

## **REMOTE DEPOSIT CAPTURE INSTRUCTIONS**

1. Once application is approved by CU Member Services, log into your **Communities of Abilene FCU App**
2. Touch on button at the bottom of the screen that says “Deposit”
3. Touch on button that says “Deposit Check”
4. Select the account you want to deposit to
5. Next, enter the amount on the check and select done  
(**Note: Please read below before taking picture**)
6. Next, select “Front Image”, take picture of the front of the check; select “Use” or “Retake”
7. Next, select “Back Image”, take picture of the back of the check; select “Use” or “Retake”
8. Select “Next”
9. Select “Edit” or “Confirm” Information; Done

**NOTE:** If check image is not readable, the app will give you an “Attention” flag after Step 9; select ok and proceed back to steps 6 & 7

**NOTE:** Endorsements must be made on the back of the share draft or check with 1 ½ inches from the top edge. **Your endorsement must include your signature, “for deposit via remote / mobile capture” and the account number to be deposited into, under your signature.** Any loss we incur from a delay or processing error resulting from an irregular endorsement or other markings by you will be your responsibility.

**NOTE:** new checks may have a box to check for mobile capture. If so, this box must also be checked along with the above statement and signature listed above.

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