

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.

Dashboard	< Dashboard					
Transactions Reports	THIRD	Current Transaction Summary This is a summary report of all transactions currently in the system as of 09/30/2016. All time are displayed in Central Time (CT).				
	B A IN K SS8	Status	Items	Debits	Credits	
		Approved				
	weicome	Processed				
		Collected				



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

THIRD COAST B A N K 528	Transactions	
Dashboard	< Transactions	
① Transactions	Quick Links	
Reports	Check Processing	Bulk Operations
	Remote Deposit Complete	Void
		Resolve

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

BANKm	I Transact	lons			Q Search Third Co	ast Bank ssb - DEMO ONLY	Jenny ~ Tue, Nov 29
Dashboard	< Transactions	Transactions. / Remote Deposit Complete					
Transactions	Open Deposits Page 1 of 1, Records 1 to					e 1 of 1, ords 1 to 1 of 1	
Reports	Open	Requires Rescan	Date Created	Location	Deposit Name	Item Count (S/C)	Deposit Amount (S/C)
			10/28/2016 02:30:54 PM CT	Third Coast Bank ssb	Test	0/1	\$0.00 / \$1.00
		¢					,
2016 Jack Henry & ates, Inc. All rights reserved.		<			(Create New Deposit 6 in 2	Deposiți) Delete Deposiți)



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.

Dashboard	C Transactions / Remote Deposit Complete / Create New Deposit			
Transactions	Create New Deposit	Create New Deposit		
Reports	Location *			
	Deposit Name *			
	10:45:15.4092354 11/29/2016 Deposit			
	Number Of Checks *			
	1			
	Total Amount *			
	\$ 1.00			
	Scanner Terminal Number 5738628			



- Transactions Q Search Third Coast Bank ssb - DEMO ONLY 🎍 Jenny 🐣 Tue, Nov 29 Transactions / Remote Deposit Complete / Deposit View Page 1 of 1, Records 1 to 1 of 1 10 Per Page V All Items Refresh
 Data Entry View Check Alerts MICR Customer Number... Name On Account Deposit Amount Rescar \$0.00 ø C 🖻 Scanner Interface Reset Deposit Status Front of Check Back of Check Service Location DATE 10/28/16 000503 Start Server Third Coast Bank ss One dollar and gere _____ DOLLARS Control 1/\$1.00 Document Complete ういの Jest Signature Terminal Number Scanned 5738628 1/\$0.00
- 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.'

rom: p:	Remotedeposit@thirdcoastbankssb.com Sent: Tue 11/29/2016 10 Jenny Moss):53 AM
:: ubject:	Remote Deposit Notification – Sent To Transaction Processing for Third Coast Bank ssb	
Alerting	Service - Remote Deposit Notification	
Your ren	note deposit for location Third Coast Bank ssb in the amount of \$1.00 has been received and successfully processed.	
For add	itional information or if you have questions about this deposit, please follow these steps:	
1. s 2. s	sign-on to your online account and select the Report tab select the Deposit Results link	
3. (4. I 5. (Click Get Deposits Locate the Deposit created on 11/29/2016 10:47:05 AM in the amount of \$1.00 Click the View link to view the individual items in the deposit	
Please u	nderstand that we cannot respond to individual messages through this email address. It is not secure and should not be used for account related questions.	
Message	: Id: 27207-1144962762:9	

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.