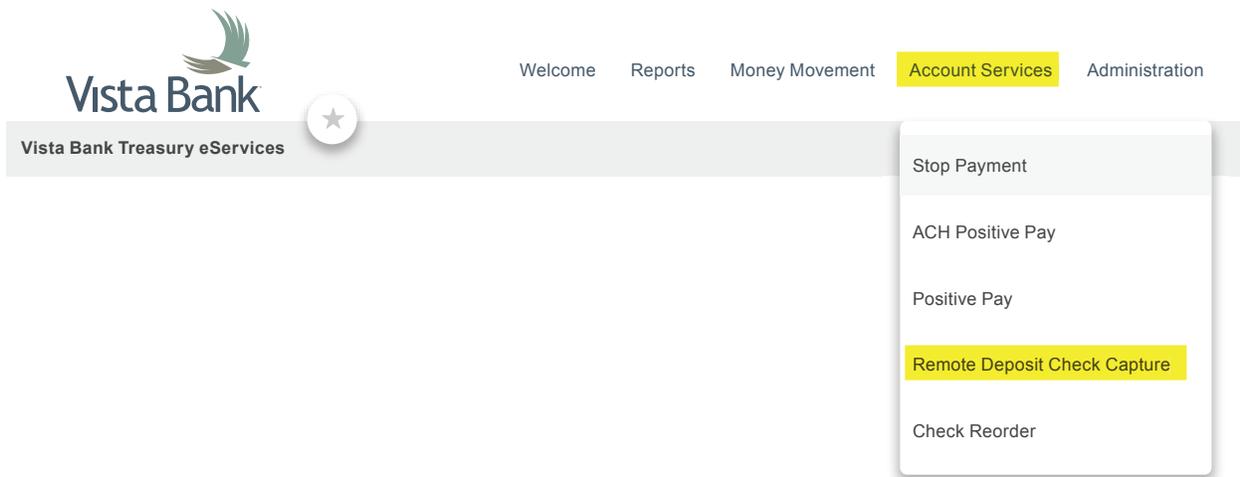


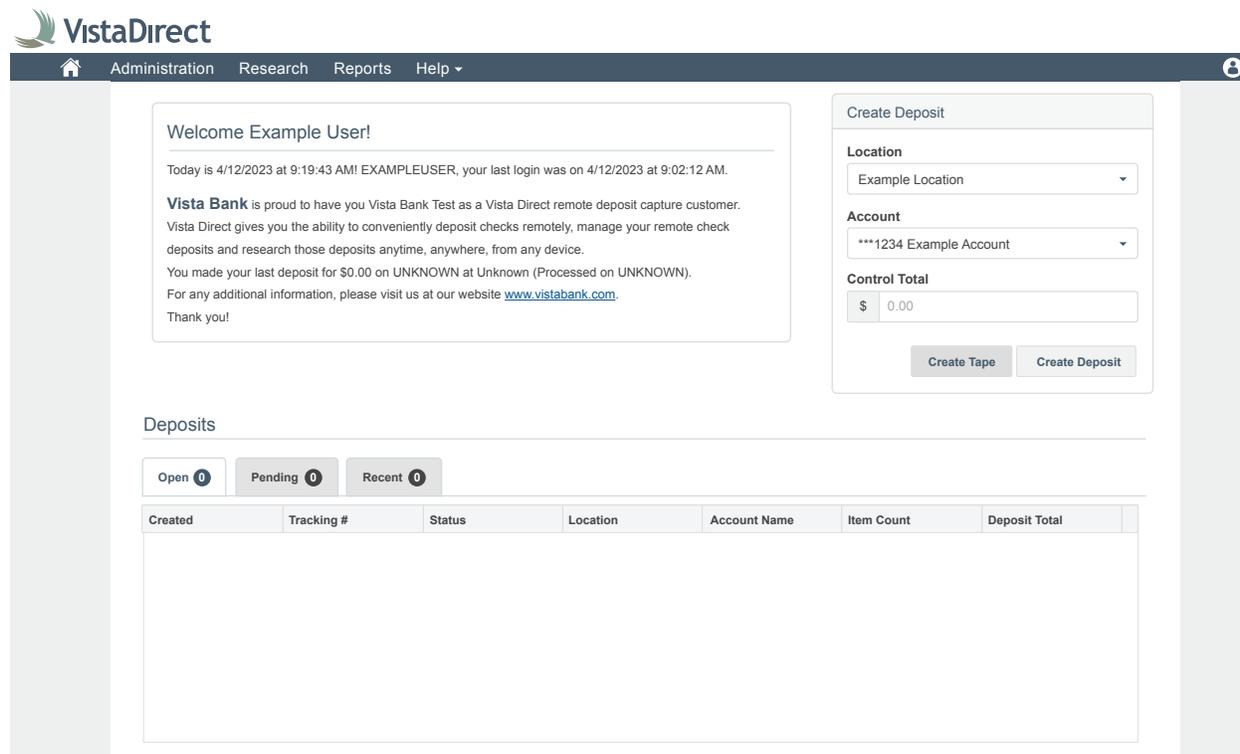
How to Scan Items & Submit Deposits

1. If using Treasury with Vista Bank, log in to Treasury via <https://www.vistabank.com/>, then select **Account Services -> Remote Deposit Check Capture**.

If not using Treasury with Vista Bank, log in via <https://dlmlr9.fisglobal.com/DirectLinkClient/login/801170#/dashboard>, then select **Account Services -> Remote Deposit Check Capture**.



2. Find **Create Deposit** on the right side of the home page.



3. Choose the **Location** and **Account** for your deposit and enter the total amount of all items that you will be depositing under **Control Total**.

Create Deposit

Location

Example Location
▼

Account

****1234 Example Account
▼

Control Total

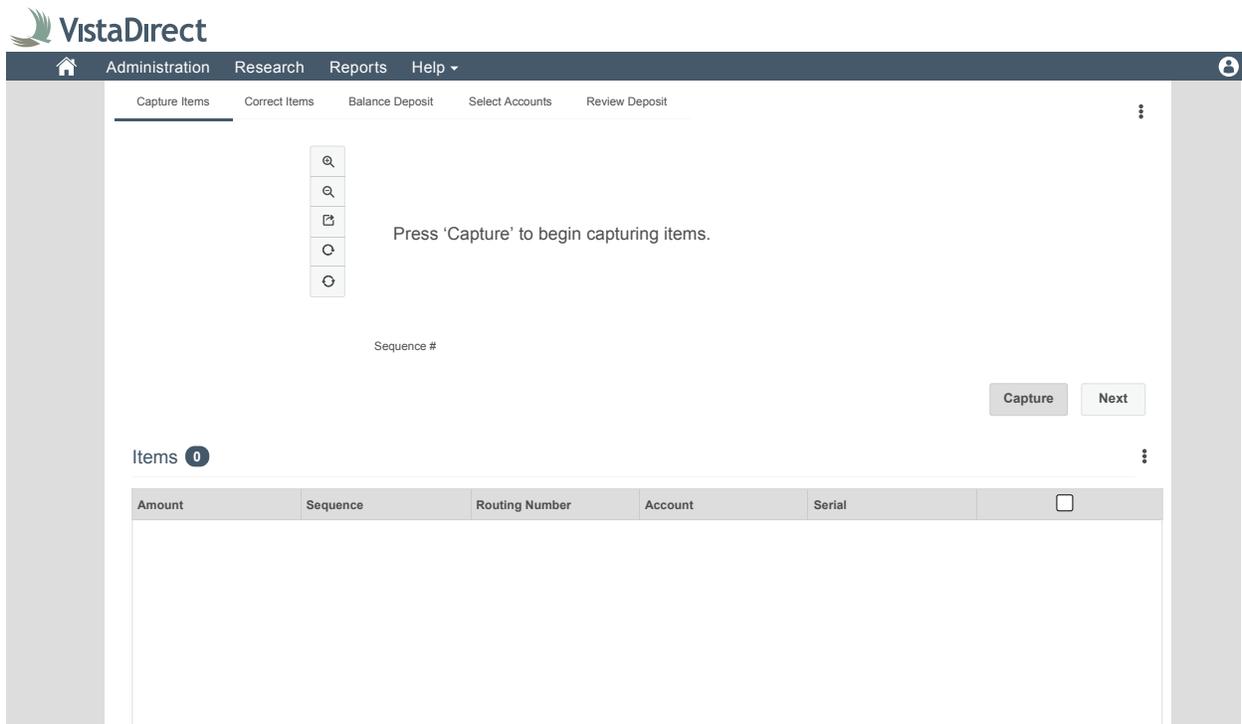
\$

3.50

Create Tape

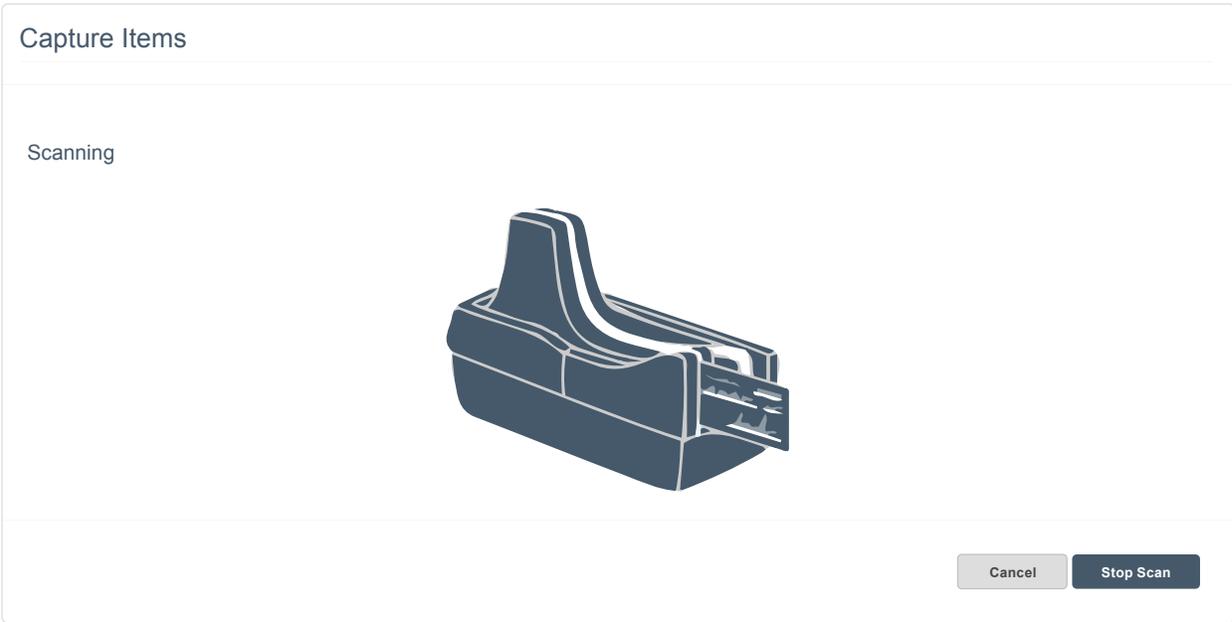
Create Deposit

4. On the **Capture Items** screen, select **Capture** to begin scanning items.

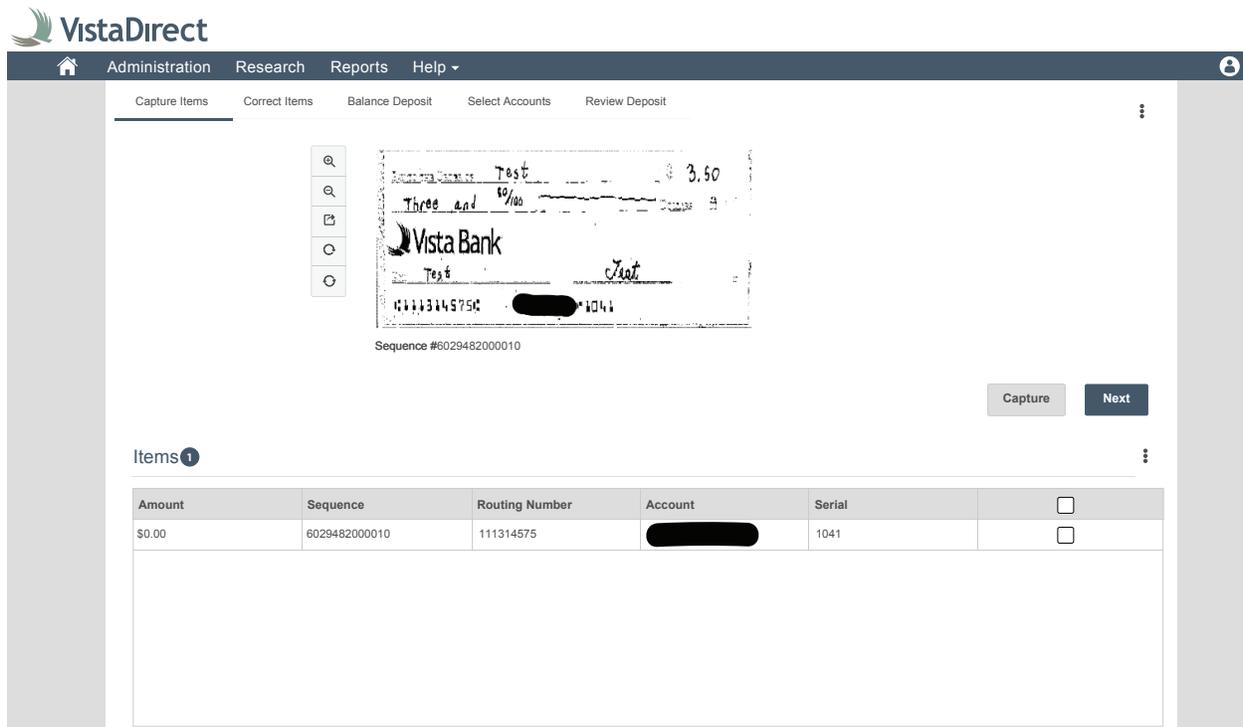


The screenshot shows the VistaDirect web interface. At the top is the VistaDirect logo and a navigation bar with links for Administration, Research, Reports, and Help. Below the navigation bar are tabs for Capture Items, Correct Items, Balance Deposit, Select Accounts, and Review Deposit. The main content area contains a vertical toolbar with icons for search, refresh, and other actions. A central message reads "Press 'Capture' to begin capturing items." Below this is a "Sequence #" label. At the bottom right of the main area are "Capture" and "Next" buttons. A table at the bottom shows a list of items with columns for Amount, Sequence, Routing Number, Account, Serial, and a checkbox. The table currently shows 0 items.

5. The scanner will begin scanning items and will continue scanning until you select **Stop Scan**. When you have scanned all items, select **Stop Scan**.



6. Verify all items were captured, then select **Next**.



VistaDirect

Administration Research Reports Help

Capture Items Correct Items Balance Deposit Select Accounts Review Deposit

Sequence #6029482000010

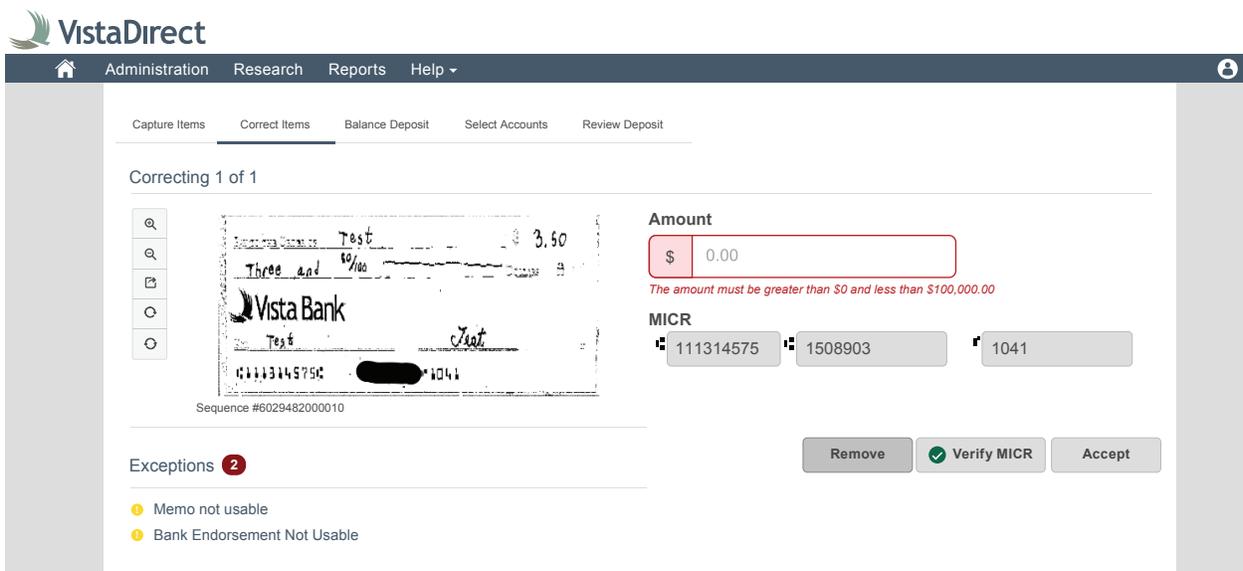
Capture Next

Items 1

Amount	Sequence	Routing Number	Account	Serial	<input type="checkbox"/>
\$0.00	6029482000010	111314575	[REDACTED]	1041	<input type="checkbox"/>

7. If any corrections are required (e.g., amount unreadable) or exceptions are detected (e.g., missing endorsement), you will be sent to the **Correct Items** screen. Enter corrections, then select Accept.

- If an item needs to be re-scanned to correct an exception, **Remove** the item, then use **Capture Items** in the top left corner to scan the item again.



VistaDirect

Administration Research Reports Help

Capture Items Correct Items Balance Deposit Select Accounts Review Deposit

Correcting 1 of 1

Sequence #6029482000010

Amount
The amount must be greater than \$0 and less than \$100,000.00

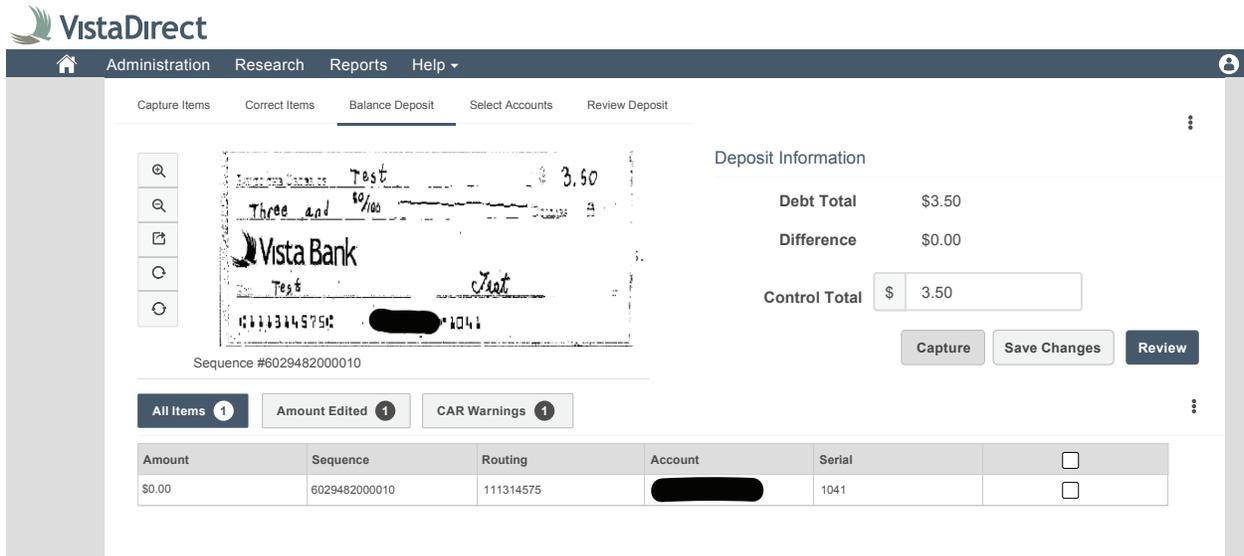
MICR
 111314575 1508903 1041

Remove Verify MICR Accept

Exceptions 2

- 1 Memo not usable
- 1 Bank Endorsement Not Usable

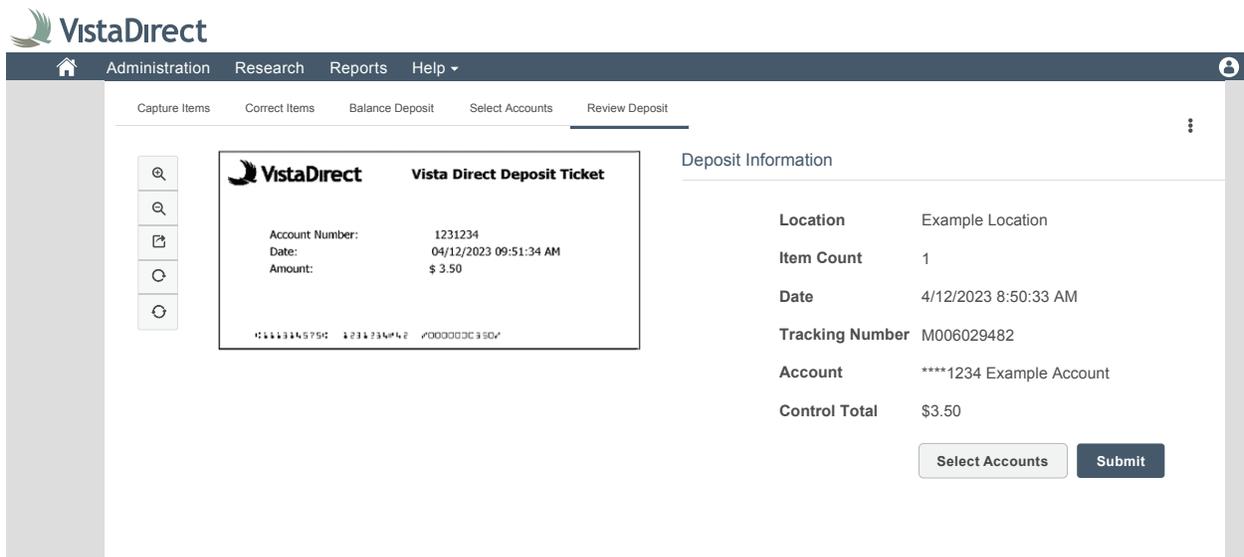
8. On the **Balance Deposit** screen, verify all item amounts are correct and sum up to the Control Total, then select **Review**.



The screenshot shows the VistaDirect interface for a Balance Deposit. The top navigation bar includes Administration, Research, Reports, and Help. The main menu has options for Capture Items, Correct Items, Balance Deposit (selected), Select Accounts, and Review Deposit. The central area displays a scanned check image with the amount \$3.50 and the text 'Three and 50/100'. To the right, the 'Deposit Information' section shows: Debt Total \$3.50, Difference \$0.00, and Control Total \$ 3.50. Below this are buttons for Capture, Save Changes, and Review. A table at the bottom lists the deposit item details:

Amount	Sequence	Routing	Account	Serial	
\$0.00	6029482000010	111314575	[REDACTED]	1041	<input type="checkbox"/>

9. Review Deposit Information for accuracy, then **Submit**.



The screenshot shows the VistaDirect interface for a Review Deposit. The top navigation bar is the same as in the previous screenshot. The main menu has options for Capture Items, Correct Items, Balance Deposit, Select Accounts, and Review Deposit (selected). The central area displays a 'Vista Direct Deposit Ticket' with the following information:

VistaDirect Vista Direct Deposit Ticket

Account Number: 1231234
 Date: 04/12/2023 09:51:34 AM
 Amount: \$ 3.50

To the right, the 'Deposit Information' section shows: Location Example Location, Item Count 1, Date 4/12/2023 8:50:33 AM, Tracking Number M006029482, Account ****1234 Example Account, and Control Total \$3.50. Below this are buttons for Select Accounts and Submit.