



READYDEPOSIT®

Getting Started Guide

ReadyDeposit® (For use with Windows)

June 2018
Version 8.3

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Customer Care Center • 800.220.BANK, Option #8 • Firsttrust.com





Before You Start

ReadyDeposit has the following Hardware and Software requirements:

To install the application, you must be an Administrator or have Administrative rights to your workstation.

Operating System:

Windows 7, 8, 10, Vista

Apple macOS Sierra (version 10.12) and OS X El Capitan (version 10.11)

Internet Browser:

Internet Explorer 10 and 11, Google Chrome, Firefox

Mac Browsers are Google Chrome and Mozilla Firefox (Initial supported scanners for Apple: Digital Check CX30IJ or Digital Check TS-240IJ)

Launch any of the above browsers.

Installing the Application (Web Client)

1. Launch browser and enter <https://firsttrustbank.bankserv.com/webclientMB> in the address line.
2. Enter your User ID, Password and click the Submit button.
3. Start Enrollment screen will appear. The next steps are:
 - a. Answer 3 security questions
 - b. Register the Computer
 - c. Change your password
 - d. Follow Steps 1 through 5

FIRSTTRUST
BANK

Firsttrust Bank Remote Deposit Sign In
Please enter your User Name and Password

User name:

Password:

Submit

[Forgot user name?](#)
[Forgot password?](#)



Firstrust Bank Remote Deposit Enrollment

Start Enrollment

You are currently not enrolled in Firstrust Bank Remote Deposit!

You need to create a security profile. You will be prompted to complete these steps:

1. Select three security questions. If you log in from an unrecognized computer, you will be prompted to answer these questions to help validate your identity.
2. Indicate whether or not you want this computer to be recognized the next time you log in. If you choose not to remember the computer, you will be prompted to answer your security questions the next time you log in.



Firstrust Bank Remote Deposit Enrollment

Register Computer

If you select the box below Firstrust Bank Remote Deposit will remember this computer in browser, and you can sign-in from this system without having to provide your routing credentials.

Remember this computer as: _____

Uncheck if this is a public or shared computer



Change your password

You will need to create a new password in order to proceed to use it

Old Password:

New Password:

Confirm New Password:

Follow Steps 1 through 5

Deposit | Reporting | Preferences

Begin Installation | Select Scanner | Launch Installer | Verify Connection | Installation Complete

STEP 1 OF 5: BEGIN INSTALLATION

In order to scan a deposit, you first must install the Scanner Service. The Scanner Service manages the check scanner and installs the drivers needed for this application. You will be guided through the steps necessary to install this software.

You might see this page for different reasons:

- You previously scanned deposits and now need to upgrade to the new Scanner Service (eliminating the need for Java updates to scan deposits). Please proceed with the set-up process by clicking **Next**.
- You are a new user and never have seen this screen. Please proceed with the set-up process by clicking **Next**.
- You previously canceled a scanner software installation. Please proceed with installing the required software by clicking **Next**.
- You have previously installed and uninstalled the scanner software. Please proceed with installing the required software by clicking **Next**.
- The scanner was unable to be connected, or the scanning software may have lost connection. Please use the following recommendations to fix this issue:
 - Follow the steps described in Online Help to make sure scanner is properly installed and running.
 - Restart your computer and login again.
 - If you are still having scanner connection issues, contact your system administrator to verify whether an Internet proxy or another application (e.g., antivirus software) is blocking access.
 - If the above steps do not resolve this issue, please contact your service provider's customer support for additional help (Help > Contact Customer Support).

Important: You must be an administrator on your computer to complete the installation.

Click **Next** to start the installation process. If you click **Cancel**, you will exit the installation process, and scanning will be disabled.

Click Next to begin scanner installation.

NetCapture User Admin Po x | FirstTrust Bank Remote Dep x

Secure | https://firsttrustbank-cust-uat.netdeposit.com/webclient/service.jsf

Deposit | Reporting | Preferences

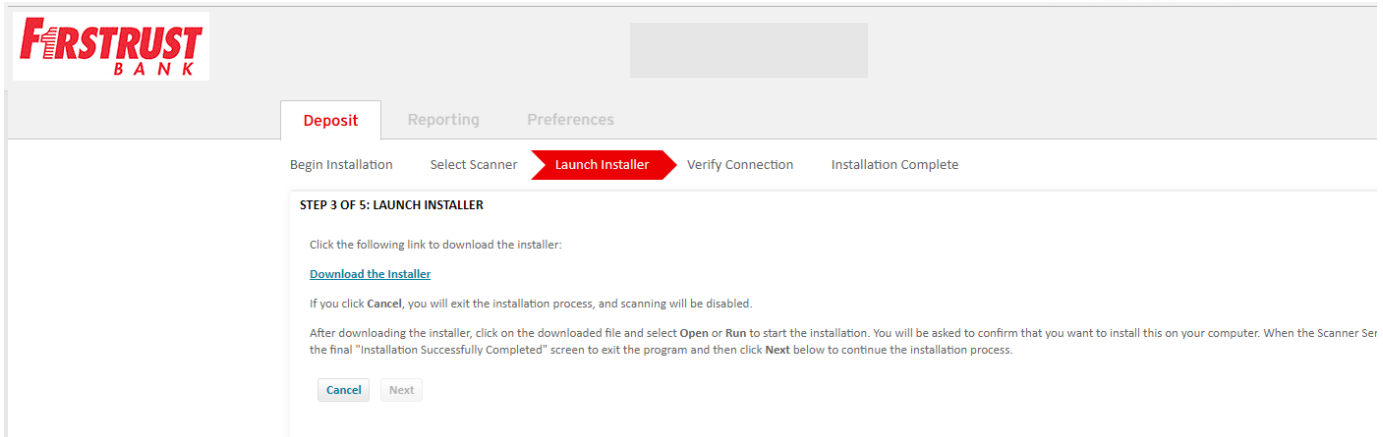
Begin Installation | **Select Scanner** | Launch Installer | Verify Connection | Installation Complete

STEP 2 OF 5: SELECT SCANNER

Please select your scanner model:

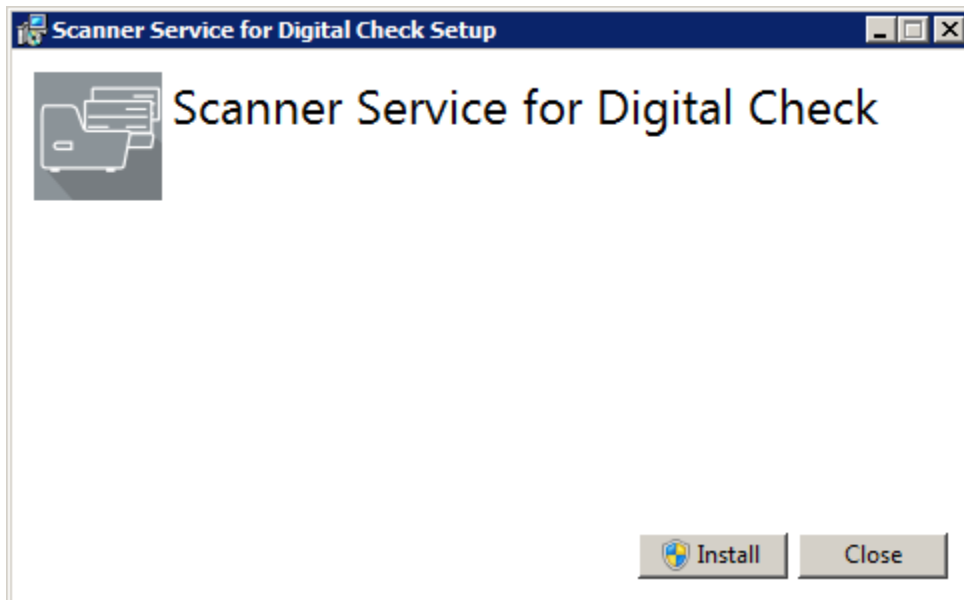
- Digital Check CheXpress CX30
- Digital Check TellerScan TS210
- Digital Check TellerScan TS215
- Digital Check TellerScan TS230
- Digital Check TellerScan TS240
- Panini i:Deal
- Panini Vision 1
- Panini Vision X
- Unisys MyVision X/Panini MyVision X

Drop down on the arrow and select your scanner model. Click Next.

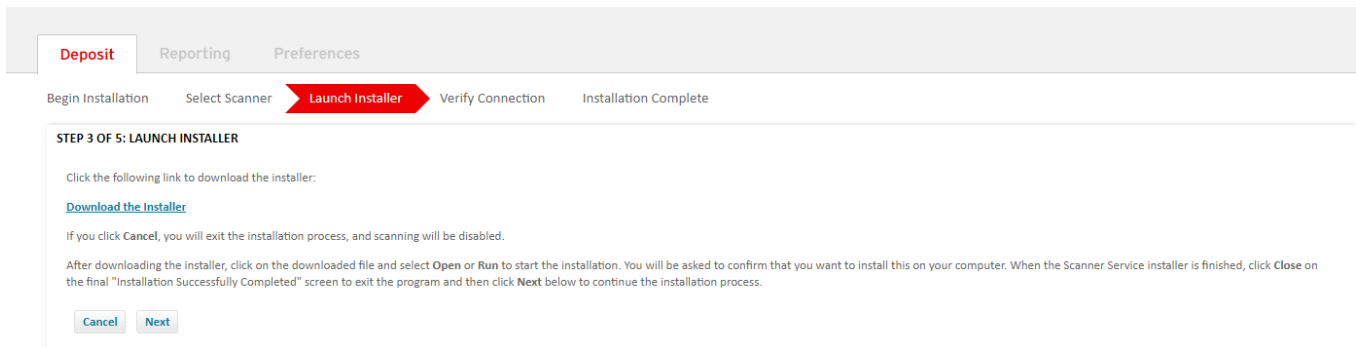
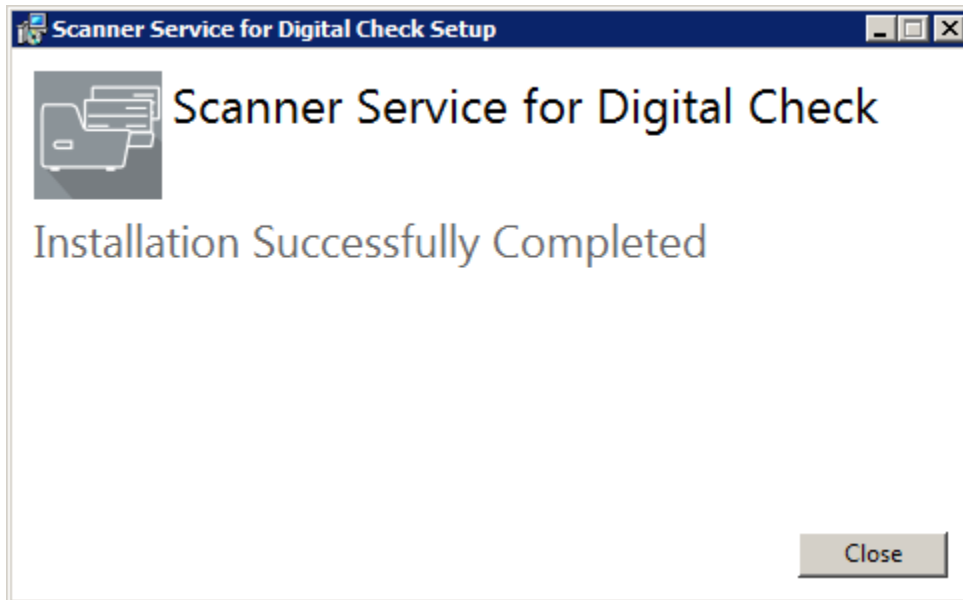


Click the **DOWNLOAD THE INSTALLER** link to download the scanner drivers.

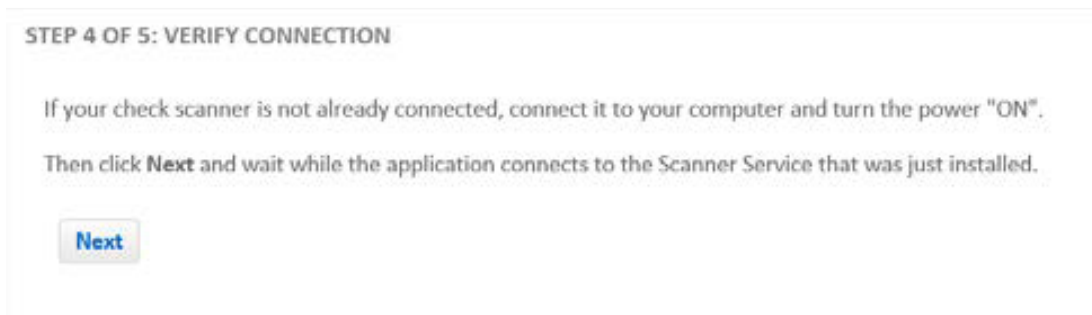
The following message will appear. Click **Install** to continue with the scanner installation. A User Account Control warning may appear. Click **YES**.



The scanner service drivers are now installed. Click CLOSE to exit the Scanner Service Setup.



Click NEXT to continue with scanner installation.



If the scanner is not connected, connect it to the PC and plug in the scanner, then click NEXT.

The screenshot shows the final step of the installation process. At the top, the Firstrust Bank logo is visible. Below it, there are tabs for 'Deposit', 'Reporting', and 'Preferences'. A progress bar shows five steps: 'Begin Installation', 'Select Scanner', 'Launch Installer', 'Verify Connection', and 'Installation Complete' (which is highlighted in red). The main content area displays 'STEP 5 OF 5: INSTALLATION COMPLETE' and the message 'The installation has completed successfully.' with an 'OK' button below it.

Click OK to exit from the installer.

Making a Deposit

The screenshot shows the 'Making a Deposit' interface. At the top, there are tabs for 'Deposit', 'Reporting', and 'Preferences'. Under the 'Deposit' tab, there are three buttons: 'Start Deposit' (highlighted in red), 'Process Checks', and 'Complete Deposit'. Below this is a 'SELECT ACCOUNT:' section with a search box. A table lists two accounts:

Account Name	Account Number	Customer Name
<input checked="" type="checkbox"/> Arcade	*****3701	Miniature Golf Inc
<input type="checkbox"/> Miniature Golf Operating	*****0493	Miniature Golf Inc

Below the table is a 'CONTROL BALANCE' section with a text input field labeled 'Enter control balance *'. At the bottom left, there is a 'Scan' button.

E-MAIL ADDRESS

Please enter the e-mail address to which you would like deposit confirmation messages sent.

E-Mail Address

Confirm E-Mail Address

- Click the Deposit tab.
- Select deposit account.
- A control balance should be configured, enter the control balance.
- Enter email address for deposit confirmation.
- Once you enter the email address, it will need to be confirmed. Once you enter your email address, you will not be prompted to enter it again.
- The confirmation email will come from noreply@netdeposit.com
- Insert the check(s) into the scanner.
- Click Scan.

Scan Items Image Display Area Zoom in and out of check image View back of check image Department Dashboard Submit or cancel the deposit

Deposit User Preferences Reporting
 Start Deposit **Process Checks** Complete Deposit

Scan View Back

DEPOSIT SUMMARY
 Account *****0493
 Total Amount \$100.00
 Control Balance * \$100.00
 Difference \$0.00
 Items in Deposit 1
 Items Needing Repair 0
 Items Not Yet Viewable 0

Submit Deposit Cancel Deposit

ITEM DETAILS
 Aux On-Us EPC R/T Bank On-Us Amount Type
 [] [] 031975984 01 2345678/06 1037 \$100.00 DR

Previous Item
 Next Item
 Next Item to Repair

SCANNED ITEMS

Status	Item	Type	R/T	Bank On-Us	Amount	Messages
OK	1	DR	031975984	01 2345678/06 1037	\$100.00	

Item Details Panel Scanned Items Grid

Scanning begins and the Process Checks screen appears. Ensure the status for all of the items in the deposit are ok and check to make sure the item total matches the control balance before completing the deposit. You can edit items in the Item Details panel or the Scanned Items Grid.

The Scanned Items grid allows you to view, edit and delete items in the deposit. Click Submit Deposit on the Process Checks screen to complete the deposit. After the deposit is submitted, you can view and download a summary of the deposit on the Complete Deposit screen.

The Item Details panel allows you to view and edit each item in the deposit. You can use this view to focus on items that need repair. The example below shows a check was scanned twice and it has automatically been rejected.

Enter MICR information
And the item amount

Go to the previous or
next item

ITEM DETAILS

Aux On-Us	EPC	R/T	Bank On-Us	Amount	Type
		031975984	01 2345678/06 1037	\$100.00	DR

[Previous Item](#)
[Next Item](#)
[Next Item to Repair](#)

SCANNED ITEMS

Status	Item	Type	R/T	Bank On-Us	Amount	Messages
OK	1	DR	031975984	01 2345678/06 1037	\$100.00	
	2	-	031975984	01 2345678/06 1037	-	• The item was rejected because a possible duplicate was found
OK	3	DR	031975984	01 2345678/06 0820	\$799.50	

ITEM DELETED

- The item was rejected because a possible duplicate was found

Go to the next item
that needs repair

Viewing Reports

Click the Reporting tab to access reports and research items in a deposit. In the Reports tab, you can generate and download a summary of report data and item details.

To generate a report, choose the type of report you want to run from the drop-down box. Provide the criteria that will determine the contents of the report.

Once generated, you can expand the results in the Item Details panel to access more details.

Below is a sample report view.

The screenshot shows the 'Reporting' tab selected in the top navigation bar. Below it, there are sub-tabs for 'Reports', 'Research', and '7.X Reporting'. The 'Reports' sub-tab is circled in red. The main content area is titled 'REPORT CRITERIA' and includes several filters: 'Report Type' (By Account), 'Account' (Arcade), 'Start Date' (05/01/2018), 'End Date' (05/29/2018), 'Start Time' (12:00 AM), and 'End Time' (11:59 PM). There are also buttons for 'Generate Report', 'Clear Criteria', and 'Download CSV'.

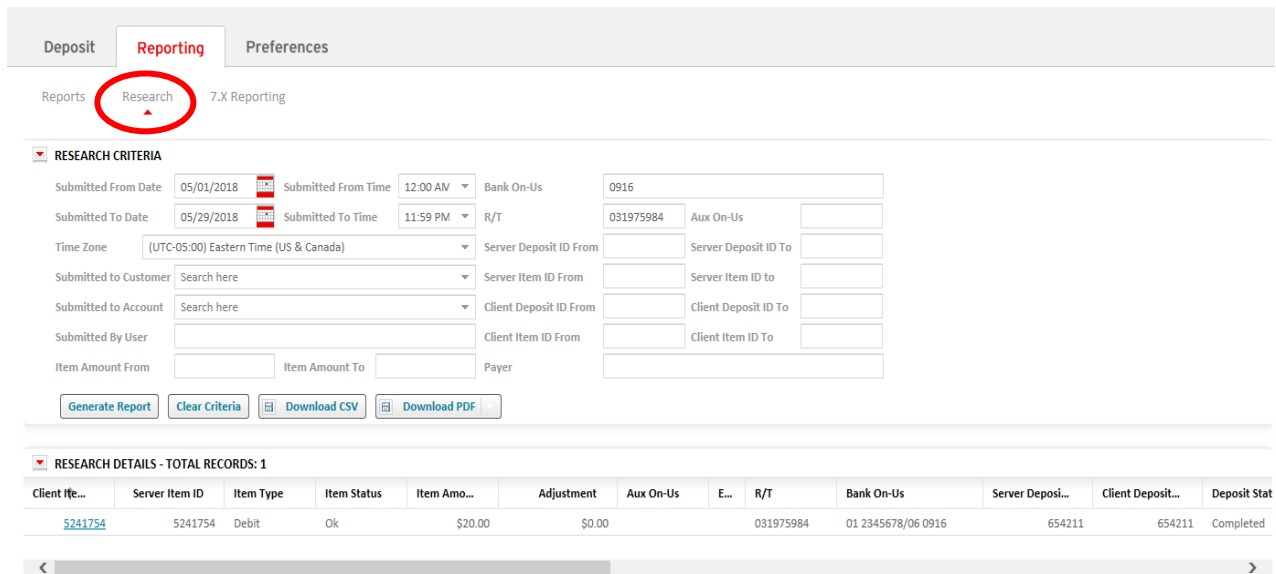
Below the criteria, there is an 'ACCOUNT SUMMARY - TOTAL RECORDS: 1' section with a table:

Account Name	Account Num...	Account Status	# of Deposits	Total Deposited Am...	Debit Items	# of In Process De...	In Process Deposits...	In Process Debit C...	# of Completed D...
Arcade	****3701	Active	1	\$20.00	1	0	\$0.00	0	1

Below the account summary, there is an 'ITEM DETAILS - TOTAL RECORDS: 2' section with a table:

Client It...	Server Item ID	Item Type	Item Status	Item Amo...	Adjustment	Aux On-Us	E...	R/T	Bank On-Us	Server Depos...	Client Deposit...	Deposit Sta
5241754	5241754	Debit	Ok	\$20.00	\$0.00			031975984	01 2345678/06 0916	654211	654211	Completed
5241848	5241848	Credit	Ok	\$20.00	\$0.00			236073801	***** /20	654211	654211	Completed

Below is a sample research view.



RESEARCH CRITERIA

Submitted From Date: 05/01/2018 Submitted From Time: 12:00 AM Bank On-Us: 0916

Submitted To Date: 05/29/2018 Submitted To Time: 11:59 PM R/T: 031975984 Aux On-Us: []

Time Zone: (UTC-05:00) Eastern Time (US & Canada) Server Deposit ID From: [] Server Deposit ID To: []

Submitted to Customer: Search here Server Item ID From: [] Server Item ID To: []

Submitted to Account: Search here Client Deposit ID From: [] Client Deposit ID To: []

Submitted By User: [] Client Item ID From: [] Client Item ID To: []

Item Amount From: [] Item Amount To: [] Payer: []

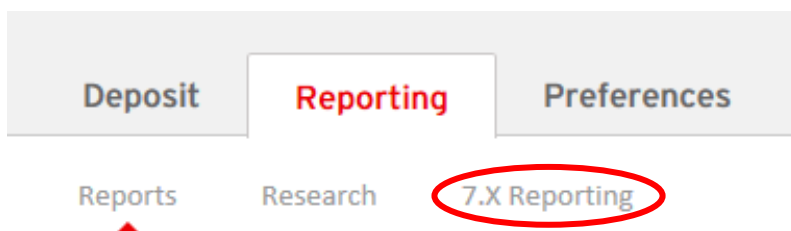
Buttons: Generate Report, Clear Criteria, Download CSV, Download PDF

RESEARCH DETAILS - TOTAL RECORDS: 1

Client Item ID	Server Item ID	Item Type	Item Status	Item Amount	Adjustment	Aux On-Us	E...	R/T	Bank On-Us	Server Depos...	Client Depos...	Deposit Stat
5241754	5241754	Debit	Ok	\$20.00	\$0.00			031975984	01 2345678/06 0916	654211	654211	Completed

To save data in a generated report, you can download the report as a CSV file or PDF.

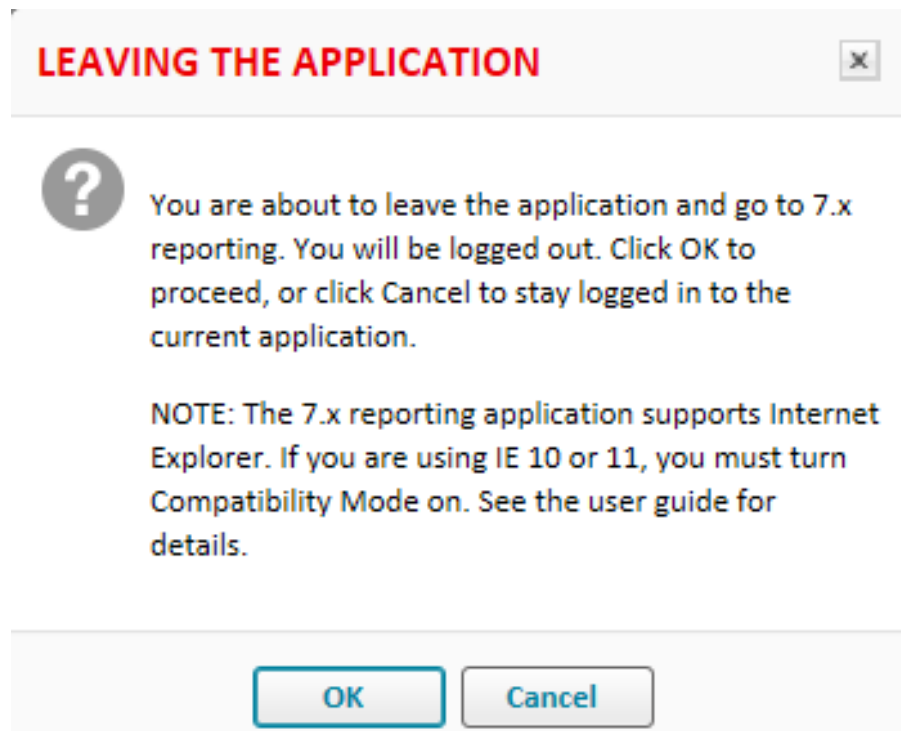
The Daily Extract Report is available under the Reporting tab under 7.X Reporting. This reporting is only supported using Internet Explorer. To access, log in to the application using Internet Explorer.



Deposit Reporting Preferences

Reports Research 7.X Reporting

The following message will come up. Click OK.

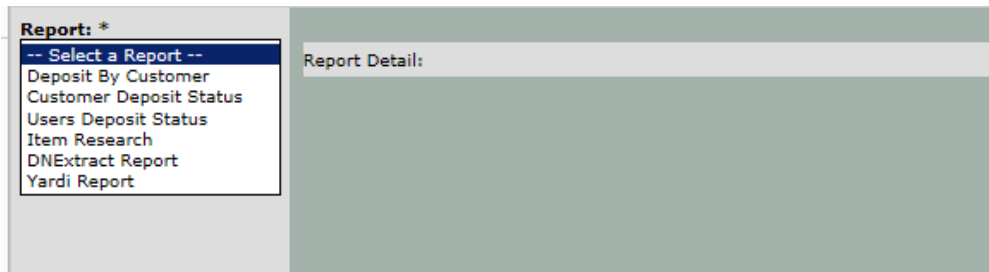
A screenshot of a dialog box titled "LEAVING THE APPLICATION" in red text. The dialog box has a close button (an 'X' in a square) in the top right corner. Below the title bar, there is a question mark icon in a circle, followed by the text: "You are about to leave the application and go to 7.x reporting. You will be logged out. Click OK to proceed, or click Cancel to stay logged in to the current application." Below this text is a "NOTE" section: "NOTE: The 7.x reporting application supports Internet Explorer. If you are using IE 10 or 11, you must turn Compatibility Mode on. See the user guide for details." At the bottom of the dialog box are two buttons: "OK" and "Cancel".

LEAVING THE APPLICATION ✕

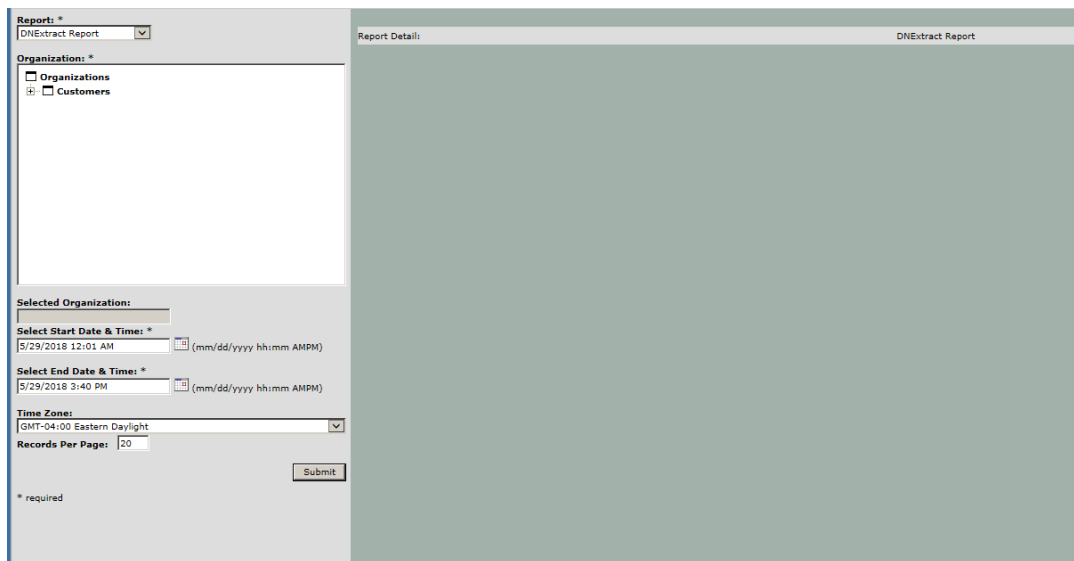
? You are about to leave the application and go to 7.x reporting. You will be logged out. Click OK to proceed, or click Cancel to stay logged in to the current application.

NOTE: The 7.x reporting application supports Internet Explorer. If you are using IE 10 or 11, you must turn Compatibility Mode on. See the user guide for details.

Click on DNExtract Report



The screenshot shows a web interface with a 'Report: *' dropdown menu open. The menu options are: '-- Select a Report --', 'Deposit By Customer', 'Customer Deposit Status', 'Users Deposit Status', 'Item Research', 'DNExtract Report', and 'Yardi Report'. The 'DNExtract Report' option is highlighted. To the right of the dropdown is a 'Report Detail:' section which is currently empty.



The screenshot shows the 'DNExtract Report' configuration page. The 'Reports: *' dropdown is set to 'DNExtract Report'. The 'Organization: *' section has a tree view with 'Organizations' and 'Customers' (selected). Below this, there are fields for 'Selected Organization:', 'Select Start Date & Time: *' (5/29/2018 12:01 AM), 'Select End Date & Time: *' (5/29/2018 3:40 PM), 'Time Zones' (GMT-04:00 Eastern Daylight), and 'Records Per Page' (20). A 'Submit' button is at the bottom right. A note '* required' is at the bottom left.

For more details on reporting, click on the Help tab in the top right hand corner.

IF A USER HAS REPORTING ONLY PRIVILEGES, THEY CAN NOW ACCESS WEB CLIENT WITHOUT HAVING A SCANNER ATTACHED TO THEIR COMPUTER.