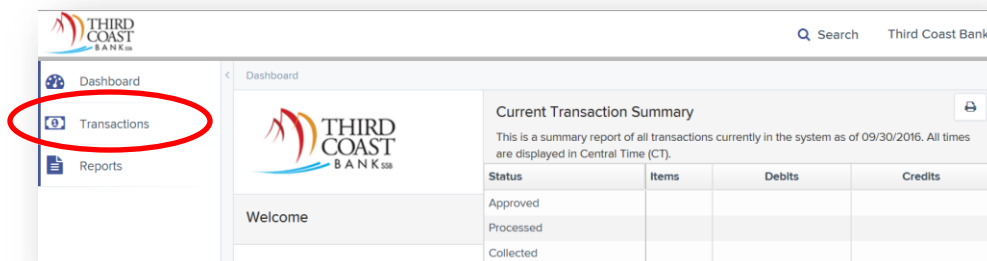
ProfitStars Technical Support: 877-433-3812

Making a Deposit:

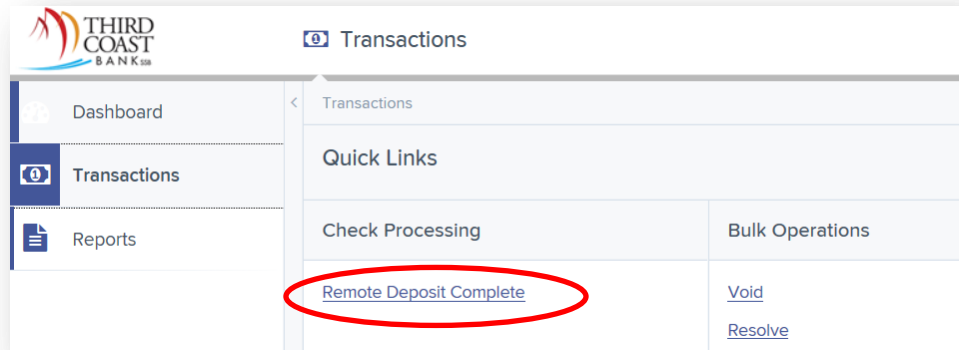
1. From the Online Banking Home Screen, Choose the RDC option.



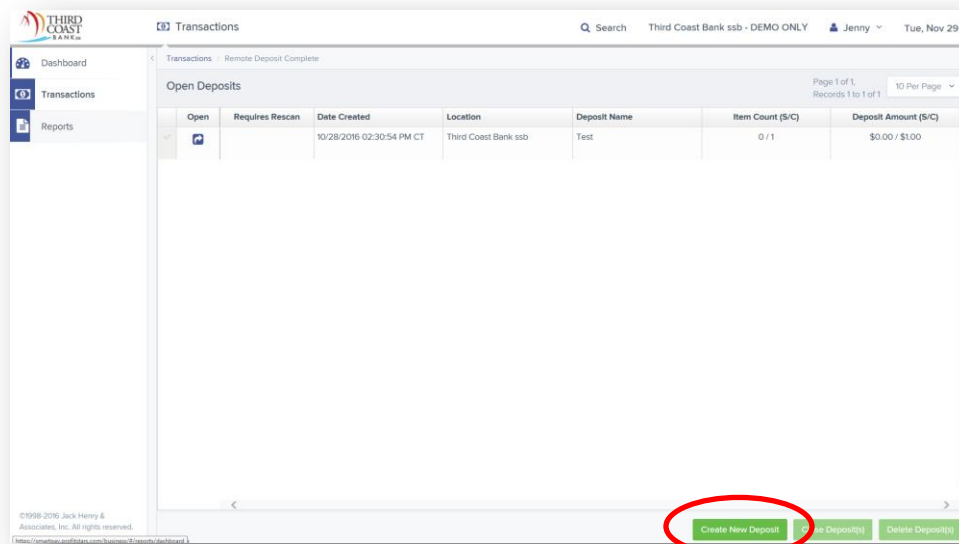
2. The RDC webpage will open. From the left hand side menu, Choose the Transactions option.



- From the Transactions Screen, Choose the Remote Deposit Complete check processing option.



- From the Open Deposits Screen, select the Create New Deposit button.





5. Choose a Location (Bank Account for Deposit), enter the number of checks, and enter the total amount of the deposit. Click on Create button.

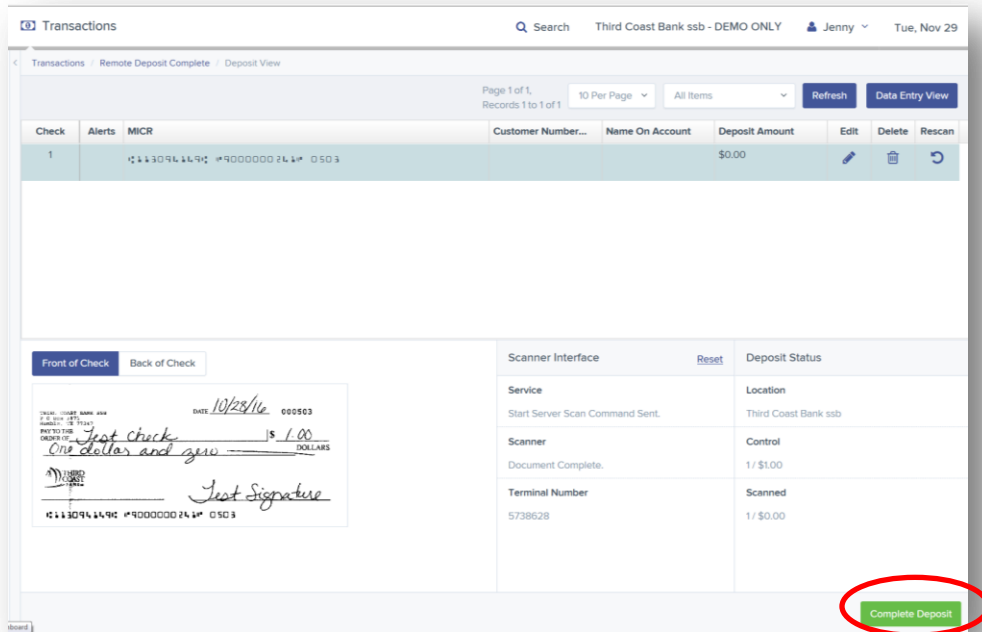
A screenshot of the 'Create New Deposit' form in the Third Coast Bank SSB system. The form is titled 'Create New Deposit' and is located within the 'Transactions' section of the dashboard. The form fields are as follows:

- Location ***: Third Coast Bank ssb
- Deposit Name ***: 10:45:15.4092354 11/29/2016 Deposit
- Number Of Checks ***: 1
- Total Amount ***: \$ 1.00
- Scanner Terminal Number**: 5738628

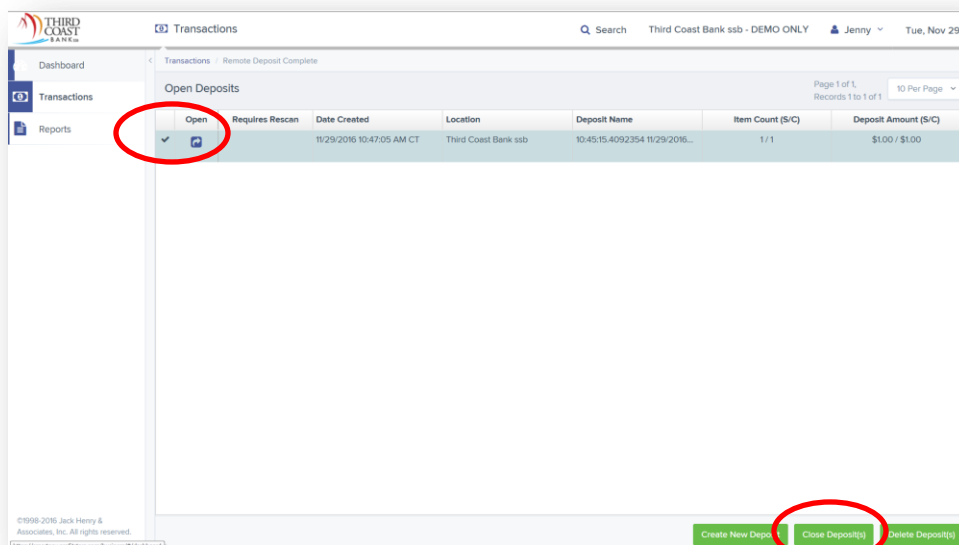
A green 'Create' button is located at the bottom of the form, highlighted with a red oval. The footer of the page contains the copyright information: ©1998-2016 Jack Henry & Associates, Inc. All rights reserved. and the URL: https://smartpay.profitstars.com/business/#/dashboard.



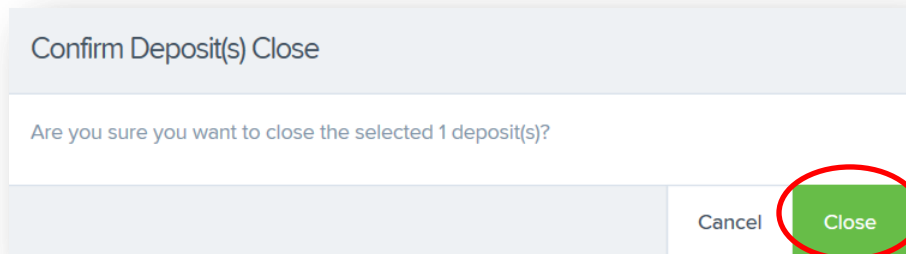
6. Scan Checks for Deposit. When finished scanning, Click on Complete Deposit.



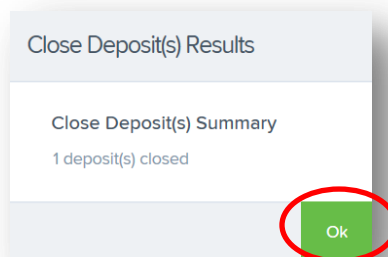
7. Select the deposit from the Open Deposits screen by clicking the Checkmark to the left of the deposit description. Click Close Deposit(s).



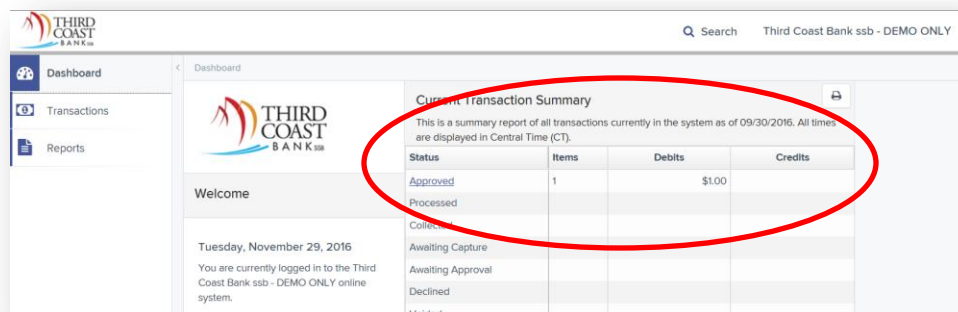
8. Confirm Deposit(s) close screen by selecting Close.



9. Close Deposit(s) Results by selecting Ok.

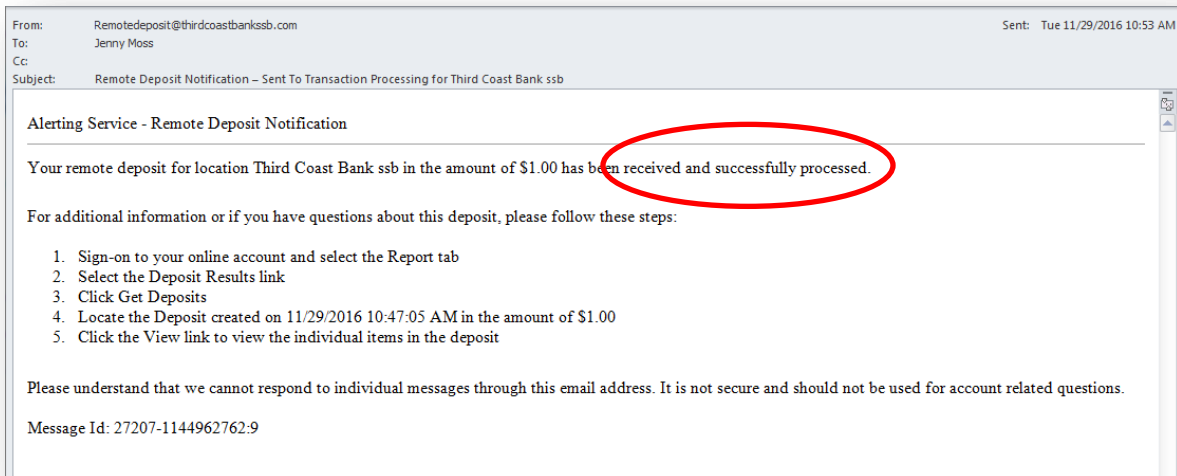


10. Confirm your deposit was submitted by reviewing the Dashboard. Your deposit should appear in the Approved or Processed status.





11. Review your Remote Deposit Notification email. Ensure your deposit was 'successfully processed.'



You should review the deposit's additional information if your Remote Deposit Notification email states any of the following:

- The deposit was approved with adjustments.
- The deposit was rejected.
- An item needs rescanning.
- There are duplicate items in the deposit.
- There are rejected items in the deposit.