

# Remote Deposit: Daily Reference Guide

## Getting Started

- Gather checks to be deposited. Ensure items are aligned together with a clean edge leading into the scanner, fixing any obvious folds or tears.
- Log into Remote Deposit at <https://dlmlr10.figlobal.com/directlinkclient/login/801084>
- If you receive an error, please contact [Treasury Management Service](#) for assistance.

## Capture Your Deposit

- Under **Create Deposit**, select the location and account for the deposit.
- Enter the dollar amount of the deposit in the **Control Total** field.
  - TIP - You can use Create Tape to compute a Control Total.
- Click **Create Deposit**.
- Click on **Capture** to initialize the scanner.
- Insert the check(s) to be deposited into the scanner. Click on **Start Scan**. The scanner will begin to pull checks.
- When scanning is complete, click **Stop Scan** to disconnect the scanner.
- Click on **Next**. The screen will move to one of the following tabs:
  - **Correct Items** tab if there are items that need correction.
  - **Review Deposit** tab if the batch is balanced and ready to submit.
- On the **Correct Items** tab, you can edit missing MICR information or adjust the amount of a check. Once the items are corrected, click on **Next** to move to the **Review Deposit** tab to submit the batch for processing.
- On the **Review Deposit** tab, confirm the information for the deposit and click on **Submit**.
- After the batch is submitted, a **Receipt** button will appear. Reports with deposit details can be downloaded or printed using this button.

## Access Reports

- Deposit detail and image reports can be accessed from the **Reports** tab at the top of page.
- Select the desired report from the dropdown menu and click on **Create**.
- The selected report will open for you to print or download.

## Log Out and Securely Store Your Checks

- Click on the **Log Out** button in the upper right corner of the screen.
- Place all paper checks in a secure location. Checks can be securely destroyed after 30 days.

## Questions?

Contact Treasury Management Service at [tmservice@oldnational.com](mailto:tmservice@oldnational.com) or 800-844-1720 for additional assistance.