



United
Community Bank®

The Bank That **SERVICE** Built.™

**UCBI Web Capture Remote Deposit
User Instructions**



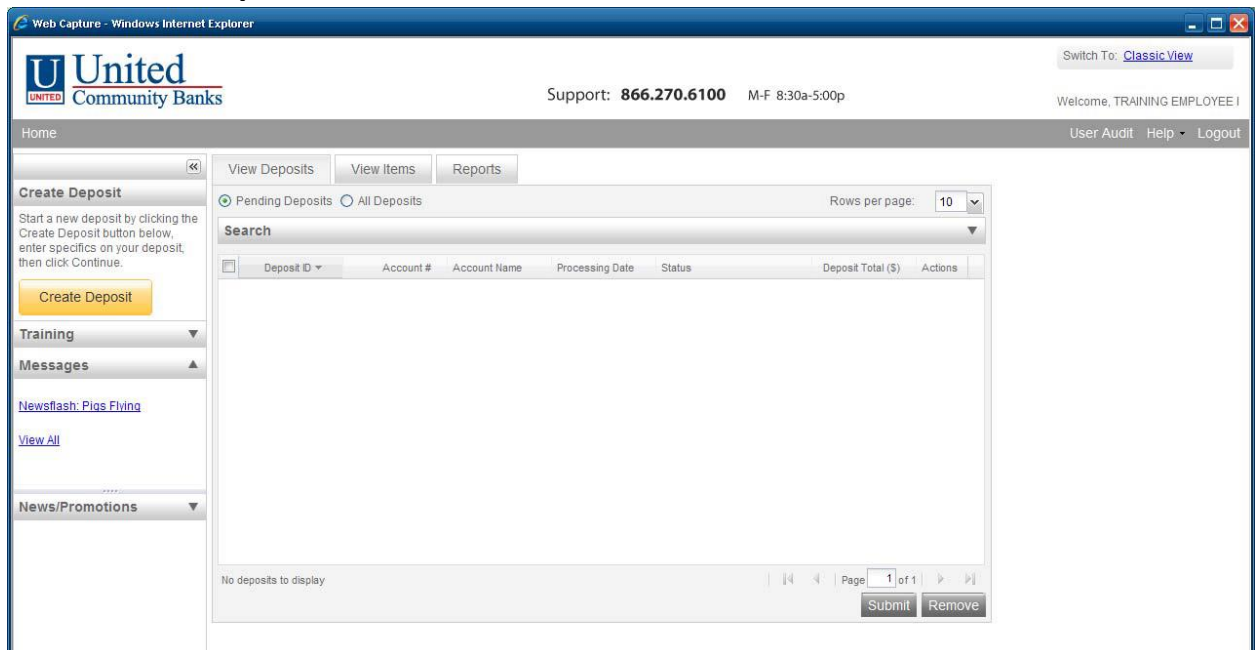
Support Assistance
Phone: 866-572-4583
Email: ecorp@ucbi.com

Logging In

- Open Internet Explorer
- Direct your browser to <https://ucbi.com/merchant-capture>
- **User ID and Password**
 - Existing customers: The ID and Password will remain the same
 - New customers: Support will provide the ID and Password.
 - For issues with ID and Password, please contact **866-270-6100**
- Click **Log In**
- Issues that may occur
 - Depending on your PC settings, a “Pop-Up Blocker” information bar notification may appear. Click the yellow bar that the top of the window and allow all pop-ups from this site.
 - A prompt may appear asking if the system should allow the program to install. Click the install button
- Once you are logged in , you will be in the Contemporary View

Starting a deposit in Contemporary View

- Click **Create Deposit**



- The following screen will appear. You will enter the **Deposit Amount** and **Select Account**

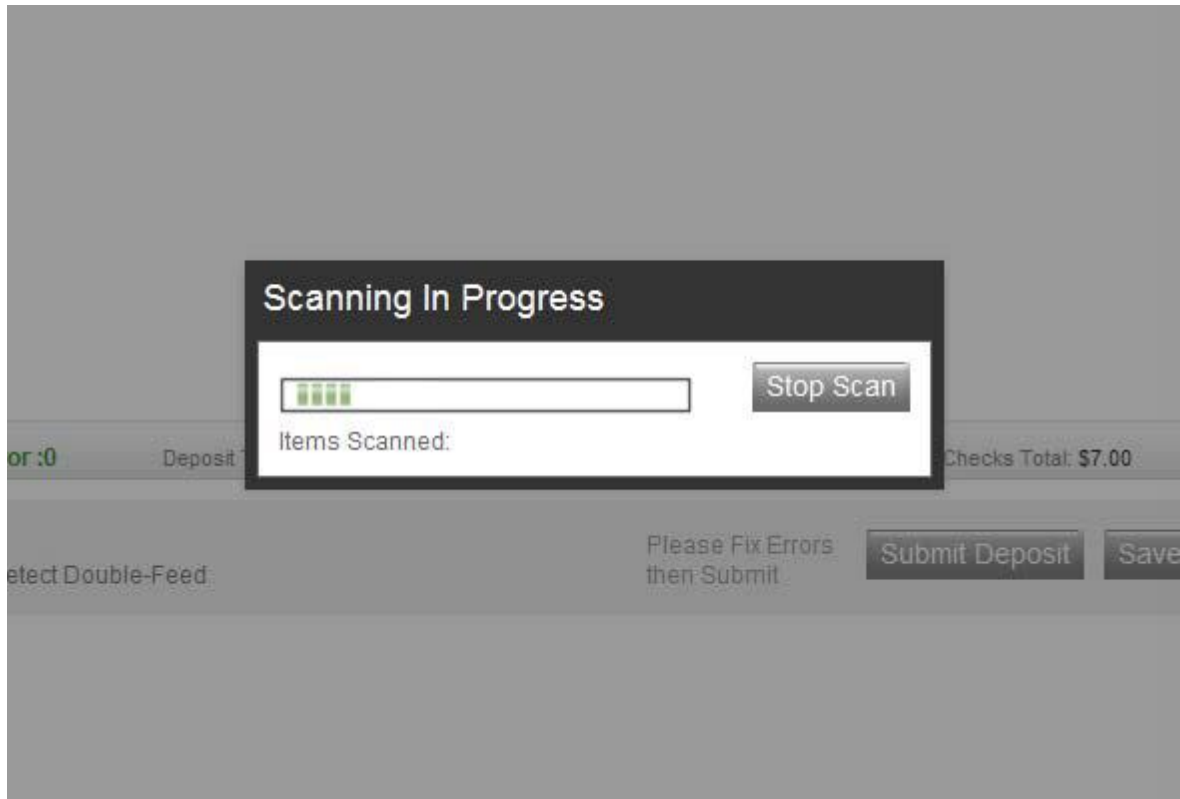
- If you receive an error message stating your Deposit Limit has been exceeded, please contact customer support at 866-572-4583

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Scanning a Deposit in Contemporary View

- Place the checks in the Remote Deposit Scanner
- Click **Scan** to begin scanning your deposit
 - If you click scan before placing your checks in the machine, the system will generate an error stating there are no items present. Click **OK**, place your checks in the machine, and click **Scan** again

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- The following screen will appear. This screen will end once the software has completed scanning all the checks in the Remote Deposit Machine



Reviewing and Submitting a Deposit in Contemporary View

- Once the deposit has finished imaging in the system, the following screen will display. You can view any item image in the deposit by clicking the + next to each item
- Are there **Exceptions** to be addressed? There are two ways to correct exceptions:
 - Recognize the items that have an **Exclamation Sign** in the error column. Click the + next to that item to display the image
 - Enter correct item information and update item information by pressing **Enter** on your keyboard. Click the + again to minimize the item (not illustrated)
 - Click the **Fix Errors** button
 - This will isolate the exceptions and tell you what exception the item has. Once you have made a correction to an item, press **Enter** on your keyboard to update the information for that item (not illustrated)

Home

Item # ^	Check #	Error	Amount	Actions
0000123402	1819		7.00	✗
0000123404	1817	⚠		✗
0000123405	0503		7.81	✗
0000123406	0983		2.66	✗
0000123407	1975		6.94	✗
0000123408	1102		659.00	✗
0000123409	0637	⚠		✗
0000123410	0638	⚠		✗
0000123411	1993		6.50	✗
0000123412	1995		5.00	✗
0000123413	0216		5.00	✗
0000123414	1788		4.00	✗

No of Items: 37 **Error: 14** Deposit Total: \$7.00 Difference: **-\$2,049.47** Checks Total: \$2,056.47

Detect Double-Feed
 Please Fix Errors then Submit

-
- Once all exception items have been addressed, make sure the deposit is in balance
 - If you have corrected all your exceptions and your deposit is still out of balance, verify the amount on each item to be sure the software read the correct amount on each item
 - If you have verified all the item amounts are correct and you need to change your expected deposit total, you can do this once you click **Submit**. Once your deposit is balanced, you will click **Submit Deposit**

Home

Item #	Check #	Error	Amount	Actions
0000123404	1817		0.86	✗
0000123416	5017		625.00	✗
0000123422	4841		125.00	✗
0000123424	1948		6.94	✗
0000123430	4279		7.44	✗
0000123431	0622		7.44	✗
0000123432	1759		4.23	✗
0000123433	4840		500.00	✗
0000123434	2036		7.44	✗
0000123435	4198		7.81	✗
0000123436	0605		4.54	✗
0000123437	1899		4.54	✗

Deposit ID: 27
 Account No.: *****2864
 Account Name: GENERAL
[More Details](#)
 Export As | Delete Deposit
 Training
 Messages
[Newsflash: Pigs Flying](#)
[View All](#)
 News/Promotions

No of Items: 14 **Error: 0** Deposit Total: \$7.00 Difference: -\$2,575.99 Checks Total: \$2,582.99

 Detect Double-Feed Please Fix Errors then Submit

-
- The following screen will appear

123432	1759	4.23
123433	4840	500.00
123434	2036	7.44
123435	4198	7.81
123436		4.54
123437		4.54
123438		656.75
123439		625.00

Verify Balance ✕

Transaction should be balanced before submit

Deposit Data

Check Total: \$2,582.99 Difference: -\$2,575.99

Deposit Total:

Detect Double-Feed then Submit

-
- Once you click **Update**, the software will give you the option to add a deposit memo. This field is options and is not required to submit your deposit
- Once you have completed your deposit, the software will return you to the Home Screen.

Printing a Deposit Receipt in Contemporary View

Web Capture - Windows Internet Explorer

United
Community Banks

Support: **866.270.6100** M-F 8:30a-5:00p

Home

View Deposits View Items Reports

Pending Deposits
 All Deposits
 Rows per page: 10

Search

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions

Create Deposit

Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.

Create Deposit

Training

Messages

- Click View Deposit. This will reopen the deposit you have selected

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Community Banks

Support: **866.270.6100** M-F 8:30a-5:00p

Home

View Deposits View Items Reports

Pending Deposits
 All Deposits
 Rows per page: 10

Search

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
27	*****2864	GENERAL	2011-11-21	SUBMITTED	2,582.99	

Create Deposit

Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.

Create Deposit

Training

Messages

[Newsflash: Pigs Flving](#)

[View All](#)

- Click **Export As** and choose **PDF** or **PDF with Images**

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Community Banks

Support: **866.270.6100** M-F 8:30a-5:00p

Home

Item # ^ Check # Error Amount Actions

Deposit ID: 27

Account No.: *****2864

Account Name: GENERAL

[More Details](#)

Export As

- Pdf
- CSV
- Pdf with Images
- Extract Images

[View All](#)

	0000123401	092		2,582.99	
	0000123404	1817		0.86	
	0000123416	5017		625.00	
	0000123422	4841		125.00	
	0000123424	1948		6.94	
	0000123430	4279		7.44	
	0000123431	0622		7.44	
	0000123432	1759		4.23	
	0000123433	4840		500.00	
	0000123434	2036		7.44	
	0000123435	4198		7.81	
	0000123436	0605		4.54	
	0000123437	1899		4.54	

Item Search in Contemporary View

- On the Home Page, select the **View Items** tab. This will allow you to view all the items that were deposited that business day.

The screenshot displays the United Community Banks Home Page. The top navigation bar includes the United logo, the text 'United Community Banks', and contact information: 'Support: 866.270.6100 M-F 8:30a-5:00p'. Below the navigation bar, there are three tabs: 'View Deposits', 'View Items' (which is selected), and 'Reports'. A search bar is located above the table, with fields for 'From Date*', 'To Date*', 'From Amount', and 'To Amount'. The search results table shows 10 rows of deposit data for the date 2011-11-27. The table columns are: Deposit ID, Item #, Transit, Account, Check, and Amount. Each row also has an 'Actions' column with a magnifying glass icon. The footer of the page indicates 'Displaying 1 - 10 of 15' and 'Page 1 of 2'.

Deposit ID	Item #	Transit	Account	Check	Amount	Actions
27	123439	61112843	2001123463	4680	625.00	
27	123438	61112843	2003104711	1090	656.75	
27	123437	61112843	2001128836	1899	4.54	
27	123436	61112843	2001163514	605	4.54	
27	123435	53111674	9906681	4198	7.81	
27	123434	61112843	2001128836	2036	7.44	
27	123433	61112843	2001123463	4840	500.00	
27	123432	61112843	2045118087	1759	4.23	
27	123431	61112843	2001163514	622	7.44	
27	123430	53111674	9906681	4279	7.44	