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Tips on using Mobile Check Deposit

1. Sign your check , and label it "For Deposit Only."
2. Log into your touch banking
3. At the bottom of the screen you will see the deposit icon. Click
4. Click on Deposit check.
5. Choose the account you want to make your deposit into.
6. When prompted for the amount, carefully enter the check amount to ensure it matches the amount written on your check.
7. Flatten folded or crumpled checks before taking your photos.
8. Place your check on a solid dark background, well-lit, keeping within the view finder on the camera screen when capturing your photos.
9. Hold your phone flat and steady above the check when taking your photos. Hold the camera as square to the check as possible to reduce corner to corner skew.
10. Once you have taken the photo, make sure the entire check image is visible and in focus before submitting your deposit. No shadows across the check, all four corners are visible.
11. Make sure the MICR line (numbers at the bottom of the check) is readable.
12. Repeat the top steps to capture the image of the back of the check.
13. When the capturing is all done click next, confirm your deposit, submit your deposit, answer the security question, verifies your answer and then you will get a Deposit Pending screen.
14. Funds are normally received within 2 business day. Please keep your paper check until the funds are posted to your account.

