

iPhone Mobile Deposit Instructions

To register (first time users)

- Log into the Mobile App
- Opt In to the Mobile Deposit Policy
- Click OK for the alerts
- Click on menu (3 bars upper left)
- Deposits
- Register - enter the required information
- Click done
- Registration updated
- Click OK
- You will get a pop-up: Registration Completed
 - 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 bars upper left)
- Deposit
- Click on menu (3 dots upper right)
- New Deposit
- Select Account
- Type in deposit amount
- Click Take Photo (to the right of Check Front)
- Take a picture of the check by clicking on the check
 - Make sure the entire check is in the photo
 - Make sure the check is in focus
- Verify the check photo
- Click on the checkmark
- Click Take Photo (to the right of Check Back)
- Take a picture of the back of the check by clicking on the check
 - 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)*
- Verify the check photo
- Click on the checkmark
- Click Done
- 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