# Marquette
## SAVINGS BANK

# How to make a Mobile Deposit

Follow these easy steps to make a deposit to your account from a smartphone or tablet:

1. Log in to the Mobile Marquette app **M** using your user name and password from Online Banking.

2. Choose "Check Deposit" in the Mobile Marquette menu, then "Start New Deposit."

3. A "Notice" screen will open each time you use this feature and includes information about cut off times and availability of items being deposited. Once you have reviewed the notice, click "Continue" to proceed to your deposit.

4. Tap "Front" to take a picture of the front of the check. For best results, the check should be placed on a dark background in a well-lit area. All four corners of the check should fit within the boundary indicated by the app.

5. After capturing the image, the camera icon changes to a button labeled "OK." Select "OK" to save the check image or select the "X" to attempt another image capture.

6. Tap "Back" to take a picture of the back of the check. Make sure the check is endorsed before the image is captured. All four corners of the check should fit within the boundary indicated by the app.

7. After capturing the image, the camera icon changes to a button labeled "OK." Select "OK" to save the check image or select the "X" to attempt another capture.

8. Enter the dollar amount of the deposit exactly as it appears on the check including dollars and cents in the "Amount" field.

9. Select the account you want the check to be deposited into from the list of eligible accounts in the "Account" field.

10. Once all fields are completed, tap "Continue" if the information is accurate, then select "Deposit Check" to upload.

11. The "Deposit Received" screen then appears showing information that the deposit was made. You will receive a confirmation email when the check has been accepted or denied.  You have the option to select "New Deposit" to enter another check or "Done." Selecting "Done" returns you to the main check deposit screen where you can start a new deposit, check your deposit history or sign off.