# SALIN REMOTE DEPOSIT QUICK REFERENCE INSTRUCTIONS

Logging In:

1. Go to www.salin.com
2. Click on **Business Banking**
3. Click on **Remote Deposit**
   HINT: You can add this page to your Favorites
4. Click **LOGIN HERE**
5. Enter your User Name and Password (no changes from previous version)
6. Click **Login**

Submitting Your Deposit:

7. Click the yellow box that says **CREATE DEPOSIT**
8. Enter your anticipated deposit total
9. Select your account for deposit from the drop down menu (if available)
10. Click **Continue**
11. OPTIONAL: Remove the checkmark next to the **Detect Double Feed** option
12. Click the yellow box that says **SCAN**
13. If errors have been identified, click the **FIX ERRORS** button to make corrections. After making corrections as required, hit **ENTER** (on your keyboard) to update the field.
14. Click on the **SUBMIT DEPOSIT** button when you have finished correcting errors and reviewing your deposit
15. In the Add Memo pop-up, click on the **SUBMIT DEPOSIT** button
16. From the Home Screen, confirm that the status of the deposit reads as "**Submitted**"

Retrieving Your Deposit Receipt:

17. Furthest to the right, under Actions, click on the small icon with the tiny green arrow to "**View the Deposit**"
18. Click on **EXPORT AS** on the left side of the screen
19. Select the **PDF** for the receipt that is most similar to the previous version of the Remote Deposit software (also available is *PDF with Images*)
20. A new screen will open; if you choose, print or save your receipt; then close the screen
21. Click **HOME** in the upper left corner to return to the home screen
22. When finished, click **LOGOUT** from the upper right corner

Searching for Previously Submitted Deposits:

23. From the Home screen, select the radio button that says **All Deposits**
24. Just above the radio buttons, expand the **SEARCH** bar by clicking the tiny **black arrow** to the far right
25. **Expand your date range** beyond today's date by choosing a "From" date prior to today's date in the calendar option
26. Click the **SUBMIT** button to the right

⚠️ Missing a Deposit?

Perhaps the deposit was only *saved*, rather than being fully *submitted*. Take the following steps to search for your previously submitted (missing) deposit:

1. From the Home screen, select the radio button that says **All Deposits**
2. Just above the radio buttons, expand the **SEARCH** bar by clicking the tiny **black arrow** to the far right
3. **Expand your date range** beyond today's date by choosing a "From" date prior to today's date in the calendar option
4. Click the **SUBMIT** button to the right

Once you have located the deposits, for each deposit take these steps to fully submit your deposits:

5. Furthest to the right for each deposit, under Actions, click on the small icon with the tiny green arrow to "**View the Deposit**"
6. Click on the **SUBMIT DEPOSIT** button when you have finished correcting errors and reviewing your deposit
7. In the Add Memo pop-up, click on the **SUBMIT DEPOSIT** button
8. From the Home Screen, confirm that the status of the deposit reads as "**Submitted**"