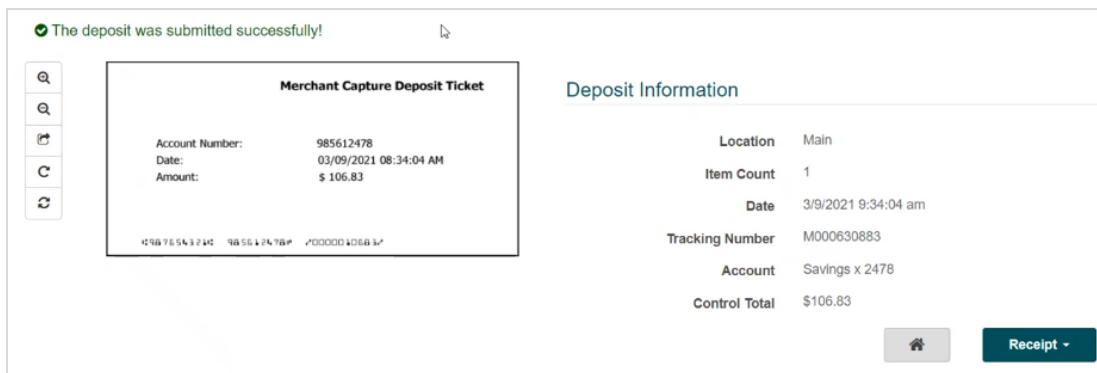


MAKING A DEPOSIT – REVIEWING DEPOSITS

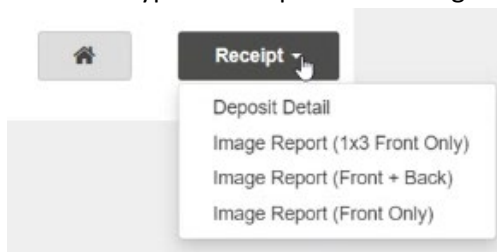
1. After a deposit has been captured and is in balance the system will direct you to the final screen labeled Review Deposit.
2. This screen displays the deposit information for final review before submitting to BancFirst.
3. BancFirst Remote Deposit will create a Deposit Ticket that will be sent with the scanned checks.

Tracking Number: The system will prompt a tracking number that is specific to the batch that was just deposited. This tracking number can be used to pull reports and research specific details about the deposit.

4. If the deposit information is correct, click Submit and the batch will be submitted to BancFirst. If the deposit is submitted successfully, a green confirmation message will appear above the deposit ticket.



5. After submitting, the submit button will turn into a Receipt button. Click the down arrow to select the type of receipt that will be generated.



6. An email will be sent to your email address on file confirming the deposit.

