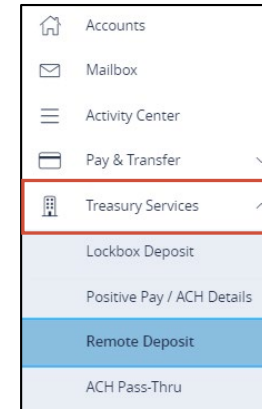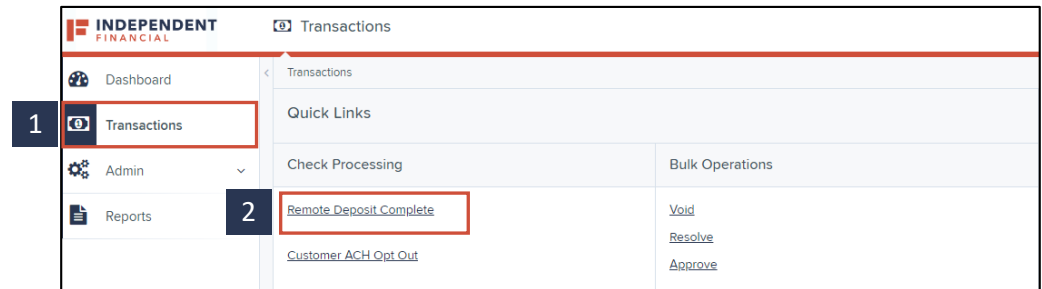Accessing through Online Banking: Go to **Treasury Services** > Select **Remote Deposit**.

or
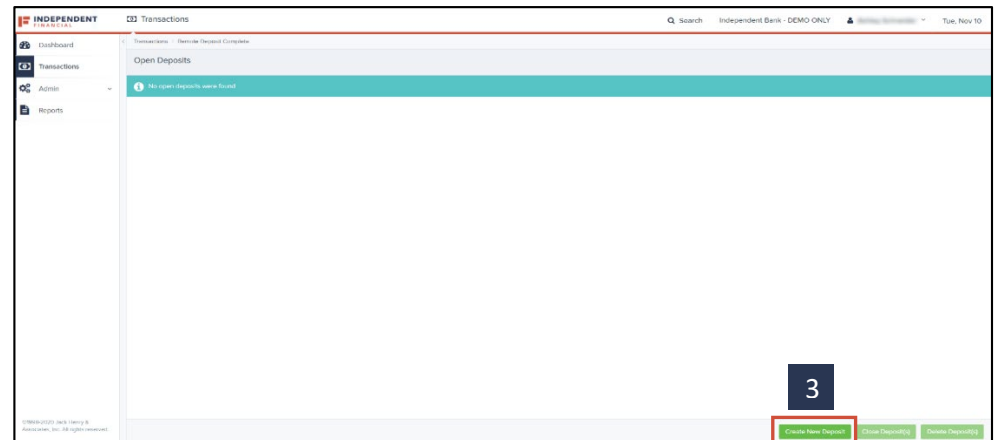
Accessing through an internet browser: Enter the following URL:

https://smartpay.profitstars.com/business/login/independent-bankmk

1. Select **Transactions** on the left hand menu.

2. Select **Remote Deposit Complete**.

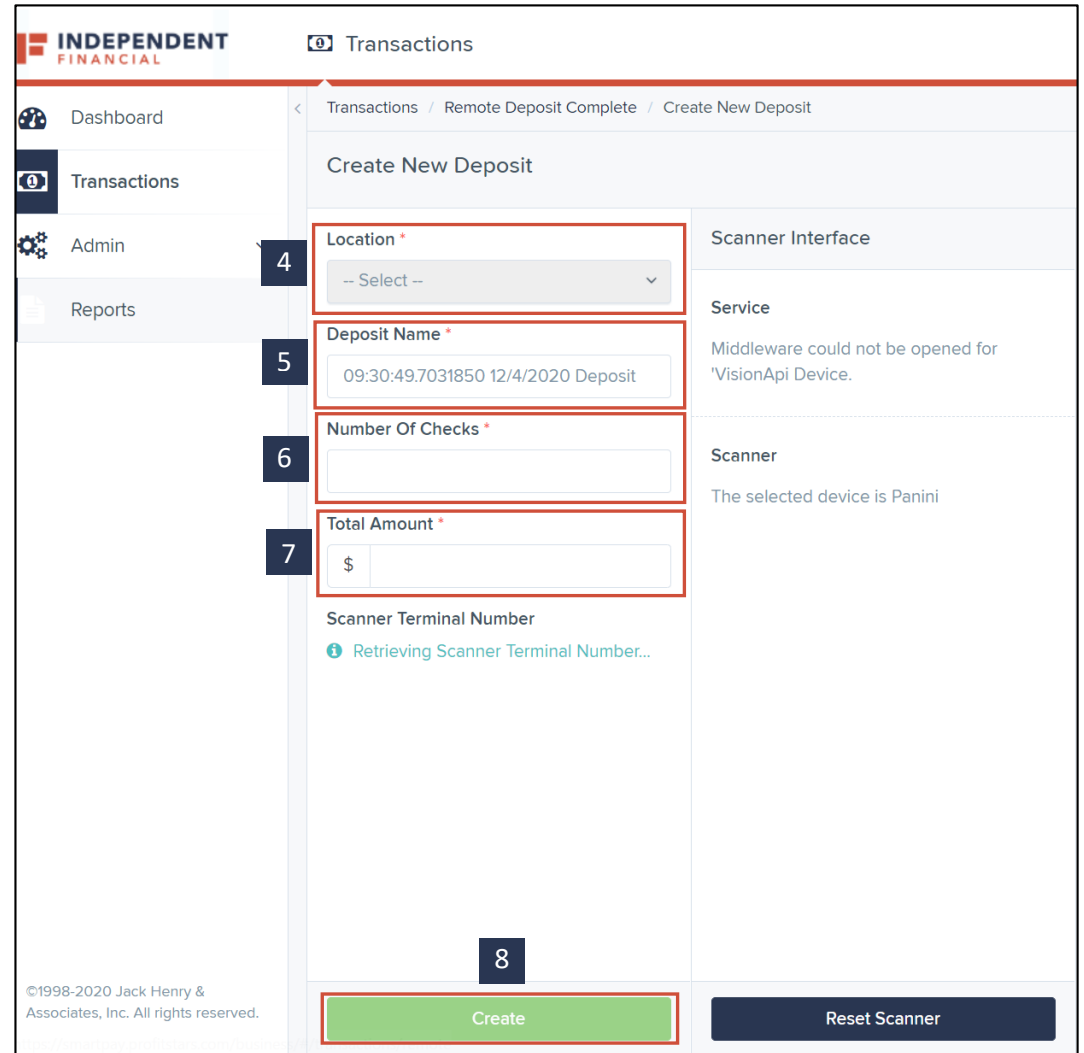3. Select **Create New Deposit**.

Member FDIC ⌂ Equal Housing Lender

4. **Location**: Use the dropdown menu to select the account to deposit the check(s).

Note: If Location cannot be selected, click the Reset Scanner button.

5. **Deposit Name**: A system generated Deposit Name will automatically populate. You can enter your own unique deposit name by typing in this field to modify the name displayed.

Note: Deposit names must be different for each transaction.

6. **Number of Checks**: Enter the quantity of checks being deposited.

7. **Total Amount**: Enter the total amount of the checks being deposited. Include the decimal point for the change. Example: 25.67

8. Select the **Create** button.

9. Place check(s) in the scanner to begin the process.

Note: Load checks into the document feeder in the proper direction according to the manufacturer's instructions.

Once the check(s) have been scanned, check details and images will populate.
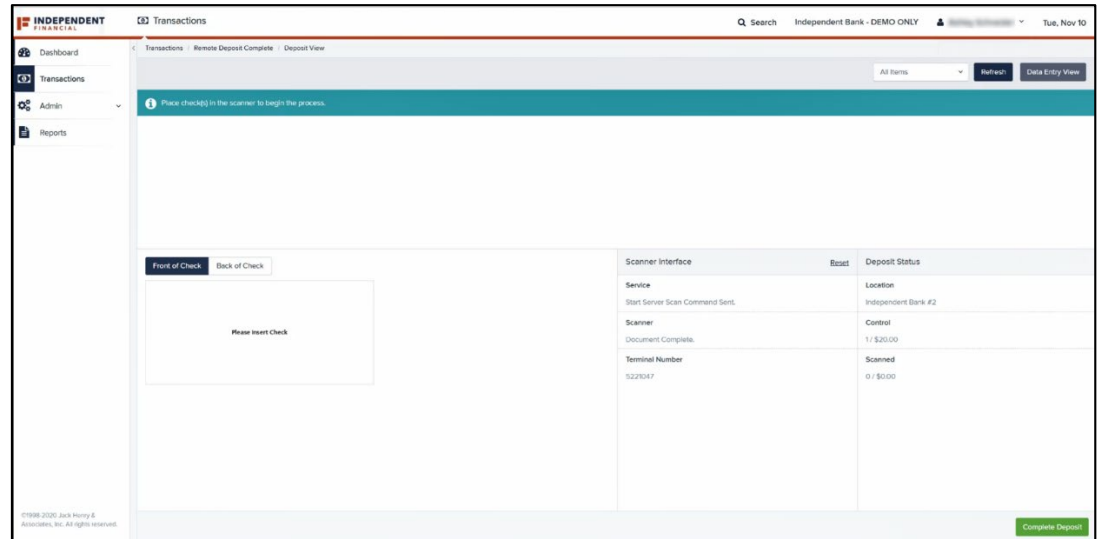
CHECK OPTIONS

If no changes need to be made to a scanned item, proceed to Step 10. Once a deposit is scanned in you have the option to do the following for each item:
- Add data entry details (pencil icon)
- Delete deposit (trash icon)
- Rescan deposit (refresh icon)

Data Entry Details: When you select the pencil icon you can add additional details for the check(s) scanned. Client defined data (i.e. invoice number, reference details, etc.) can be captured in the Transaction Data 1, 2 and 3 fields.

In addition, selecting the [+] will allow you to Add Customer details. In the future, any checks deposited with the same MICR line will automatically populate customer details.
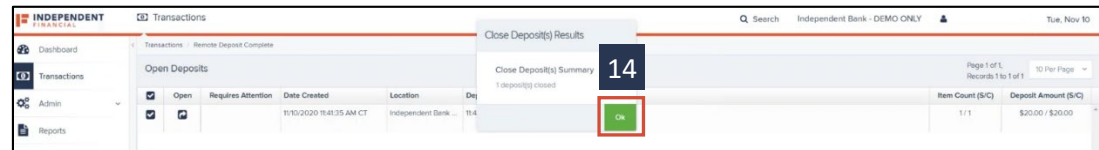
10. Select **Complete Deposit**.

Note: Deposit amount does not need to be populated before you complete the deposit.
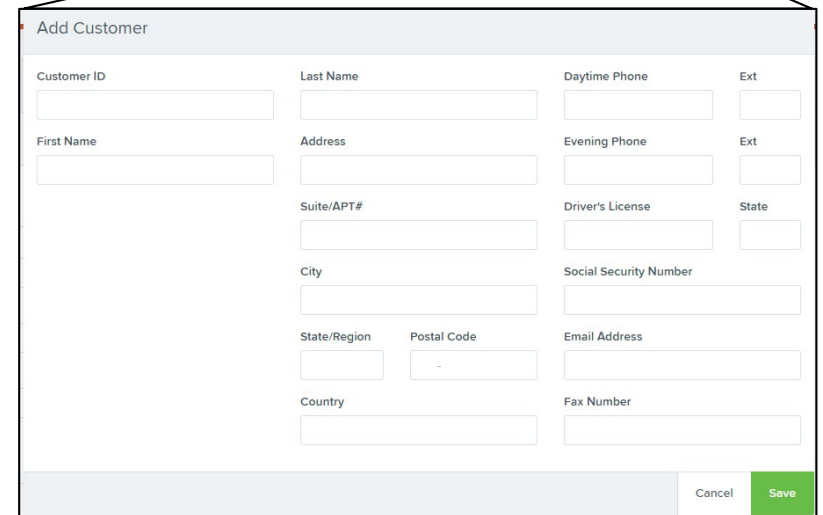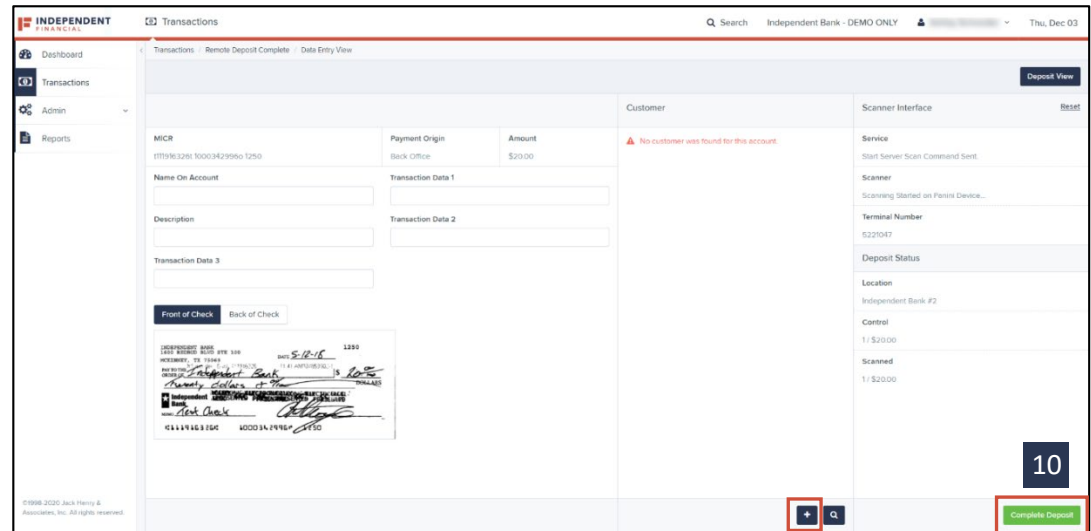
11. Select the checkbox(s) under Open Deposits to select the deposits to submit for processing.

12. Select **Close Deposit(s)**.
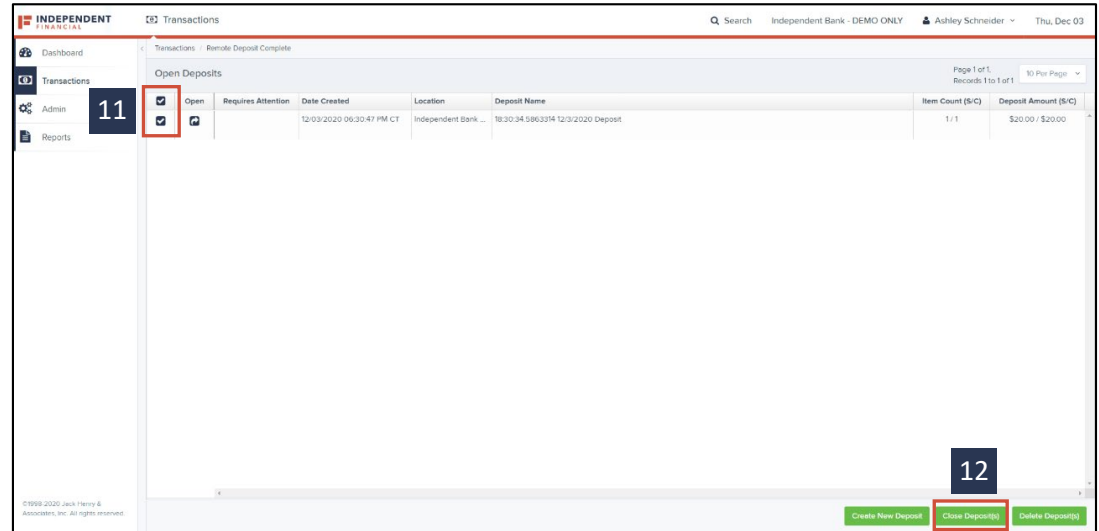
13. Select **Close** on the Confirm Deposit(s) Close pop up window.

14. Select **Ok** on the Closed Deposit(s) Results pop up window.

Note: You will receive a confirmation email once the check has been processed or if the deposit needs further action.