

Depositing a Check

You can deposit checks via Internet Banking Deposit Capture directly from your desktop. However, most account holders find it easier to deposit checks via the mobile app.

If you have saved the check you want to deposit to your personal computer or laptop, follow the steps below to deposit a check (Note: This process requires front and back images saved on your PC to complete the deposit. Sterling Federal Bank recommends that you delete the images after completing your deposit):

- 1. From the side-bar main menu, click Deposits.
- 2. Click Made a Deposit to open the Deposits page.

14	12 Month CD (0445) \$2,006.99 Available	i	Regular Checking (2146) \$1,156.94 Available	¢	Overdraft Protection (0071) \$3,000.00 Available	0	1-4 Family RE Fixed (0041) \$0.00 Available	٥	
	Current \$2,006.99		Current \$1,156.94		Current \$0.00		Current \$250,000.00		
		6	<	DEPOSIT	is >			ę	
٢	Deposit To Select			-	Summary				
•	Amount \$0.00				Amount \$0.00 Account To				
٥	Front Image Click to upload image				**				
۵	Back Image Click to upload image			_	Deposits before 5:00PM PST deposit: after 5:00PM will be deposit limit is \$3,000.	' (Mon-Fri) is e considered	considered same day next day deposit. Daily total		
					deposit; after 5:00PM will be deposit limit is \$3,000.	considered r	iext day deposit. Daily total		

- 3. Select the account to which you want to deposit funds from the Deposit To drop-down list.
- 4. Enter the amount of the check in the Amount field.
- 5. Click the Upload a Check Image (Front); then, browse to and select the check image on your PC.



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- 6. Select the file, then click Open.
- 7. Repeat the steps above for the back side of the check.

IMPORTANT! The back of the check must include a signature to be deposited. You are then notified whether your check images have been successfully captured.

8. Click Submit.

The next screen summarizes your check deposit.

9. Click Confirm to submit your deposit for review.

Deposits appear as a pending transaction in your receiving account until approved. A message is sent to confirm that the deposit information has been successfully submitted.