Anytime Deposit
For Android Users

Contents

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General Information

System Requirements

Anytime Deposit can be installed on phones running Android 4.4.4 (KitKat) and up. Support for new versions of Android is added as soon as possible after its release.

Installing the App

Download the app from your app store – search for "First Bank Anytime Deposit". If you already have this app installed on your phone, the install procedure will upgrade it.

To text a link to your device that takes you directly to download our app from your app store, you can visit our website at:
https://localfirstbank.com/business/treasury-services/remote-deposit-capture/

Logging In

1. On your phone, tap the First Bank Anytime Deposit app icon.

2. Enter your user name and password, and then tap Login.

Logging Out

To log out of Anytime Deposit, tap Logout in the side menu.

Deposit History

First Bank's Anytime Deposit home screen displays Deposit History. This screen shows your previous deposits, and provides a way to open the side menu so you can start a new deposit.
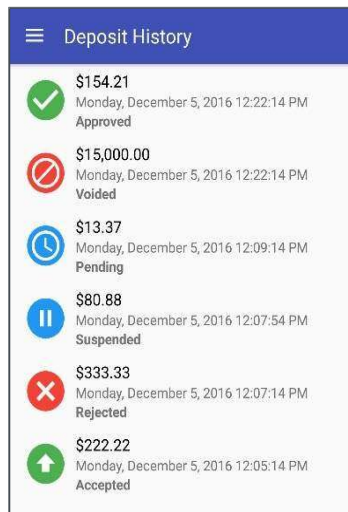
If you want to see details of any of your previous deposits, simply tap the deposit on the Deposit History screen.
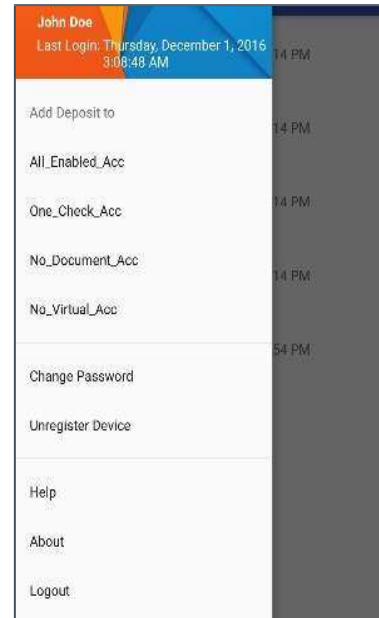
Side Menu

The side menu shows, from top to bottom:
Your name and last login time.
The words "Add Deposit to" followed by a list of one or more accounts. (Hint: To start a deposit, tap an account.)
A list of functions that let you change your password, unregister your phone, open
help screens, see an About screen, and logout.
To open the side menu:
Swipe — Place your finger on the left edge of the screen and drag it across the screen to the right.
Or
Tap the Menu icon () on the Deposit History screen.

The side menu:

Deposit a Check

1. In the side menu, tap the name of an account. This will launch the camera.
2. Take a picture of the front of the check.
3. Take a picture of the back of the check.

NOTE: Please ensure the back of the check has been properly endorsed with the words "For Deposit Only".

The Add Check Details page appears:

Revised September 2020
For further assistance, please contact Business Support at 866-435-7208

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4. Review your check and ensure all fields have been completed.
5. To add the check to your deposit, tap the checkmark (✓) in the top right of the screen. To cancel this check, tap the trash bin (🗑) in the top right of the page.

   The Deposit Items page appears. You can now add another item or submit the deposit.

   To add another check, see "To add another item" below.

6. To submit the deposit: Verify your deposit data.

   Click Submit (➤) in the top right of the screen.

   After you submit a deposit the Deposit History screen appears.

To add another item:
1. On the Deposit Items screen, tap the plus sign (➕) in the bottom right of the screen.
2. Select Add Check

3. Repeat steps 2-6 from "Deposit a Check" above. Anytime Deposit will prompt you for all required fields for each check item.

About Transactions

A transaction contains a group of check items that are submitted in the same deposit. A transaction must include at least one check, but can also include multiple checks.

When including multiple checks in a deposit, you cannot separate the checks into different transactions at a later time.

Image Quality Guidelines

Below are a few helpful tips for submitting acceptable check images:

- Take the photos in a well-lit area.
- Carefully remove any paper attached to the check.
- Place the check on a solid background.
- Flatten the check so it isn't folded or wrinkled.
- Make sure there are no shadows over the check.
- Make sure that all four corners of the check are visible.
- Take the picture from right above the check so it's not skewed or blurry.
- Don't forget to endorse the back of the check with the words "For Mobile Deposit Only".

Limits and Warnings

Deposit limits control the maximum dollar value of checks that you submit in a single deposit.

Managing Your Password

The password you initially received to access Anytime Deposit is temporary. The first time you log in, you will be prompted to change it.

After logging in, your password can be changed at any time by opening the side menu and tapping Change Password.

Unregistering A Device

Registration is a security feature. When you log in on your phone you become registered to that phone, so a thief would need to have both your password and your phone to be able to access your application.

As soon as you log in to the app, you are automatically registered.

If you want to log in on a different phone, you must unregister your account from your current phone.

Unregistering does not affect your ability to log in on the same phone.

To unregister, open the side menu and tap Unregister.

Registering a New Device

If you get a new device, you may need to call our Business Support team for assistance.

For Further Assistance

Please contact First Bank Business Support if you need assistance with Anytime Deposit:

Business Support
866-435-7208
BusinessSupport@LocalFirstBank.com
Monday – Friday, 8 am – 6 pm

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