

# Android Mobile Deposit instructions

## To register (first time users)

- Log into the Mobile App
- Input a Contact Method
- You will get a message 'To verify your identity and protect your account, we are going to send you a code to type in. Please enter the code sent to (cell # or email). Code \_\_\_\_\_'
- Opt In to the Mobile Deposit Policy
- You will get an alert or two from the bank
- Click on menu (3 dots in upper right)
- Click Deposits
- Deposit Registration – enter the required information
- Submit
- OK
  - You will get an email 'Thank you for choosing our app. You have been accepted as a new user. Daily cutoff for mobile deposits is **4:00 pm.**'

## To make a deposit

- Click on the menu (3 dots in upper right)
- Click on Deposits
- Click on the plus sign (+)
- Click on Front 'camera icon'
  - To take picture click on 'camera icon – Front'
    - Make sure the entire check is in the photo
    - Make sure the check is in focus
  - save
- Click on Back 'camera icon'
  - To take picture click on 'camera icon – Back'
    - Make sure the entire check is in the photo
    - Make sure the check is in focus
    - Check must be endorsed as follows:
      - *Signature*
      - *For Mobile Deposit Only at Valley Premier Bank (or VPB)*
      - or *check the box and write at Valley Premier Bank (or VPB)*
  - save
- 'Select account'
- Choose account depositing into
- Enter amount
- Click on Send
- Click on Submit
- A message will pop up saying:
  - Deposit submitted
  - Status: Accepted or Needs Review
  - Please keep your paper check until funds are posted to your account
- Click ok
- Do not hit Submit again – click on the arrow to go back to Deposits
- Click <Deposits (upper left corner) to leave the page