REMOTE DEPOSIT ANYWHERE
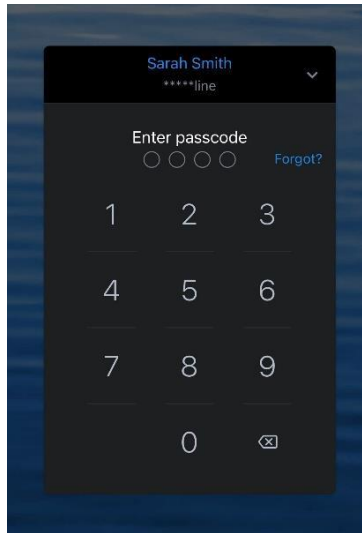# SELF-ENROLLMENT
&
USER GUIDE

Self-Enroll in RDA

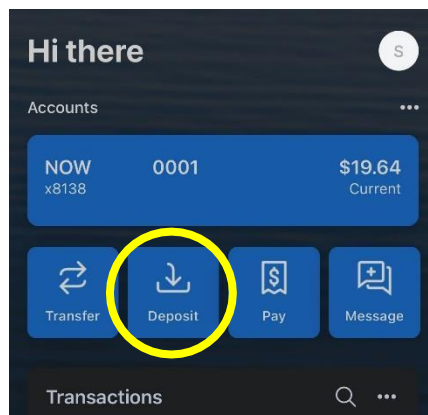## Self-Enrollment through SRB Mobile Banking App

- Download or navigate to the SRB Mobile Banking App on your mobile device
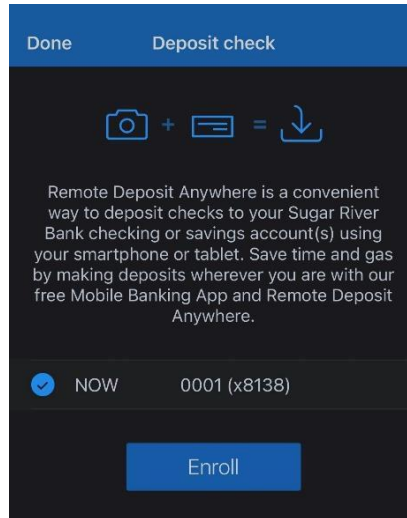
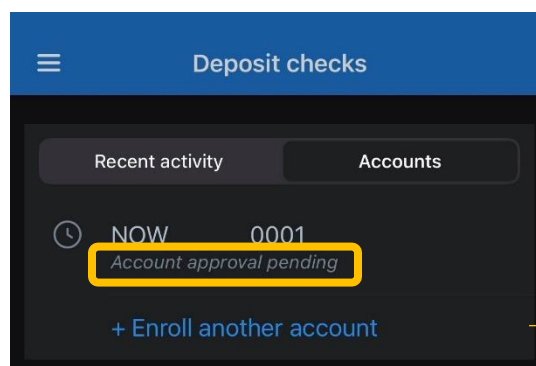

- Enter your 4-digit passcode to log in

- Tap *Deposit* from the **Quick Actions**

- Select which accounts you would like to enroll in Remote Deposit Anywhere (RDA)
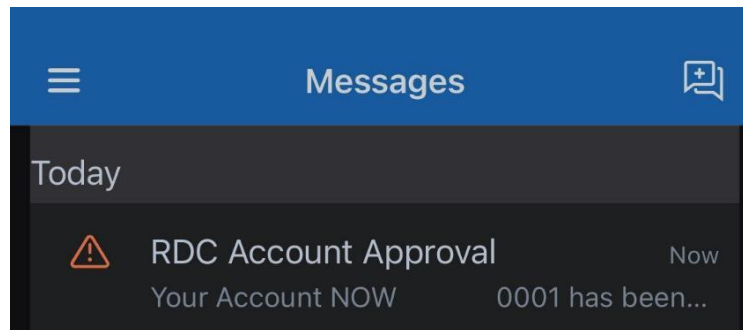- Tap *Enroll*

- The following screen will appear. The accounts you enrolled in RDA will need to be approved by a Sugar River Bank representative before deposits can be made.
- Tap *OK*

- Once your RDA enrollment is approved, a notification will be sent to your e-mail as well as your Messages in your online/ mobile banking confirming approval
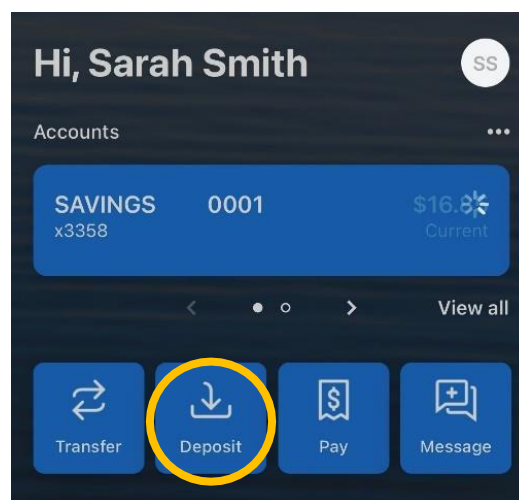

Self-Enrollment is now complete, and RDA is now accessible for the selected accounts.
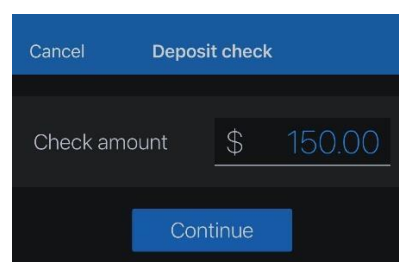
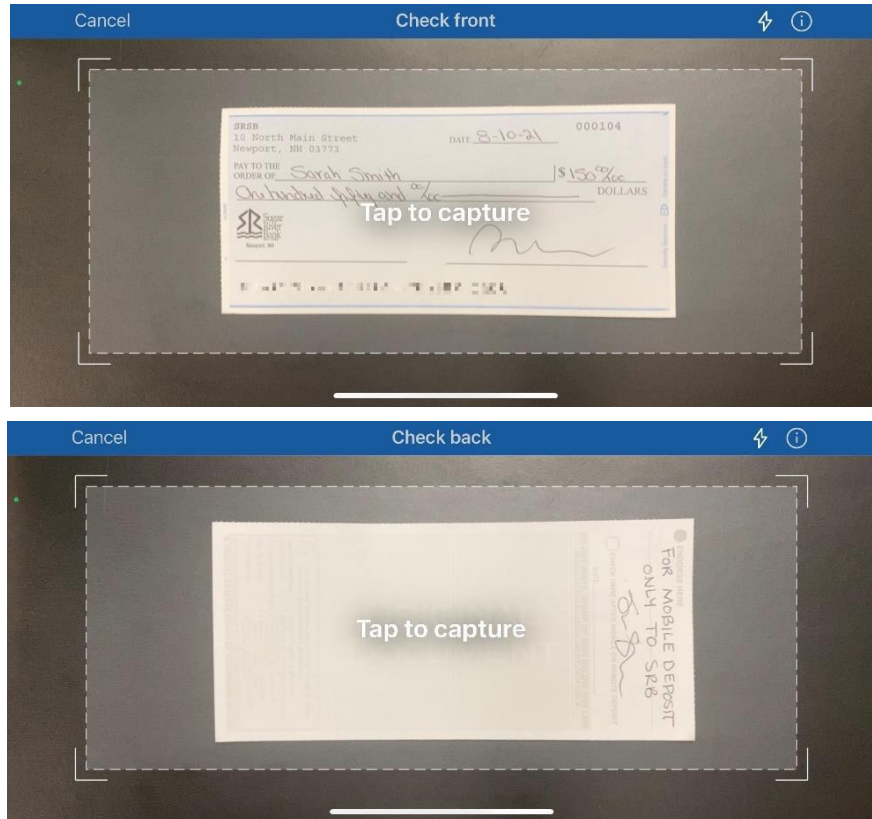# Remote Deposit Anywhere

Submitting a Mobile Deposit

- Navigate to your SRB Mobile App and log in
- Tap *Deposit* in **Quick Actions**

- Enter the check amount and tap *Continue*. Select the account to deposit into.
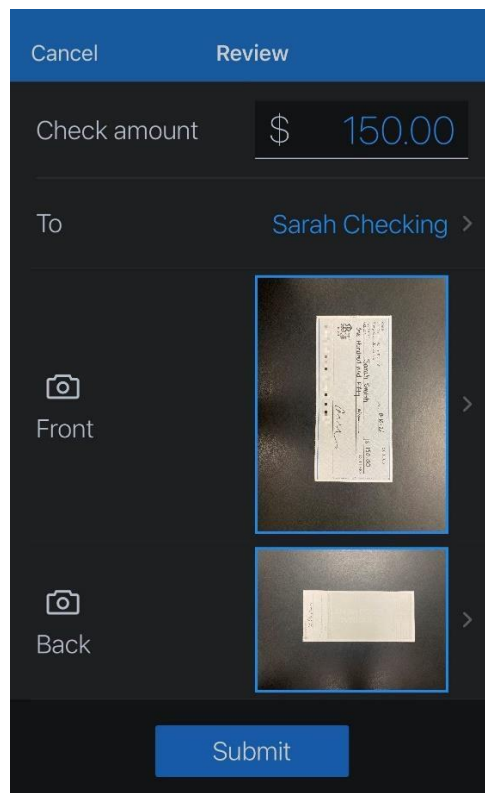
- Endorse the back of the check "For Mobile Deposit Only to SRB" along with your signature.
- You will be prompted to take a photo of both the front and back of the check.
- Tap to capture an image.

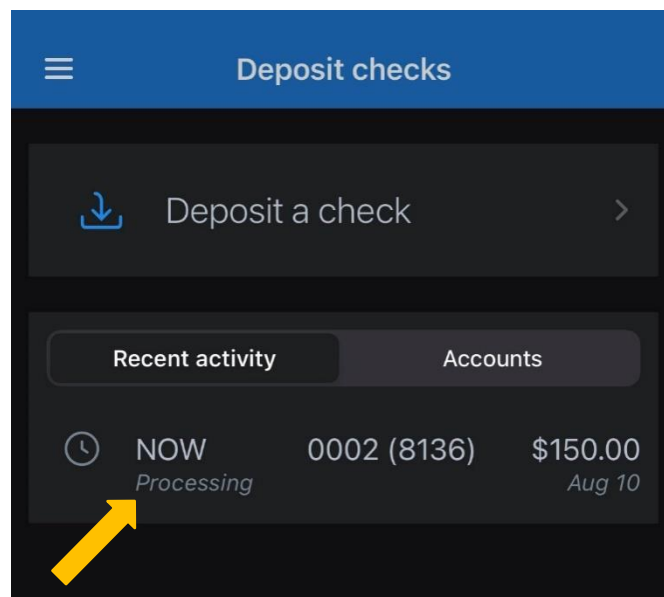**In this demonstration we did not provide account number on back for privacy and security purposes**

- Review the amount as well as the images to verify all information is correct
- Click *Submit*

- A screen confirming your submission will appear
- Tap *OK*

- You will now see the deposit as *Processing.* Allow time for it to change to *Accepted.*
- Deposits received and accepted BEFORE 5PM EST on a regular business day will be made available after end of day processing.
- Deposits received and accepted AFTER 5PM EST or on a non-business day will be posted the next banking day after end of day processing.

You have successfully completed your Remote Deposit!