

Anytime Deposit For iOS Users

FIRST BANK

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General Information

System Requirements

Anytime Deposit can be installed on phones running iPhone 4S or newer running iOS 9.3.5 and up. Support for new versions of iOS is added as soon as possible after 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.



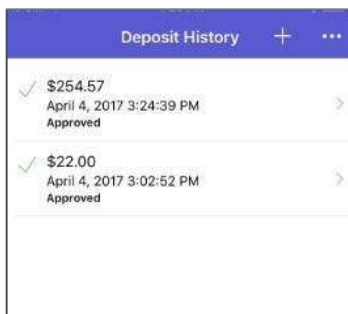
2. Enter your user name and password, and then tap Login.

Logging Out

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

Deposit History

First Bank's Anytime Deposit home page displays Deposit History. This page 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 page.

More Options Menu


To open the More Options menu, tap the More Options icon on the Deposit History page. The menu displays:

- Your name and last login time.
- A list of options to:
 - Change your password
 - Unregister your phone
 - Get help
 - Learn About Anytime Deposit
 - Logout

Accounts Menu

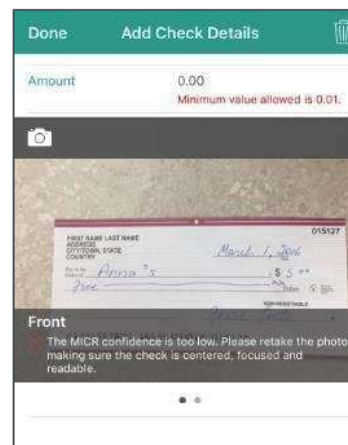
The Accounts menu starts with the words “Add Deposit to” and then lists the accounts to which you are able to deposit checks.

Deposit a Check


1. On the Deposit History page, tap the plus sign () at the top. The Account menu will open.
2. Choose the account into which you'd like to deposit the check. This will launch the camera.
3. Take a picture of the front of the check.
4. 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:



5. Review your check and ensure all fields have been completed.

6. To add the check to your deposit, tap the Done. 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.


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

Click Submit () in the top right of the page.

After you submit a deposit the Deposit History page appears.

To start another deposit, tap the plus sign () at the top of the Deposit History screen. Repeat steps 2-7, above.

To add another item:

1. On the Deposit Items page, tap the plus sign () in the bottom right of the page.
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