

- To review an image select a line item, and the corresponding image will appear.
Note: On the left side of the check image, there are additional settings to adjust the preferences for viewing such as Zoom In, Zoom Out, View Back, Rotate, and Reset.
- If a deposit needs to be deleted, click the three dots at the top right hand corner and select Remove Deposit. You will be presented with a confirmation screen to delete the deposit, click OK.



- If multiple checks need to be deleted, check the boxes next to the items MICR information. Locate the three dots on the Items section, and click Remove Selected. You will be presented with a confirmation screen to delete the items, click OK as shown below.

Items 4

Amount	Sequence	Routing Number	Account	Serial	
\$3.99	631256000010	063000199	123456789	03586	<input checked="" type="checkbox"/>
\$1,400.00	631256000020	042201948	300000226187	1005	<input checked="" type="checkbox"/>
\$0.00	631256000030	000067894	1234567890123	1025	<input type="checkbox"/>
\$2.99	631256000040	063000199	123456789	03584	<input type="checkbox"/>

Deposit Tape
Remove Selected

- To view the deposit tape. Click the same three dots on the Items section and click Deposit Tape. Click Accept when finished.
- After all of the deposits have been captured, click Next button to proceed with the deposit.