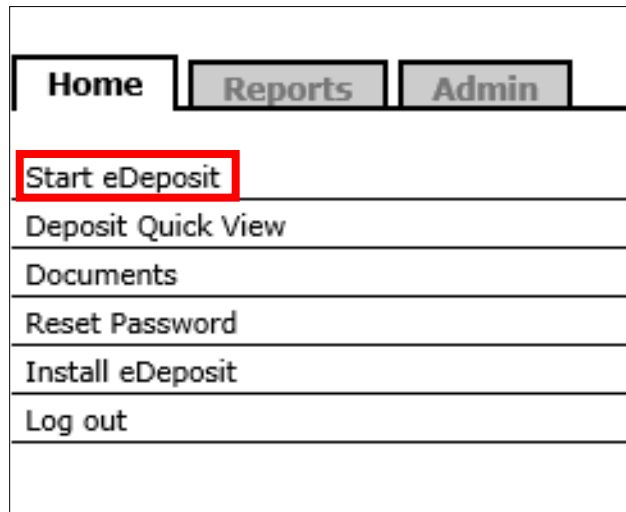


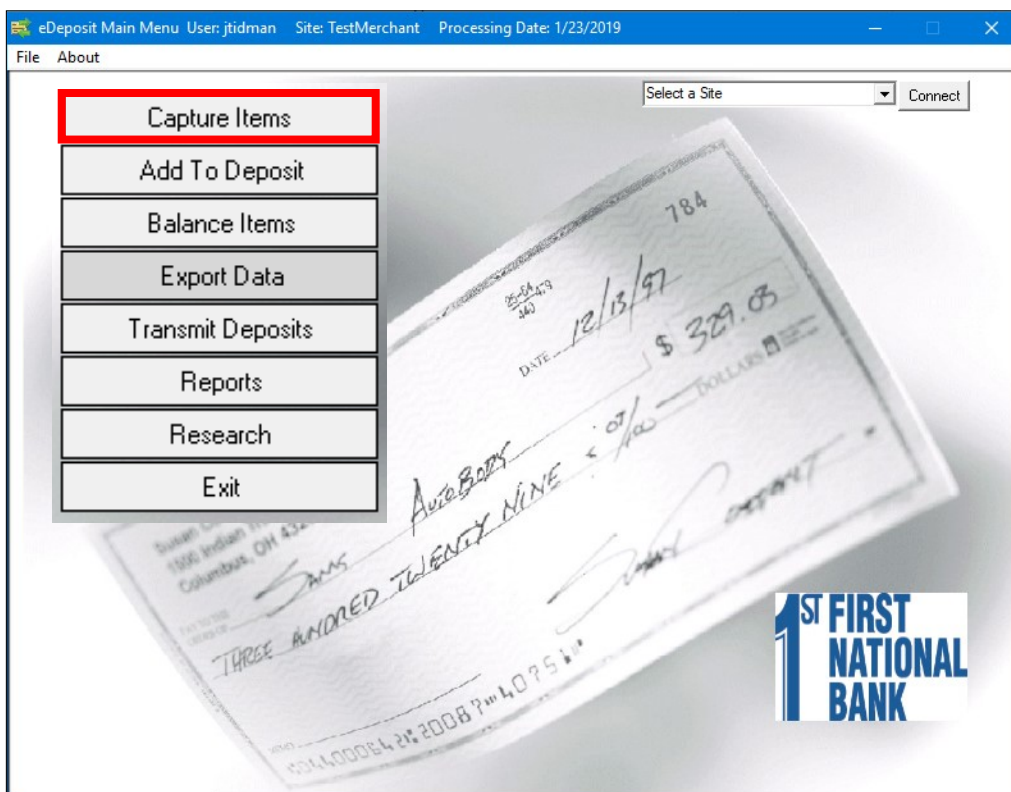
eDeposit with First National Bank provides you with convenience and peace of mind while streamlining your operations and saving you time and money by allowing you to deposit checks from the comfort of your office.

- *Note: Cash and foreign items must be brought to the bank for deposit.*

1. Log in to eDeposit and click on “Start eDeposit.”

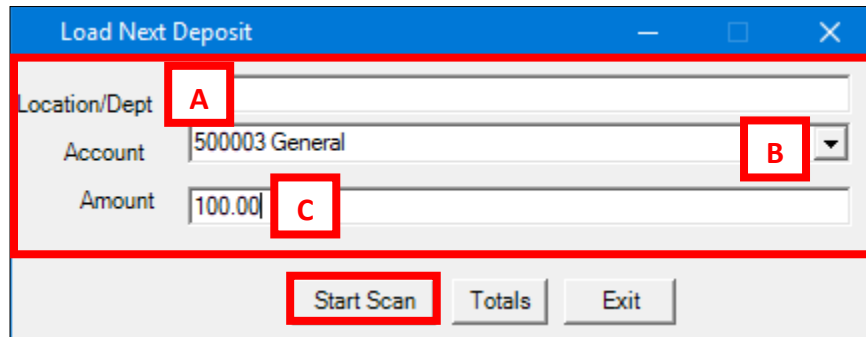


2. Put your checks into the input tray on the scanner and click “Capture Items.”



3. Enter the appropriate information on the Load Next Deposit window and then click “Start Scan.”

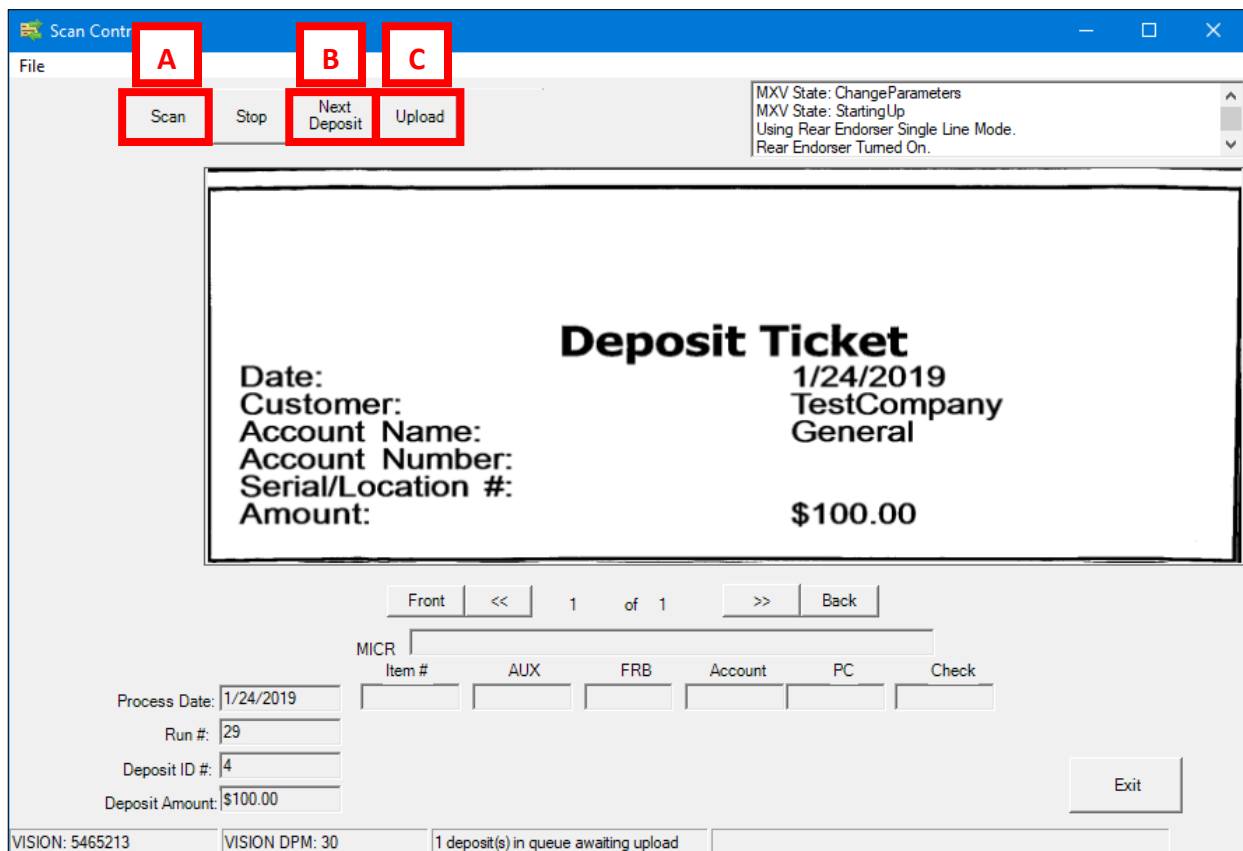
- A. Enter a Location/Dept, if applicable.
- B. Choose the account you want to deposit to from the drop down.
- C. Add your checks together and enter the total amount of your deposit.



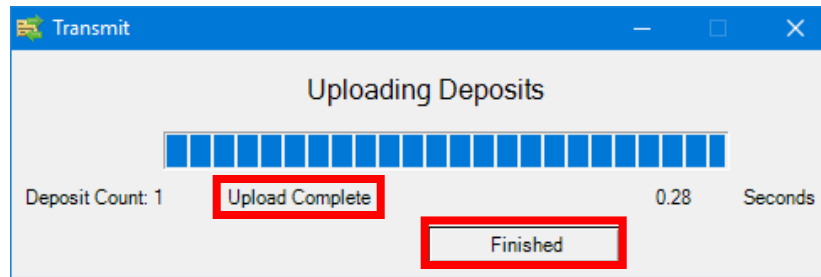
4. Click “Scan” to begin scanning your checks.

- *Note: A Deposit Ticket will be automatically created.*

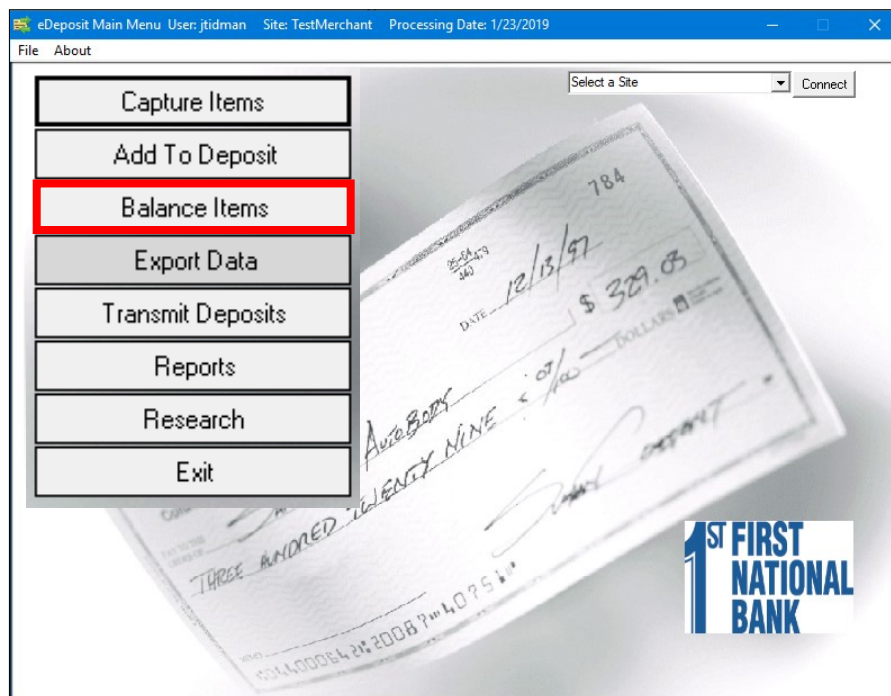
- A. Click “Scan” each time you need to add more checks to the scanner for the deposit.
- B. If have more than one deposit to make, click “Next Deposit” and go back to step 3.
- C. Click “Upload” when you are finished scanning.



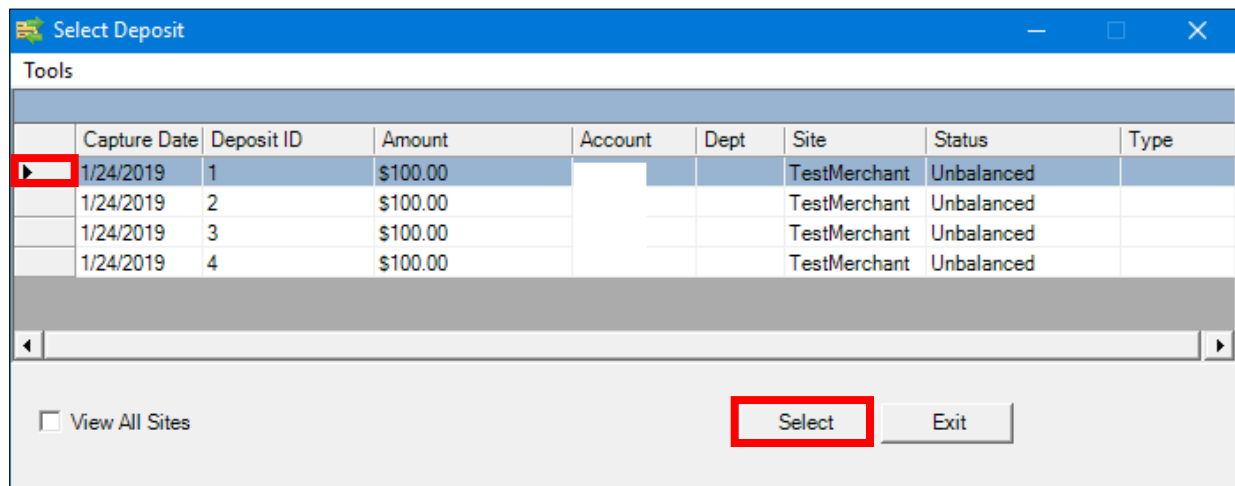
5. Click "Finished" when the Upload is complete.



6. Click "Balance Items."

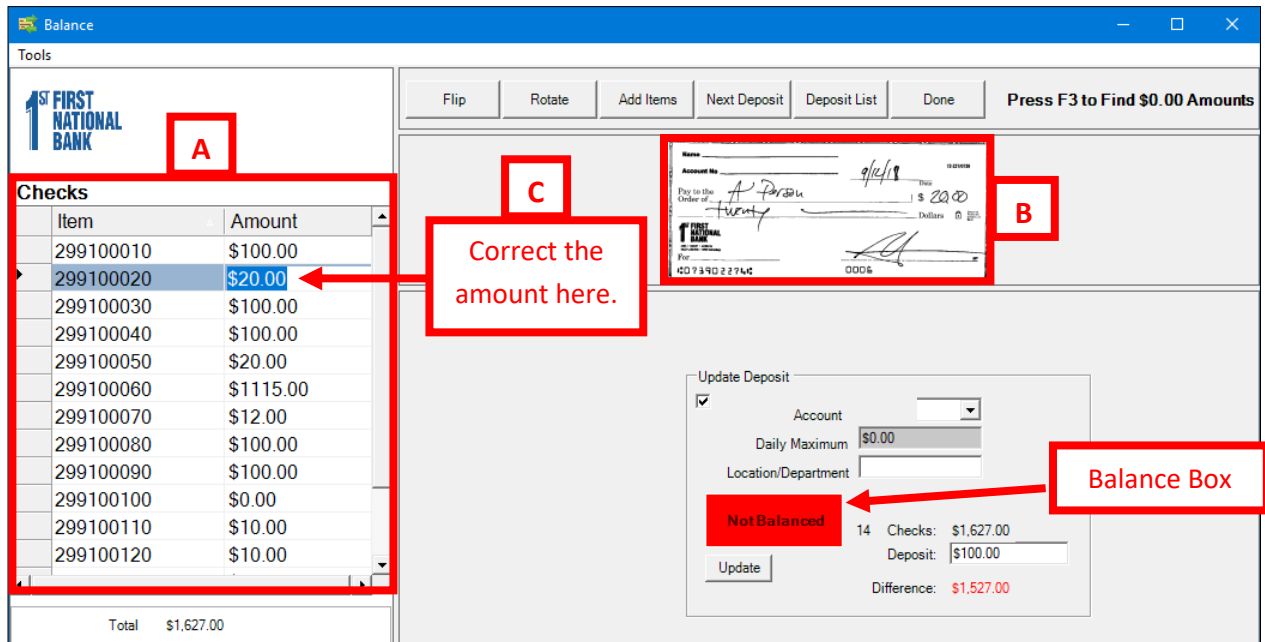


7. Click the gray box next to the deposit to highlight it and click "Select."



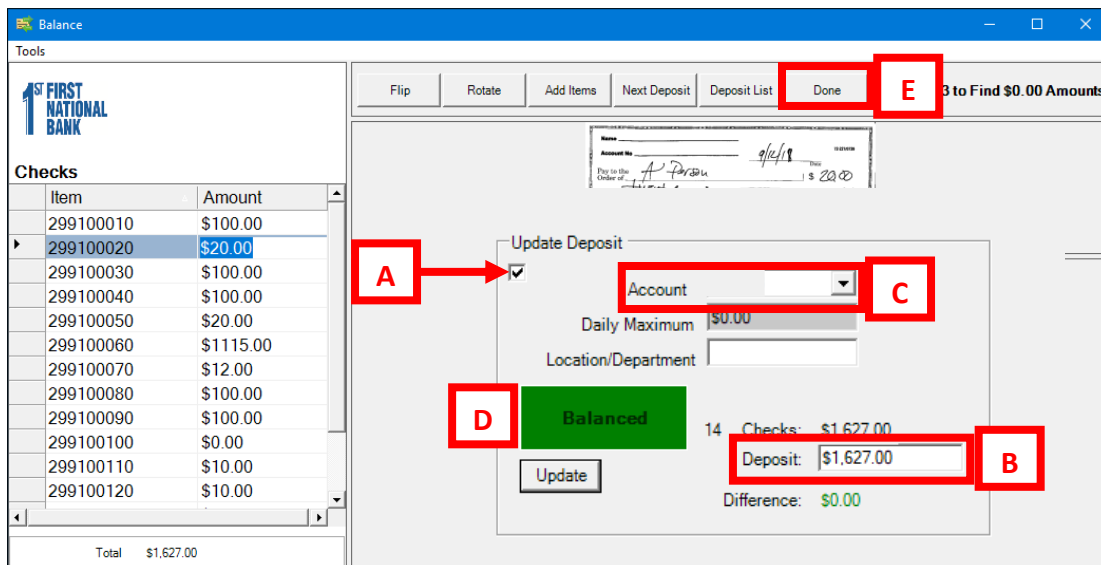
8. Review the deposit items for corrections. The Balance Box in the Update Deposit heading will show red when not balanced and green when balanced.

- Each check is listed with the amount.
- Click on the items to view the image.
- Correct the amounts as needed.

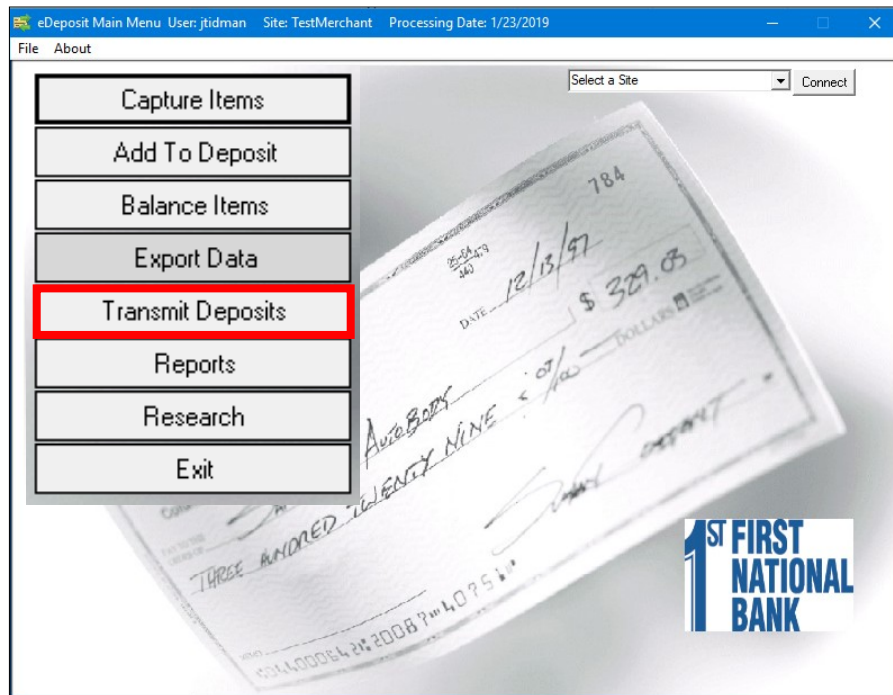


9. If the Balance Box is green, skip to step 10. If the Balance Box is red and you have confirmed all checks are correct, then you must correct the deposit.

- Check the box under Update Deposit.
- Correct the amount of the deposit in the box next to Deposit.
- Correct the deposit account, if necessary, by clicking the dropdown next to Account.
- Once the Green Balanced box appears, click "Update."
- Click "Done."

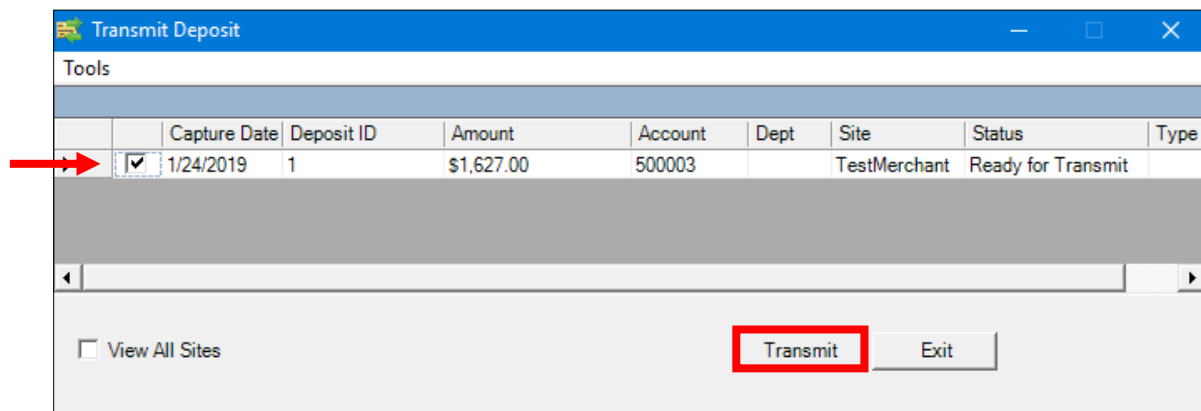


10. Click “Transmit Deposits.”



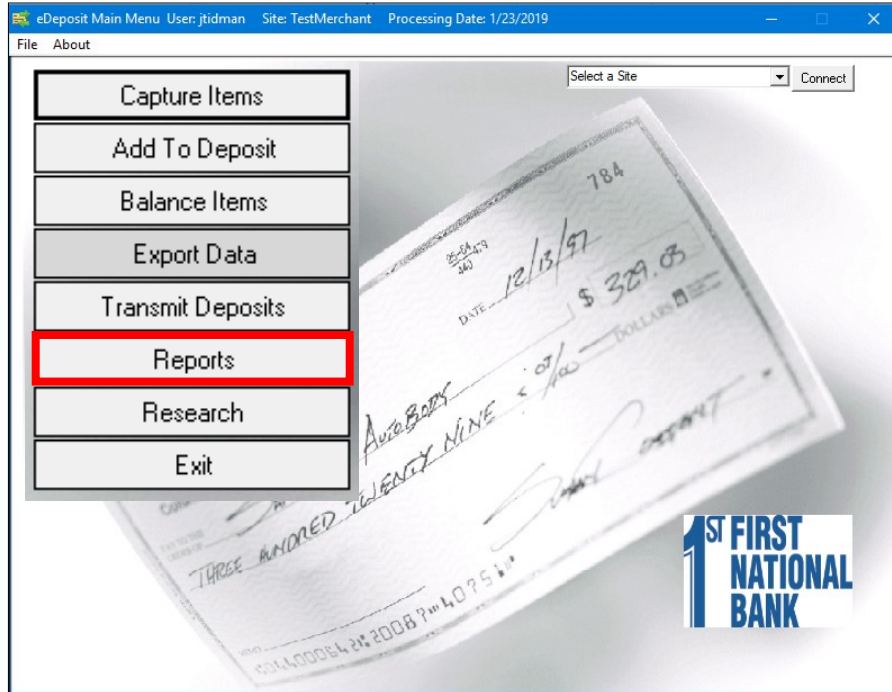
11. Check the box next to the deposit and click “Transmit.”

You have now transmitted your eDeposit to First National Bank. You will receive an email confirmation when our processing department has processed your deposit.



We recommend that you print or save the Deposit Detail Report for each eDeposit for your records.

10. Click “Reports.”



10. Click to highlight the deposit and click “Deposit Detail Report.”

