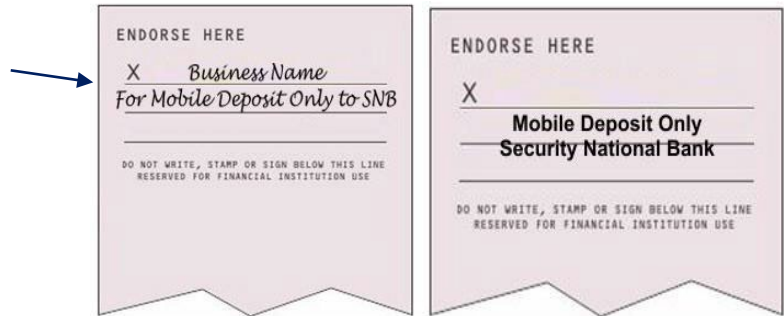
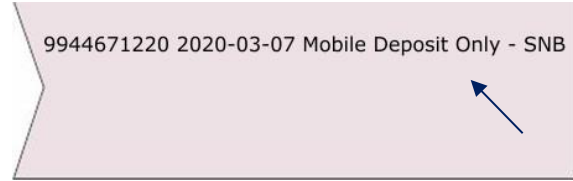




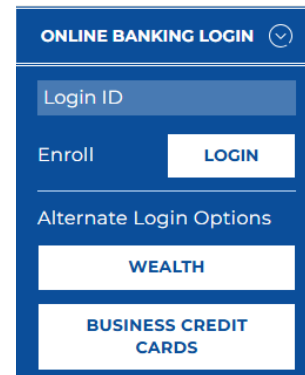
Run a Calculator tape

1. Run a calculator tape on the deposit items to confirm the expected amount of the deposit. If the scanner does not print an endorsement on the back of the items, checks must be manually stamped or hand endorsed. See examples of each type of accepted endorsement.



Login to Online Banking

1. Go to SecurityNational.bank to login to online banking.
2. Select Online Banking Login.
3. Enter Login ID



Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



4. On the next screen, enter the password

5. Complete 2 factor Authentication via SMS or Voice (first time login)

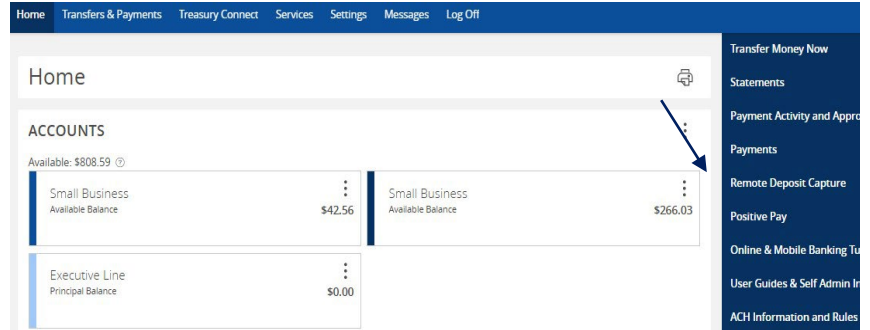
Select 'Register Device' if you are logging in from a personal device. Select 'Do Not Register Device' if you are logging in from a public device or do not wish to register at this time. X

6. Select Register Device to bypass authentication on next login

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



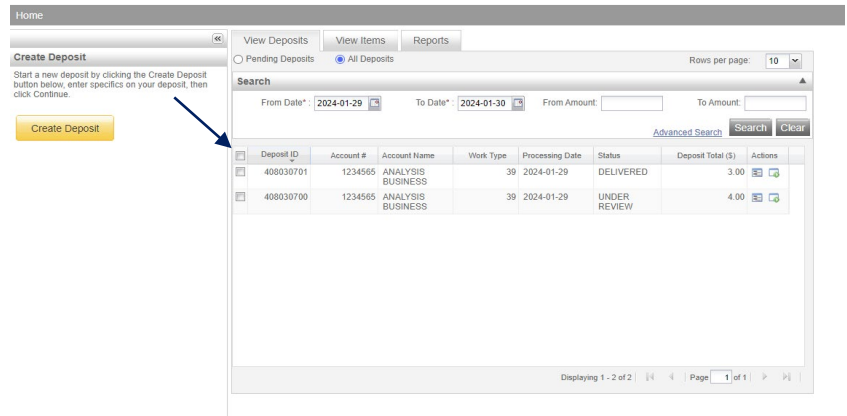
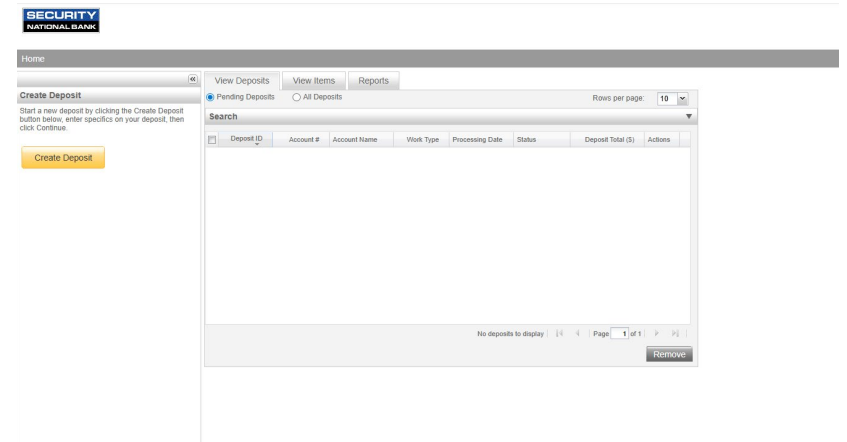
7. Select the Remote Deposit Capture Quick Link from the Homepage.
8. Once selected, the opening page to create a deposit will appear in a separate window. Depending on browser type, there may be a prompt to run a service (SetupZiptrc.exe). Please select Run or Ok to allow the installation.



NOTE: Scanner screens may vary from the screenshots provided within this instruction guide.

Start a Deposit

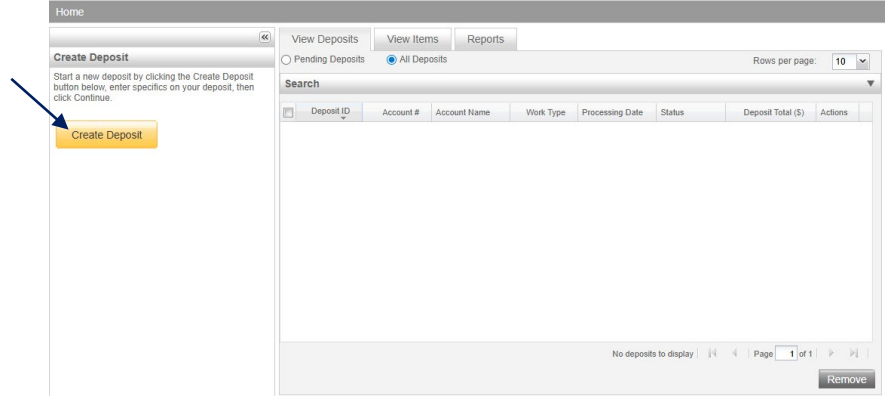
1. On the Remote Deposit Capture Home screen, a new deposit can be started, the deposit display mode can be switched and Completed or Pending deposits may be viewed.
2. When viewing deposits, the following views are available:
 - a. Pending Deposits: Shows deposits that have not been completed
 - b. All Deposits: Will display all deposits for the current day
 - c. Search: Will define deposit search criteria



Questions? Please call our Treasury Operations support toll-free at 877-686-3590.

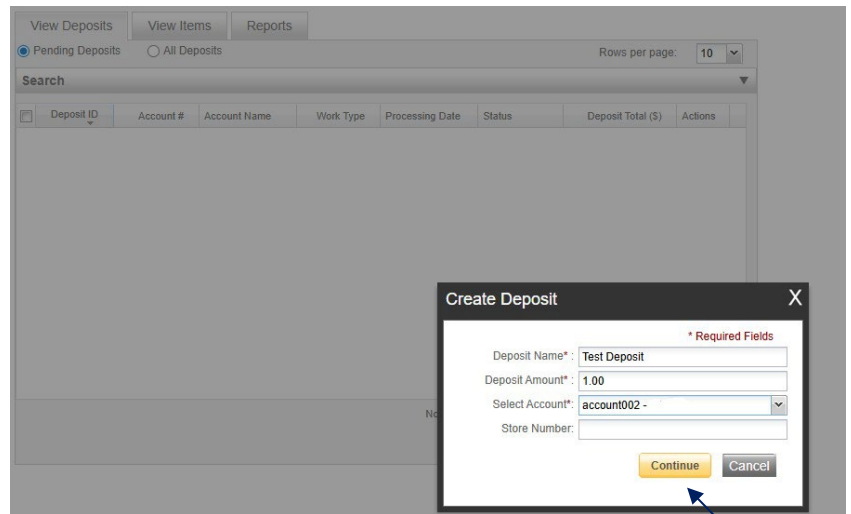


3. To start a new deposit, select 'Create Deposit'.



4. In the overlay window, enter the dollar amount of the deposit. The decimal point will automatically fill in (i.e. \$20.00 deposit, enter 2000 – the amount will display as 20.00) If there is more than one account available, please select the account for the deposit. The store number is an optional field.

NOTE: Ensure the correct account is selected from the drop-down list.



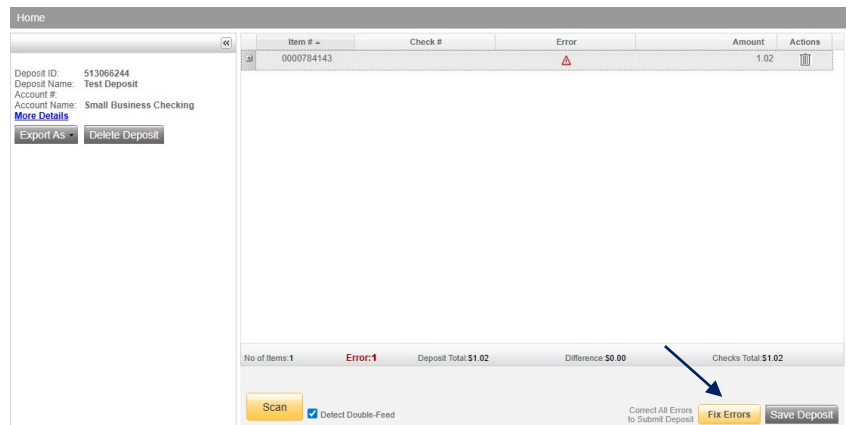
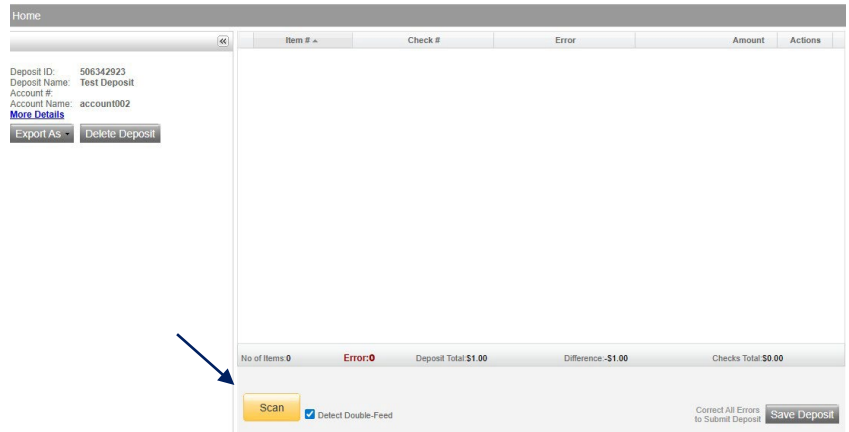
Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



- Once the main capture screen displays, place check(s) (single feed – one check, multi-feed up to 50 checks) in the scanner. Once items are placed in the feeder, select the yellow 'Scan' button.
- In the left-hand side of the screen, the deposit ID will be listed, along with the account number.
NOTE: If there are issues with checks not running correctly, uncheck the Detect Double-Feed box.
- Scan all checks in the deposit. Adjustments cannot be made until scanning is completed. For single-feed only units, once all items have been scanned, select 'Stop Scan'.

Fixing Errors and Submitting the Deposit

- Once scanning is complete, any errors during scanning can be corrected. To correct errors, select the 'Fix errors' button. If there are no exceptions and your Checks Total matches your Deposit total – Proceed to the 'Submit Deposit' screen.



Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



- After clicking Fix Errors, the correction screen will display the items needing attention.

NOTE: This error example shows an incorrect check number. Once the correct number has been typed in, press the enter key on your keyboard. If needed, items can be deleted

AUX/Serial	RT	WAUX/FLD4	Account	Check	Amount
104000841			123	234565	1.02

No of Items: 1 **Error: 1** Deposit Total \$1.02 Difference \$0.00 Checks Total \$1.02

Buttons: Scan, Detect Double-Feed, Correct All Errors to Submit Deposit, Fix Errors, Save Deposit

- Checks that have an error will appear one at a time, and the field with the error will be highlighted in red. All corrections must be completed prior to submitting the deposit. Once the corrections have been made, press enter on your keyboard. Any changes will be processed and if there are multiple check image errors, the next one will appear.

NOTE: Remember to hit Enter on the keyboard to save the change.

- Once the error is corrected, ensure the Difference of the deposit equals \$0.00.

AUX/Serial	RT	WAUX/FLD4	Account	Check	Amount
104000841			123	2345	1.02

No of Items: 1 **Error: 1** Deposit Total \$1.02 Difference \$0.00 Checks Total \$1.02

Buttons: Scan, Detect Double-Feed, Correct All Errors to Submit Deposit, Fix Errors, Save Deposit

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



5. Some common errors are as follows:
- a. Number of Items mismatch: Verify that the No. of Items matches the number of checks. If a check was missed during scanning, place the check in the scanner hopper and select Scan.
 - b. Incorrect check amount: If the number of items matches the check count, verify all checks within the deposit were read correctly by the scanner. To correct an error, select the + button next to each item and enter the correct check amount.
 - c. Deposit total incorrect: If the original deposit total was incorrect, adjust the amount of the deposit by selecting Submit Deposit and enter the correct amount

Success. All Errors Fixed.

Item # ^	Check #	Error	Amount	Actions
0000784143	2345		1.02	

No of Items: 1 Error: 0 Deposit Total: \$1.02 Difference: \$0.00 Checks Total: \$1.02

Scan Detect Double-Feed Correct All Errors to Submit Deposit Submit Deposit Save Deposit

Success. All Errors Fixed.

Item # ^	Check #	Error	Amount	Actions
0000784143	2345		1.02	
0000784144	2456		1.02	

No of Items: 2 Error: 0 Deposit Total: \$1.02 Difference: \$1.02 Checks Total: \$2.04

Scan Detect Double-Feed Correct All Errors to Submit Deposit Submit Deposit Save Deposit

NOTE: Unbalanced Deposits cannot be submitted for processing.

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



- Once all errors have been corrected, the following message will appear at the top of the screen: "Success. All Errors Fixed." "Select the Submit Deposit Button"

Verify Balance

Transaction should be balanced before submitted.

Deposit Data

Deposit Total: 1.02 Check Total: \$2.04 Difference: \$1.02

Item Count: 2 Items In Deposit: 2 Difference: 0

Add Memo (Optional)

256/256

Update

- Once Submit Deposit has been selected, the system will show a verify balance prompt. Ensure the deposit total matches the check total, and the item count matches the items in the deposit. If all items match, select Submit Deposit. If not, close the window and fix any outstanding items.

Success. All Errors Fixed.

Item #	Check #	Error	Amount	Actions
0000784143	2345		1.02	

No of Items: 1 Error: 0 Deposit Total: \$1.02 Difference: \$0.00 Checks Total: \$1.02

Scan Detect Double-Feed Correct All Errors to Submit Deposit Submit Deposit Save Deposit

Verify Balance

Transaction is Balanced

Deposit Data

Deposit Total: 1.02 Check Total: \$1.02 Difference: \$0.00

Item Count: 1 Items In Deposit: 1 Difference: 0

Add Memo (Optional)

256/256

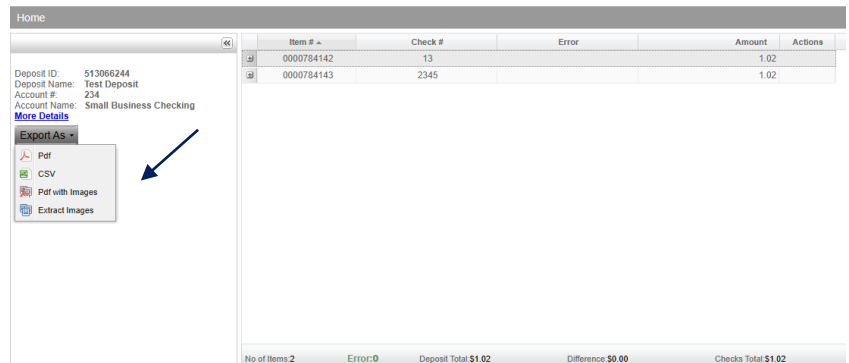
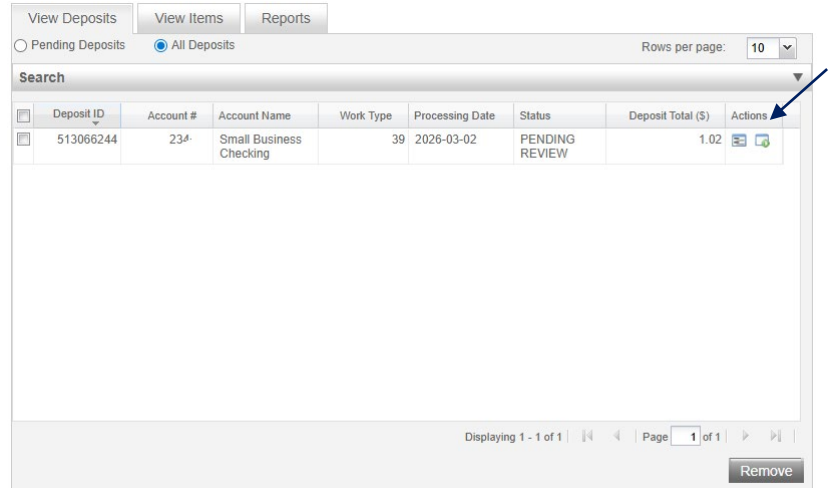
Submit Deposit

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



Generating Deposit Reports

- Four different types of reports may be generated (multiple reports may be generated for each deposit.)
 - PDF Report: Summary of deposit with no check images
 - PDF Report with Images: Detailed report with deposit and check images
 - CSV Reports: Generates a CSV file that can be opened in Microsoft Excel or imported into other types of financial software, such as QuickBooks.
 - Extract Image: This will generate image files of the individual items within the deposit.
- To generate a report, select the View Deposits tab from the Remote Deposit Capture Home screen, and click on the All Deposits radio button. Then click on the View Deposit icon to the right of the deposit for which a report will be created.
- From the deposit detail screen, go to the Export As menu, and select the type of report to be generated. To successfully generate a report, ensure that you have an Adobe PDF (Reader or Acrobat) program installed on your computer.



Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



4. The deposit detail only report will show the Deposit ID, number of items and the total amount of the deposit.

Deposit Detail Report

Deposit Detail for Deposit ID: 513066244

Site ID: 1111	Deposit Report: UNDER REVIEW
Batch ID: 177248302	Processing Date: 2026-03-02
Customer Name: SNB Premium	Company ID: 34746
Worktype: 39 - 39-MER-DR-19:00	Submit Date/Time: 2026-03-02 16:04
Deposit Name: Test Deposit	Account Name: Small Business Checking
	Location ID: 1111

Transaction Detail for Transaction ID: 513066244001

Type: ELECTRONIC		Deposit Account: 234567 - Small Business Checking						
AUX/Serial	RIC	RT	WAUX/FLD4	Account	Check	Amount	Item Type	Item Status
0			104000841	2341	13	\$1.02	Credit	
			104000841	12341	2345	\$1.02	0120	
			104000841	12341	2456	\$1.02	0120	Deleted

Transaction Control Information:

Credit Items: 1	Credit Total: \$1.02	Txn Difference: \$0.00
Debit Items: 1	Debit Total: \$1.02	

Deposit Control Information:

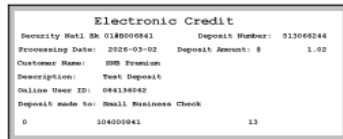

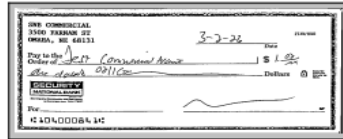

Deposit Total: \$1.02	Difference: \$0.00
Checks Total: \$1.02	Item Count: 3

Deposit Detail Report

Deposit Detail for Deposit ID: 513066244

Site ID: 1111	Deposit Report: UNDER REVIEW
Batch ID: 177248302	Processing Date: 2026-03-02
Customer Name: SNB Premium	Company ID: 34746
Worktype: 39 - 39-MER-DR-19:00	Submit Date/Time: 2026-03-02 16:04
Deposit Name: Test Deposit	Account Name: Small Business Checking
	Location ID: 1111

Transaction Detail for Transaction ID: 513066244001

Type: ELECTRONIC		Deposit Account: 234567 - Small Business Checking						
AUX/Serial	RIC	RT	WAUX/FLD4	Account	Check	Amount	Item Type	Item Status
0			104000841	234567	13	\$1.02	Credit	
								
			104000841	1234565	2345	\$1.02	0120	
								

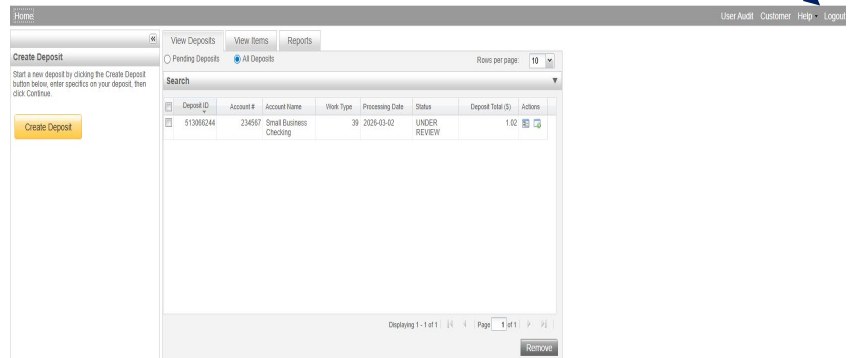
5. The Deposit detail report with Images will provide the summary, and detailed information along with the image of the item.

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



- Once reports have been generated, return to the Remote Deposit Capture Home screen to view additional deposits or select Logout to End your session.

NOTE: From the Home screen you can view 90 days of deposits.



Thank you for using Web Capture!

Please manually close the browser

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



Duplicate Items and Suspended Deposits

1. If you receive a Duplicate Item Detected warning, DO NOT accept the item unless otherwise instructed by bank personnel. Contact Treasury Management Operations if there are any additional questions.

Error Correction

⚠ Duplicate Item Detected

Current Item Front Back

Items from Previous Deposits Front Back Displaying 1 of 1 duplicate

Item#:0000790713 Check#:1234

Amount:1.02

Accept Delete

No of Items: 2 **Error: 2** Deposit Total: \$1.02 Difference: \$1.02 Checks Total: \$2.04

Scan Detect Double-Feed Correct All Errors to Submit Deposit Fix Errors Save Deposit

Prompt

Are you sure you want to delete this item?
0000790713

YES NO

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



2. If a deposit is unable to be completed during the scanning session, the deposit will be suspended. There are several situations where this may occur:
 - a. If there is an error during the scanning process
 - b. If the scanning process is interrupted due to outside factors
 - c. The deposit is not submitted, and the scanning window is closed.
3. A suspended deposit can be processed the same day, or it can be processed at a later date. An email will be sent out to the remote deposit capture user to advise that suspended deposits are shown in the system. If alternate arrangements have already been made to complete the deposit, delete the suspended deposit. Do not process a duplicate deposit.
4. To process a suspended deposit complete the following:
 - a. Login to online banking
 - b. Click on the Remote Deposit Capture Quick Link
 - c. Click on the Pending Deposits Radio button. If no deposits are displayed, drop down the search section and input a date range to review all suspended deposits.
5. Click on the View Deposit Icon to open the suspended deposit and review the item(s).

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
513098364		Small Business Checking	39	2026-03-02	SUSPENDED	0.00	
513066244		Small Business Checking	39	2026-03-02	UNDER REVIEW	1.02	

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
518831072	234567	Small Business Checking	39	2026-04-13	SUSPENDED	0.00	

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



- After reviewing the item(s) in the deposit and it does need to be submitted, click on the Submit Deposit Icon. The verify balance screen will appear. If the balance matches and the deposit it is balance, click on 'Submit Deposit' to complete the process.

Home

Item #	Check #	Error	Amount	Actions
0000744733	3456		1.02	

Deposit ID: 518831072
Deposit Name: Suspend Deposit
Account #: 234567
Account Name: Small Business Checking
[More Details](#)
[Export As](#) [Delete Deposit](#)

Front Back

AUX/Serial	RT	WAUX/FLD4	Account	Check	Amount
104000841				3456	1.02

No of Items: 1 Error: 0 Deposit Total: \$1.02 Difference: \$0.00 Checks Total: \$1.02

[Scan](#) Detect Double-Feed [Submit Deposit](#) [Save Deposit](#)

Verify Balance

✔ Transaction is Balanced

Deposit Data

Deposit Total:	<input type="text" value="1.02"/>	Check Total:	\$1.02	Difference:	\$0.00
Item Count:	<input type="text" value="1"/>	Items In Deposit:	1	Difference:	0

Add Memo (Optional)

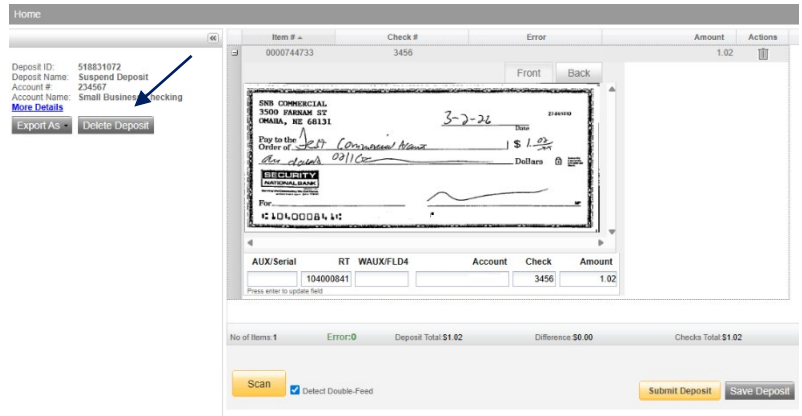
256/256

[Submit Deposit](#)

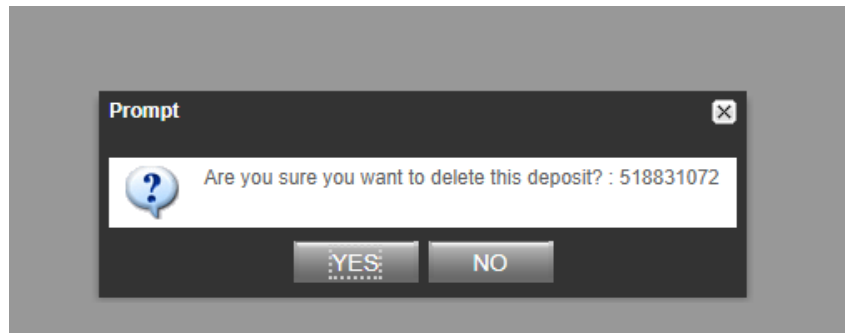
Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



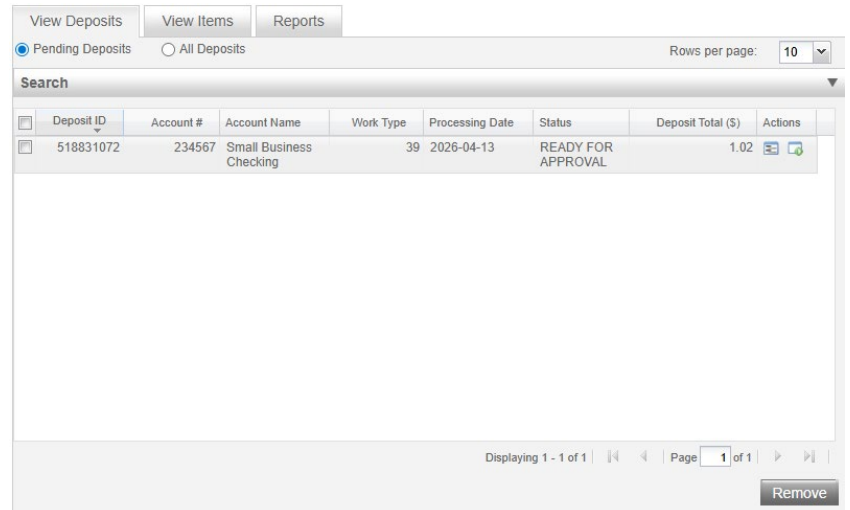
- If after reviewing the deposit it should NOT be processed, you may delete the deposit using the 'Delete Deposit' option on the left-hand side of the screen.



- There will be a prompt to confirm the deletion of the deposit. Select Yes to delete the deposit.



- Once all decisions have been made for suspended deposits, the main deposit screen will show only the deposits that have been processed.



Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



Miscellaneous Information

1. Exceeding the Daily Deposit Threshold:

If there is a larger than normal deposit, please contact Treasury Management Operations support prior to submitting the deposit. The daily deposit limit can be temporarily adjusted to accommodate larger deposits. When contacting support, please provide the following information:

- a. Reason for the larger deposit
- b. Expected total deposit amount for the day
- c. Account number impacted
- d. Employee who will be submitting the deposit

2. Remotely Created Checks: If Remote Deposit Capture is used to deposit remotely created checks, please notify the bank before submitting items for the first time.

3. Removing a deposit: Once a deposit has been submitted it cannot be removed. The deposit may be caught in our automated review process and rejected if exceptions are found.

4. Additional Information:

- a. Remember checks must be stored for a minimum of 60 days in a secure, controlled location.
- b. It is recommended that checks be destroyed after 60 days using a commercial accepted manner.
- c. Canadian and other foreign items cannot be submitted through Remote Deposit capture.
- d. Ensure that the endorsement on the back of the item and the accounts authorized to use remote deposit capture match.
- e. Remote Deposit accounts are subject to review thresholds and Remote Deposits cannot exceed your approved daily limit without prior bank notification and approval.
- f. Duplicate items will be detected by the remote capture system. Do not resubmit an item unless you are instructed to do so by Treasury Operations RDC Support.
- g. Do not upgrade your computer Internet Browser or your computer's operating system unless you have confirmed with bank Remote Deposit support that the changes have been certified for use.

5. Tips for a successful scanning experience:

- a. Ensure numbers are legible and stay within the boxes, not touching any lines
- b. Press firmly using black ink, no red ink, pastel inks or gel pens
- c. No commas in the Amount field
- d. Remove all tape, staples, paper clips and check items for folded corners.
- e. Jog and fan checks thoroughly before feeding through scanner to avoid piggy-backing
- f. When items scan crooked, check all fields to verify information scanned correctly.
- g. If more than one person is using the device, make sure there are no out-of-balance batches prior to beginning a new deposit.
- h. The scanning device may have trouble reading certain items such as: Items written in ink other than black, checks written lightly or illegibly, amounts and account numbers written on or outside of lines, checks which have been folded, creased or mutilated.

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



Troubleshooting

1. I cannot get logged into Remote Capture.
 - a. Verify you are using the correct link to the bank's remote capture website.
 - b. Contact Treasury Management Operations or RDC support

2. The computer does not recognize the scanner.
 - a. Make sure the scanner is turned on
 - b. Ensure the scanner is plugged into a proper power source
 - c. Make sure the scanner is plugged into a proper USB port
 - d. Turn the scanner off and then on. If the scanner still does not work, complete the following steps.
 - i. Close out of online banking and the RDC Program. Click on the search option for the computer and search for the RangerFlex app.
 - ii. If the transport is dead, a notice will display. Double check all connections. You may have to complete the previous steps again.
 - iii. If the scanner still does not work, copy the web address from the RDC page and in Chrome select settings and then Privacy and Security.
 - iv. Locate the Third Party Cookies option. In Chrome, under Sites Allowed to use third-party cookies click on add, and paste the capture page URL copied in the previous step.
 - v. In Edge, select Settings, and then Privacy, Search and Services.
 - vi. Click on Allowed to Save Cookies and paste the capture page URL copied in the previous step. Check the box to Include third-party cookies on this site.
 - e. If the capture program will not work in your current browser, log in to online banking using an alternate browser. (If logged in to Chrome, attempt the deposit in Edge, etc.)
 - f. If it still does not work, clear out all history for the browser (cache).

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



3. The scanner stops in the middle of scanning.
 - g. Unplug the scanner from the computer and then reboot the computer. Once the computer is fully loaded, plug the scanner back into the computers USB port. Make sure the scanner is turned on. Allow the computer enough time to load the scanner driver before attempting to start a deposit
 - h. Contact bank support at 402-452-3590 or 877-686-3590.

4. The scanning device has trouble reading items.
 - a. Uncheck the detect double feed option
 - b. Make sure the deposit program is not waiting for a response
 - c. Check to ensure the scanner does not have a check or part of a check blocking the transport
 - d. The computer may have multiple website windows or programs open that could be utilizing resources. Close unnecessary website windows or programs.
 - e. The drivers for the scanner may have been corrupted or stopped working. Log out of the scanning program and log back in again. You will need to open the suspended deposit to complete the process.
 - f. Check all cables and power sources and attempt to complete the deposit.
 - g. Restart the PC and attempt to complete the deposit
 - h. Contact RDC support at 402-452-3590 or 877-686-3590.

5. The scanning device has trouble reading items.
 - a. If the item is not written in black or dark blue ink, the scanner may not be able to read the item.
 - b. Review the check to see if it is written legibly, or if it was written too lightly.
 - c. Verify if the amounts or account numbers are written outside the lines.
 - d. Verify the item has not been folded or damaged.
 - e. The scanner may be dirty. Clean the scanner transport with compressed air.
 - f. Ensure the deposit program is not waiting for a response.

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.



5. The deposit is stuck in a 'Processing', 'Suspended', or 'Uploading' status.

6. Deposit summary report did not generate.

- a. Exit out of the deposit and then reopen the deposit to see if the status changes.
 - b. Contact RDC support at 402-452-3590 or 877-686-3590
-
- a. Ensure that Adobe PDF or similar PDF program is installed.
 - b. Verify the Adobe PDF program version. Update if needed.
 - c. Restart the PC and attempt to regenerate the deposit summary.
 - d. Contact RDC support at 402-452-3590 or 877-686-3590.

Questions? Please call our Treasury Operations support toll-free at 877-686-3590.