



READYDEPOSIT®

Getting Started Guide

ReadyDeposit® (For use with Windows)

February 2018

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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 or Vista

Internet Browser:

Internet Explorer 10 and 11

Ensure Internet Explorer security is not set to High. (If security is set to High, JavaScript is automatically disabled. Either manually enable JavaScript or set security to Medium or Low.) If you have pop-up blocking software installed, configure it to allow pop-ups from the web site that hosts the ReadyDeposit Portal. Deposit Review and System Manager both make use of pop-up windows.

PLEASE NOTE: Mozilla Firefox no longer supports Java, and cannot be used for this tool.

On your Internet browser, add the URL <https://firsttrustbank.bankserv.com/webclientMB> to the following:

Tools → Compatibility View settings

Tools → Internet Options → Security → Trusted Sites

JAVA

Latest version of SUN Java Runtime Environment (JRE), 32-bit versions
Bit version of JRE and browser must match. (see page 4 and 5)

Installing the Application

1. Launch Internet Explorer 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 7



Firstrust Bank Remote Deposit Sign In

Please enter your User Name and Password

User name:


Password:

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



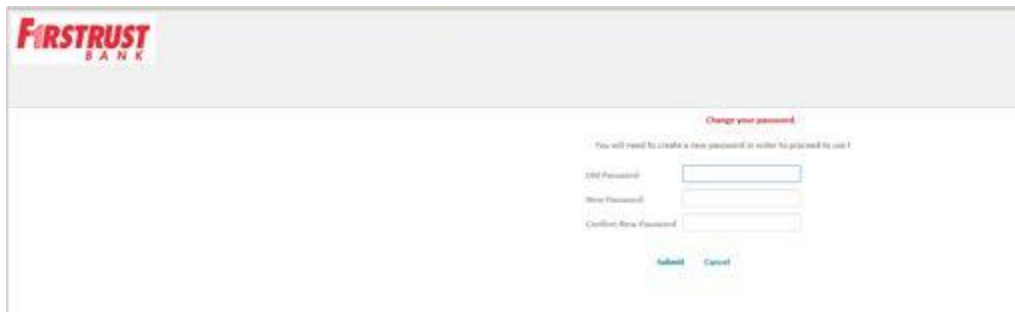
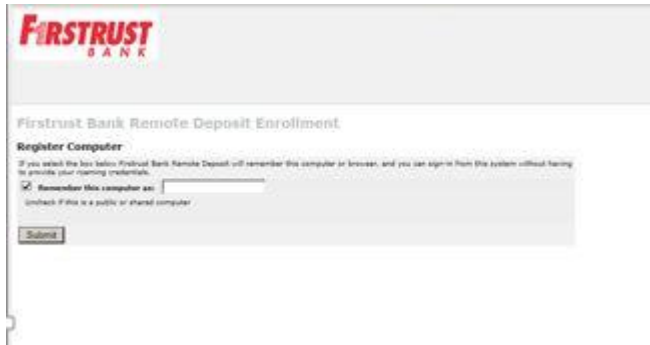
Firstrust Bank Remote Deposit Enrollment

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:

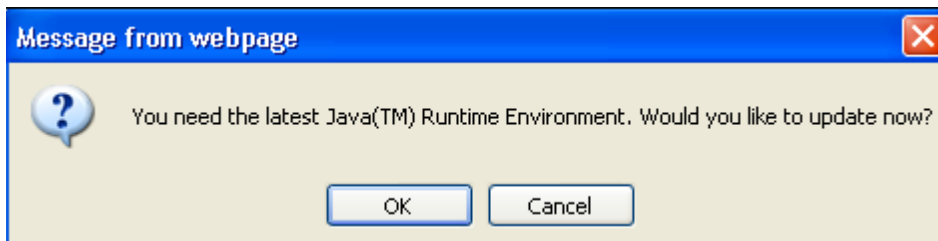
1. Select three security questions. If you log in from an unrecognized computer, you will be prompted to answer these questions to help validate your identity.
2. Indicate whether or not you want this computer to be recognized the next time you log in. If you choose not to remember the computer, you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



If you do not have a current Java Runtime Environment (JRE) installed on your computer, Internet Explorer will prompt you to install the JRE.

Java Installation Update

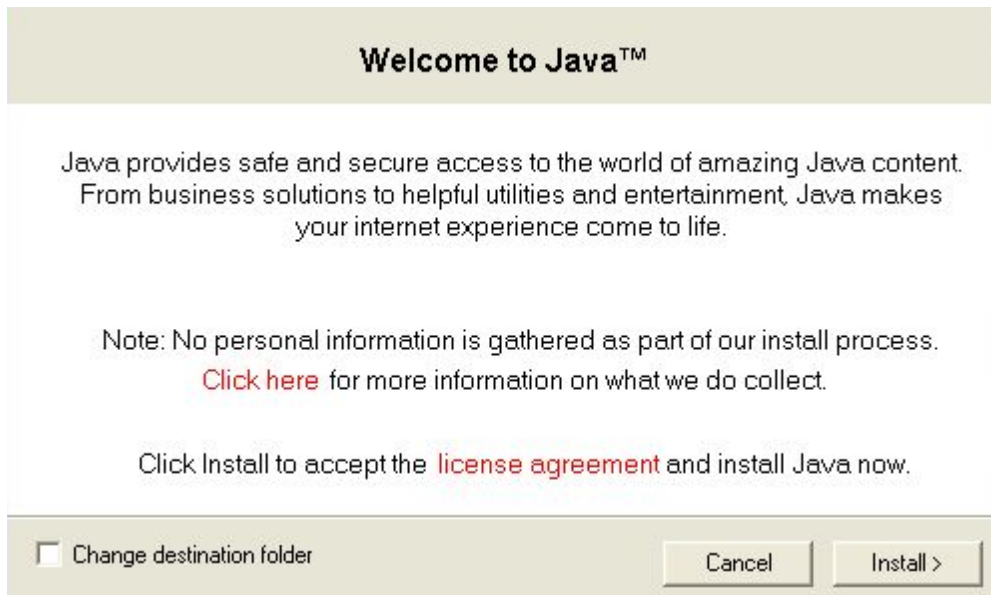
If you do not receive this prompt, continue with scanner installation.



If you receive the prompt, do the following:

Click OK to update the latest Java Runtime Environment.

a. A Java welcome message will appear asking you to install Java and accept the license agreement.



Click Install.

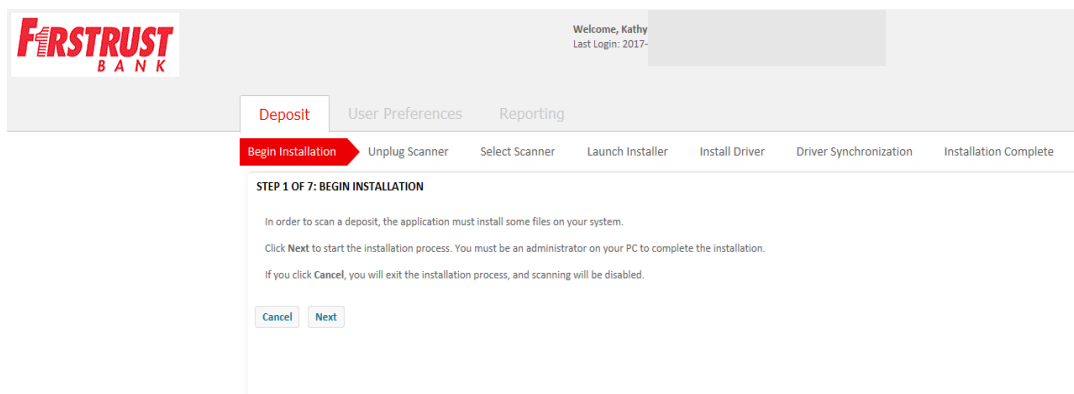
b. Once you have successfully installed Java, a message will notify you.

Click Close.

Note: If you have questions or concerns about installing the JRE, contact your system administrator.

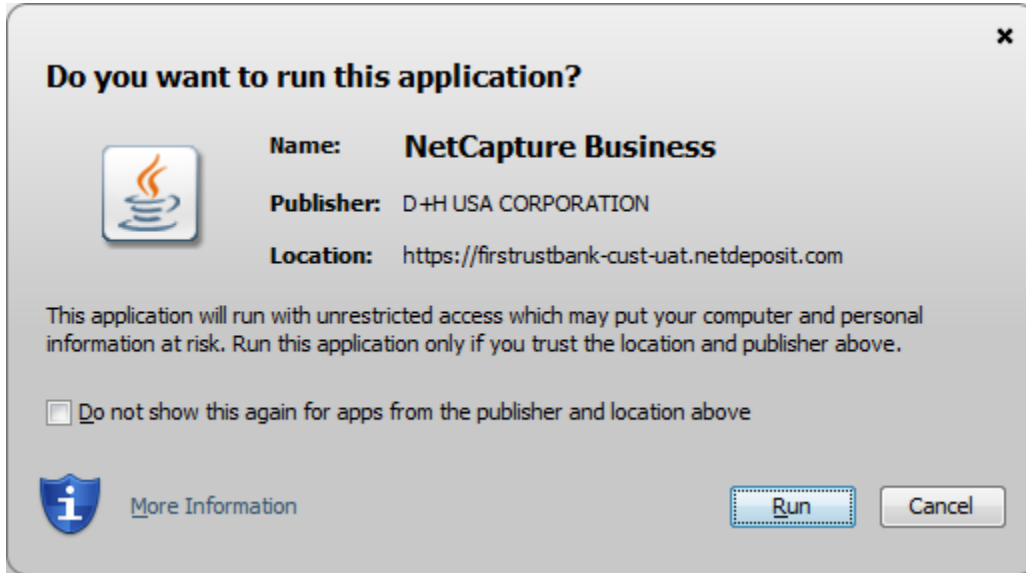
Once you have logged in and updated Java, a dialog box appears to begin the scanner installation process.

Follow Steps 1 through 7

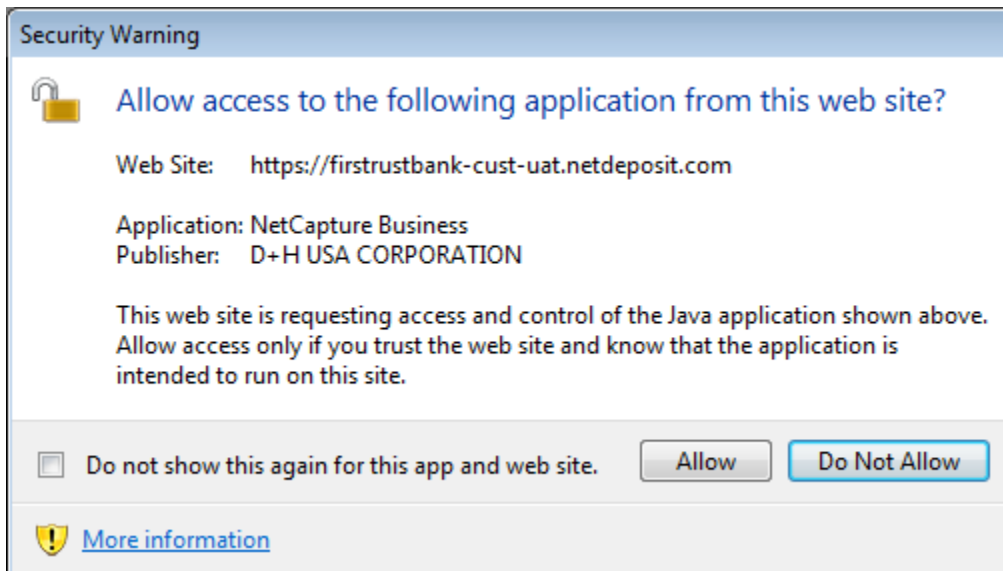


Click Next to begin scanner installation. Loading scanner applet will appear on the screen. This process takes a few minutes.

When this message appears, check the box next to “Do not show this again for apps from the publisher and location above”, and click Run.

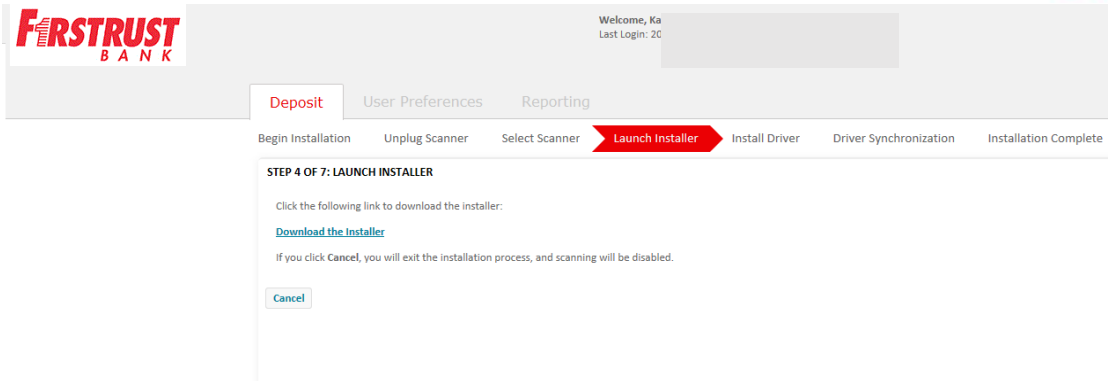


This Security Warning will appear. Check the box next to “Do not show this again for this app and website”, then click Allow.



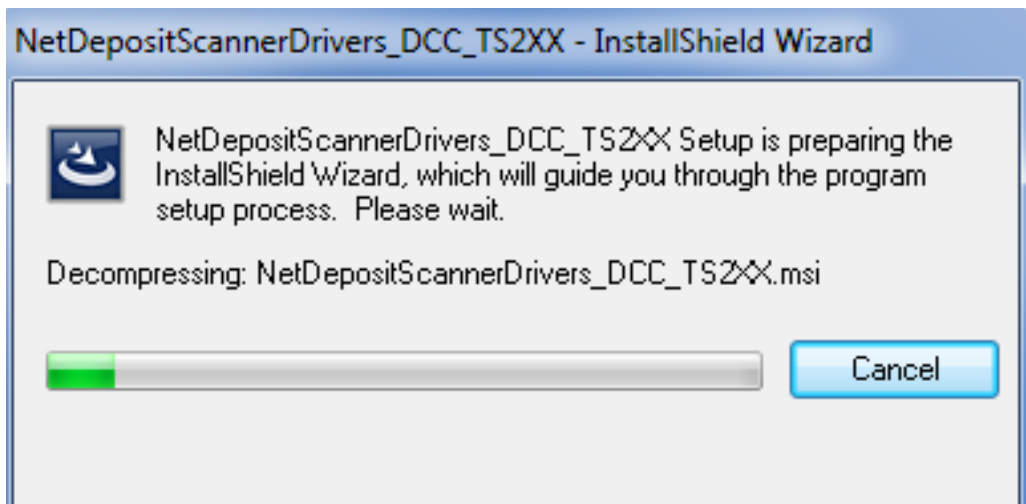
Make sure scanner is unplugged and click Next.

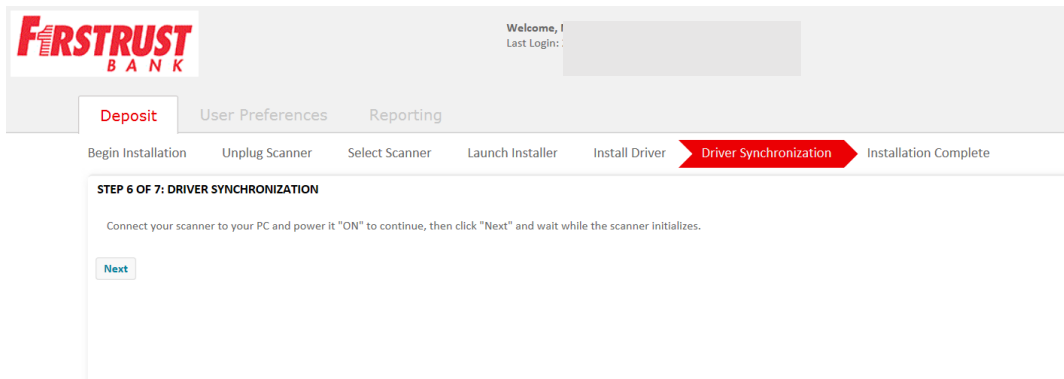
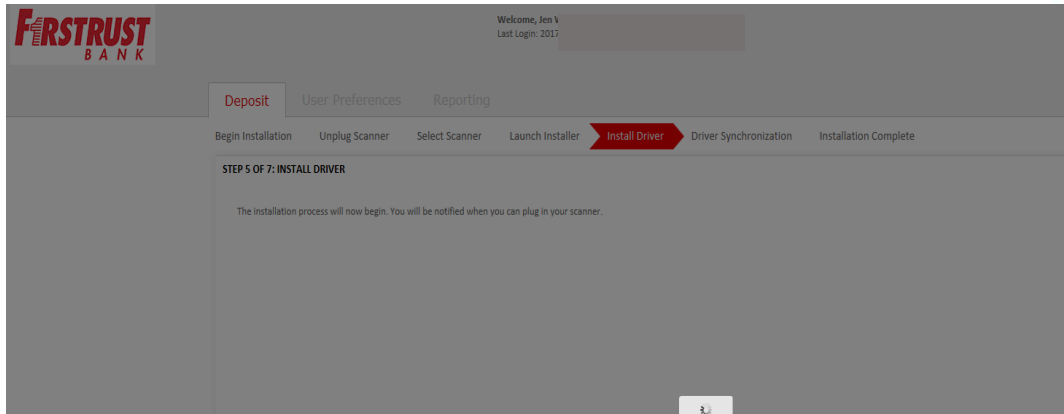
Select the scanner model from the drop down menu and click Next.



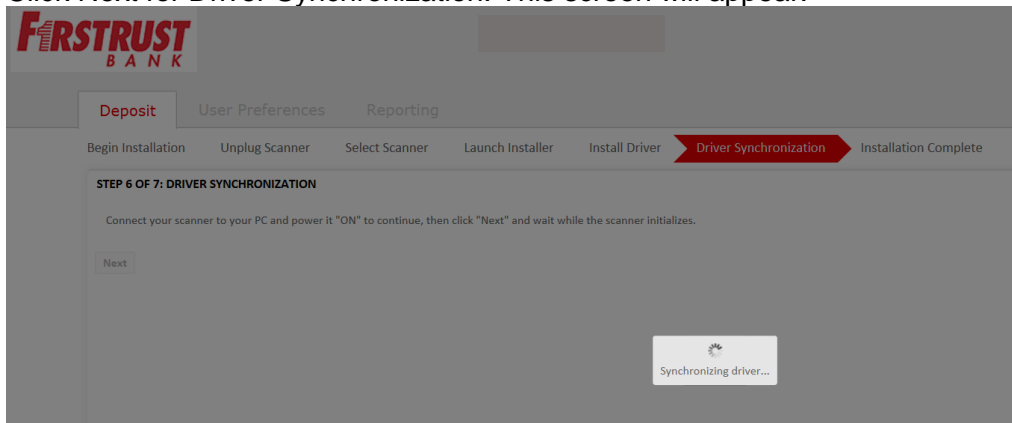
Click the DOWNLOAD THE INSTALLER link to download the scanner drivers. One or more security messages will appear. Click Run.

InstallShield Wizard message will appear as the Installer is downloading which will go from Step 4 to Step 5 very quickly.





Click Next for Driver Synchronization. This screen will appear.



Installation is complete.

Making a Deposit

Welcome, Kathy Silenok
Last Login: 2018-02-13 9:45 AM

Deposit User Preferences Reporting

Start Deposit Process Checks Complete Deposit

SELECT ACCOUNT:

Account Name ↑	Account Number
<input checked="" type="checkbox"/> Rancho Villas Condo Assoc	*****3968
<input type="checkbox"/> RVCA Operating	*****9333

CONTROL BALANCE

Enter control balance *

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.
- 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

TEST DOCUMENTS 1037

Date _____

Pay to the Order of Test Account \$ 100.00

One hundred and 00/100 Dollars

FIRSTTRUST BANK SAMPLE - VOID

For _____

⑆031975984⑆ 01 2345678⑆06 1037

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 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

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.

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.

Deposit
User Preferences
Reporting

Reports
Research
7.X Reporting

REPORT CRITERIA

Report Type: By Account Start Date: 06/02/2017 Start Time: 12:00 AM

Account: Live Test Operating End Date: 06/05/2017 End Time: 11:59 PM

Show: Summary By Account All Items

ACCOUNT SUMMARY - TOTAL RECORDS: 1

Account Name	Account Number	Account Status	# of Deposits	Total Deposited Amount	Debit Items	# of In Process Deposits	In Process Deposits Amou	In Process Debit Count	# of Completed Deposits
Live Test Operati...	*****0493	Active	1	\$3,395.45	2	0	\$0.00	0	1

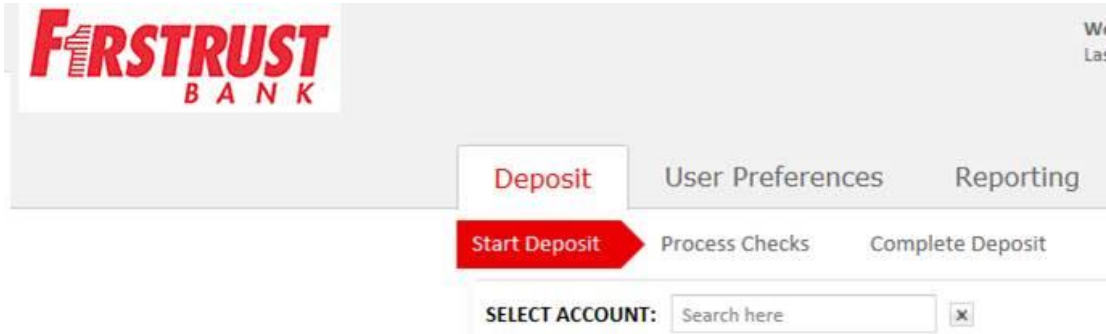
ITEM DETAILS - TOTAL RECORDS: 3

Client Item ID	Server Item ID	Item Type	Item Status	Item Amount	Adjustment	Aux On Us	EPC	R/T	Bank On Us	Server Deposit ID	Client Deposit ID	Deposit Status
27012834	27097224	Debit	Ok	\$1,295.45	\$0.00	300018763		111000012	004451089249/	3321380	5020359	Completed
27012848	27097226	Credit	Ok	\$3,395.45	\$0.00			236073801	*****	3321380	5020359	Completed
27012857	27097225	Debit	Ok	\$2,100.00	\$0.00	005128		121000248	4100052992/	3321380	5020359	Completed

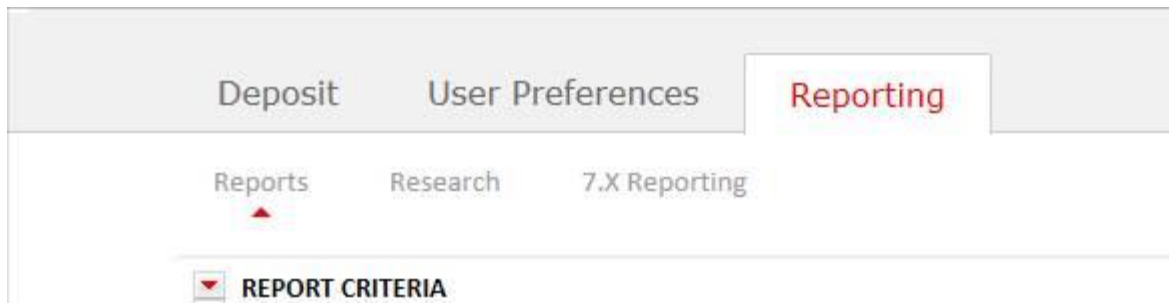
To save data in a generated report, you can download the report as a CSV file or as a PDF file.

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

The Daily Extract Report is available under the Reporting tab.
Click on the Reporting Tab



Click on 7.X Reporting. It will show a message “Leaving The Application”. Click OK.



Click on DNExtract Report

