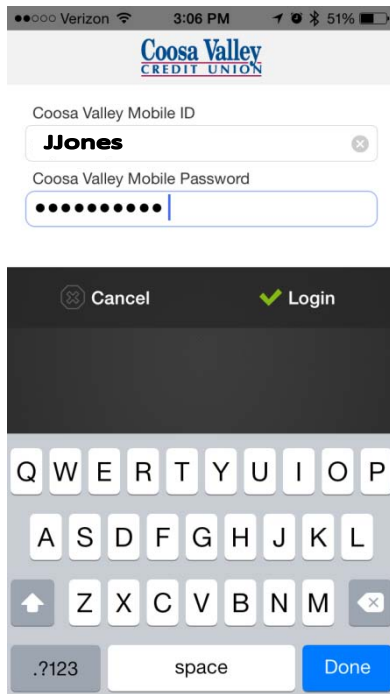


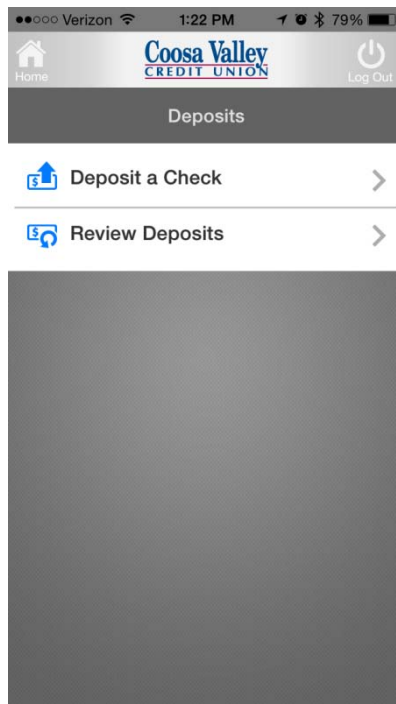
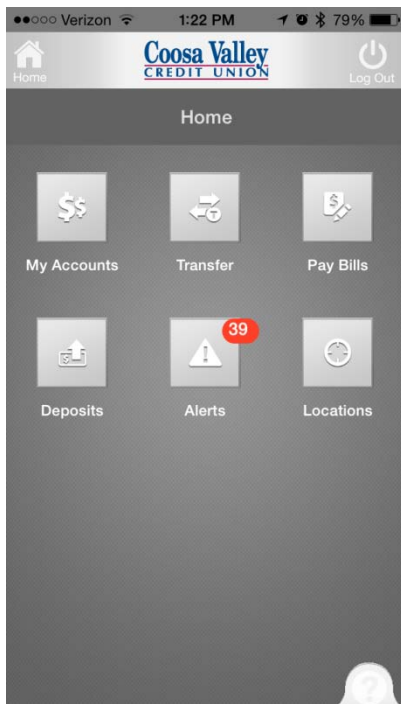
# RDA Instructions

Member must have already downloaded the CVCU app from the app store and will need to login to Online Banking via the app.



## MAKE A DEPOSIT

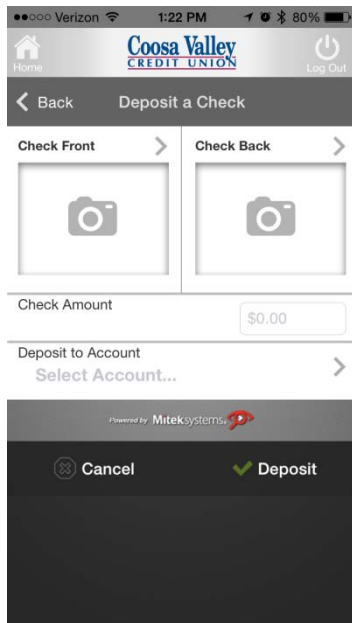
Once they are logged in to the app, they will need to tap on the **“Deposits”** icon. After tapping on **“Deposits”** the following screen will appear (pic #2). To make a Deposit, they will tap on **“Deposit a Check”**. To review previously made deposits, they will tap on **“Review Deposits”**.



# RDA Instructions

Once tapping **“Deposit a Check”** the following screen will appear. The member will do the following...

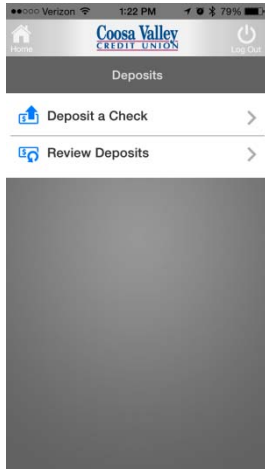
- Tap **“Check Front”**, place check on a clean, dark surface and make a picture of the check. Tap **“Use”** or **“Retake”**.
- Tap **“Check Back”**, place check on a clean, dark surface and make a picture of the back of the check (first making certain the check is properly endorsed and adding **“RDA Only CVCU”** underneath the endorsement).
- Tap in the box provided to the right of **“Check Amount”** and type in the exact amount of the check. (If the wrong amount is keyed in here, it **WILL** delay the posting of the deposit.)
- Tap on the **“Deposit to Account/Select Account”** to choose the specific account you want the check deposited to. (**NOTE: This only shows the last two digits of the account plus the Share ID**)
- Once all input has been verified, Tap **“Deposit”** on bottom, right of screen.



The member should immediately receive an email sent to the email address they used within online banking and the deposit should show up very soon or at least within the first hour. If the member does not receive an email or credit to their account, please have them contact a Member Service Rep at their local branch.

# RDA Instructions

## REVIEW A DEPOSIT



To review previously made deposits...

- From the Deposits screen, tap on **“Review Deposits”**
- The following Screen will appear. Select Deposit information is needed on and the following will display (pic #2). Tap on **“View Check”** to display a copy of the check (pic #3). Notice that you also have the option to tap to View the Back of the Check (**“View Back”**) and well as **“Rotate Check”**

