



HOW TO... Remote Deposit Capture User Guide



Download our **mobile app** in the iPhone® App Store or Google Play™.





Login to our mobile app.

1 First Financial Futing people first since 1936.			
Instant Balance			
Please enter your User ID			
Please enter your password			
Save ID Log In			



STEP 4

Click on the **deposit icon** within the First Financial mobile app located at the bottom of the screen.

QUICK LI	NKS		
Η My	cards		>
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\$ Accounts	(\$) Transfer & Pay	تعالی المعالی ا Deposit	More

Click on **Deposit a check.**

	Deposit	
	Deposit a check	>
<u>R</u> ¢	Deposit money received	>
	View mobile deposit history	>

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STEP 6

Choose the sub-share where you are making the deposit. Type in the amount of the check and click **Next.**

K New m	obile deposit 🛛 😶	
Funds are normally received within two business days. Please keep your paper checks until the funds are posted to your accounts.		
Deposit into	Select to account >	
Check amount	Enter amount	

- Click on Front Image and take a picture of the front of the check. Make sure the check is centered with all 4 corners of the check visible. If the image is clear, click the Use button. If not, click the Retake button.
- Click on **Back** Image and follow the same steps as the Front Image.
- Click **Next** after both sides of the check have been captured.
- On the next screen, click **Confirm** to submit the deposit or Edit to make any changes to the deposit.
- To check back to see if your deposit has been processed, click on the **Deposit** icon, and then the **Check Deposit History** icon.

Check Requirements and Limits:

- The maximum dollar amount per item is \$2,500.00 and the rolling daily limit is \$5,000.00.
- The endorsement cannot be left blank and <u>"For Mobile Deposit</u> <u>Only at First Financial FCU"</u> must be written on the back of the check. You are also required to include the account number the deposit is going into and the signature(s) of all payees or the deposit will be declined.
- The person who the check is made out to must be on the account that the check is being deposited to.
- You CANNOT make a payment to a loan or credit card (no checks made out to First Financial will be accepted).
- The cut-off time for deposits is 2:30PM EST and checks are only reviewed on business days. For a check to be included in that business day's file processing, it must be deposited before the cut-off time. Anything after 3PM or on a non-business day will run in the next business day's file.

*Please note that if your mobile deposit is declined after you have submitted it, you will receive an email from First Financial with a short explanation. If you need further assistance, please email **info@firstffcu.com** or call **732.312.1500 Option 9**.