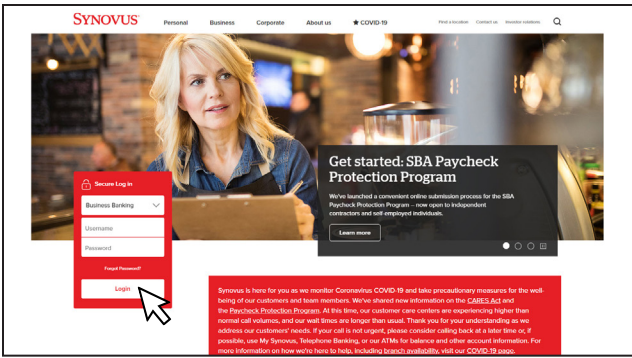


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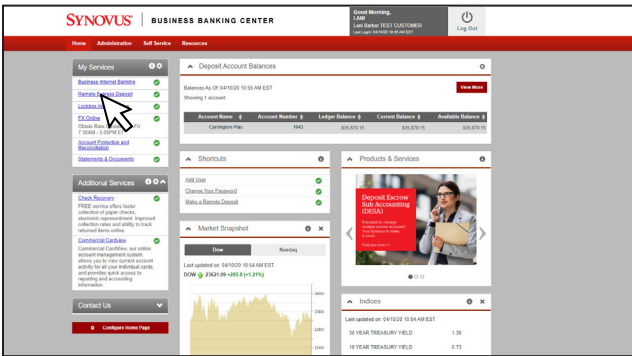
Remote Express Deposit

Remote Express Deposit is an easy-to-use check capture program that enables your company to scan, image, and transmit checks electronically. This video explains how to set up and use the Web Version of Remote Express Deposit.

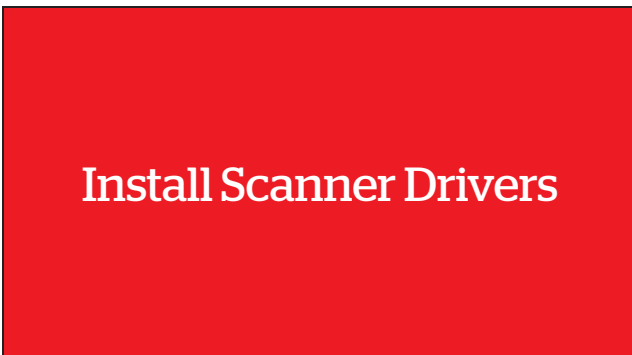
Install Scanner Drivers	1-7
Install DigitalCheck Drivers.....	1
Install WebScan Drivers.....	3
Registration	6
Making a Deposit	7-11
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The <i>Balance</i> screen displays	9
Deposit Submitted Successfully.....	10
Adding a New User	11-13
Contact Us	13



To access Remote Express Deposit, visit Synovus.com and log into the Business Banking Center.



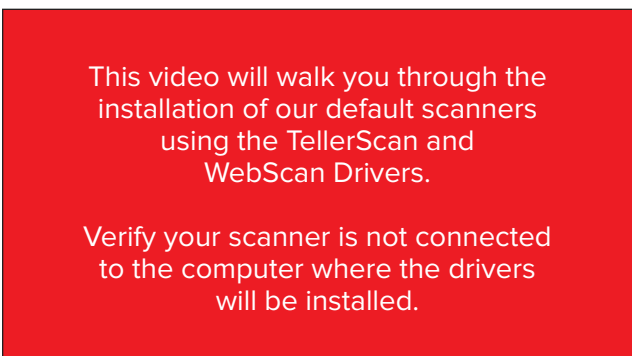
Click the link for *Remote Express Deposit* under the My Services window.



Before you start making deposits with Remote Express Deposit, you will need to install the correct scanner drivers for your scanner and browser combination. This video will cover the default scanner installation for Digital Check brand scanners and allow you to use Internet Explorer, Chrome, Firefox or Edge browsers.

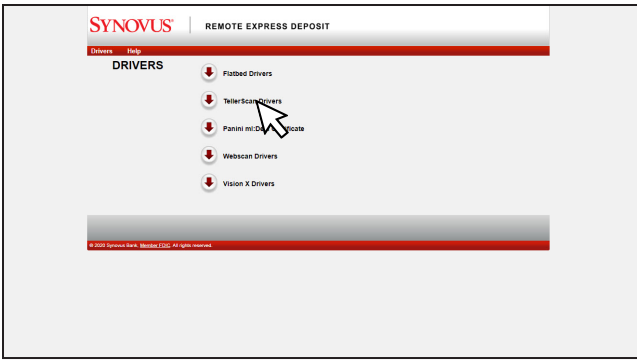


To locate the drivers for installation, click *Scanner Drivers* at the bottom of any Remote Express Deposit Screen.

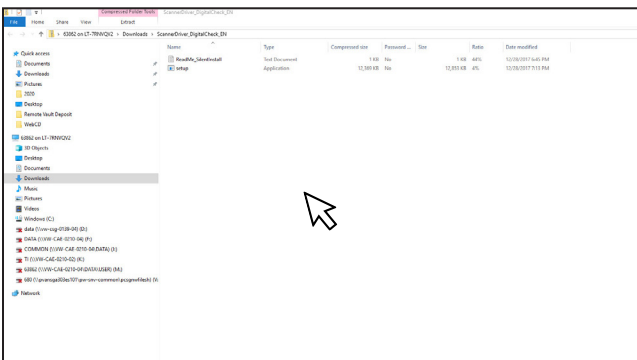
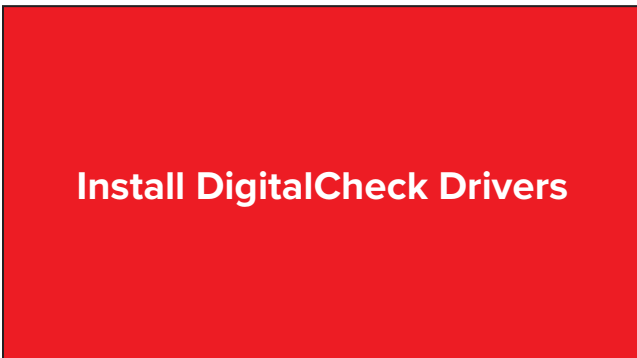


This video will walk you through the installation of our default scanners using the TellerScan and WebScan Drivers.

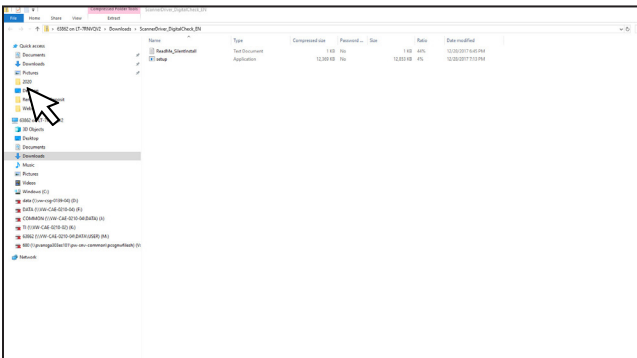
Verify your scanner is not connected to the computer where the drivers will be installed.



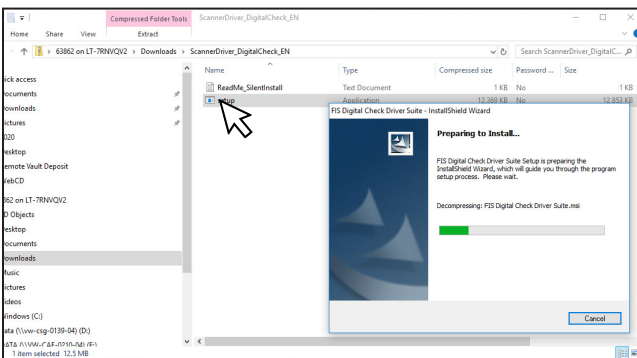
Click on TellerScan Drivers to begin the driver download. This will install drivers for use with any Synovus supported Digital Check Scanner including CX30, TS230, TS240.



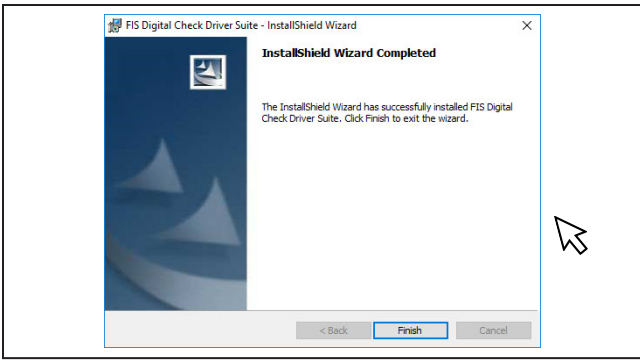
When using Chrome, the driver download will appear in the bottom left corner of your screen and give you the option to *Open* or ask you to save the download if you are using Internet Explorer.



Extract the Setup.exe file by moving the *setup.exe* to your desktop.

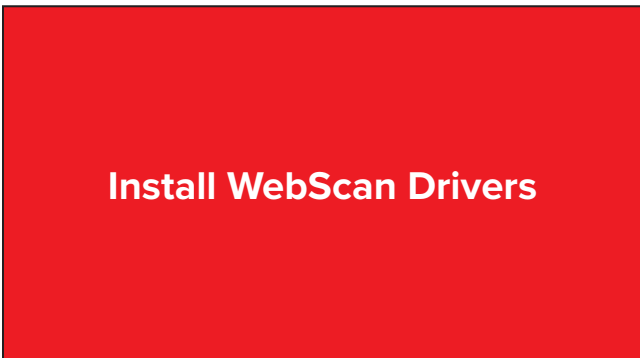


If you are using Windows 7, even if you are logged on as an Administrator, you must right click on the *Setup.exe* file and select *Run as Administrator* to ensure the drivers are completely installed.

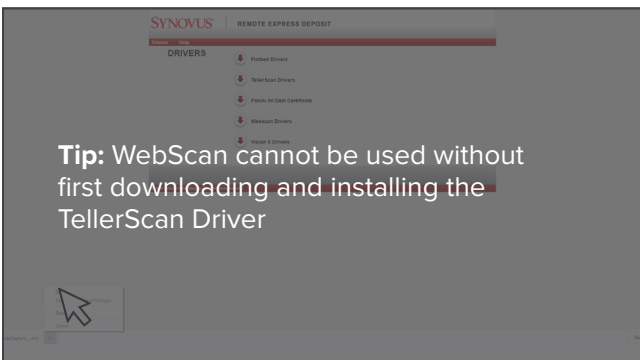


The Install Wizard will run and your PC should automatically reboot after the installation is complete; if not, perform a manual restart before continuing.

Connect your scanner via the supplied USB cord either before or as the PC is booting up.



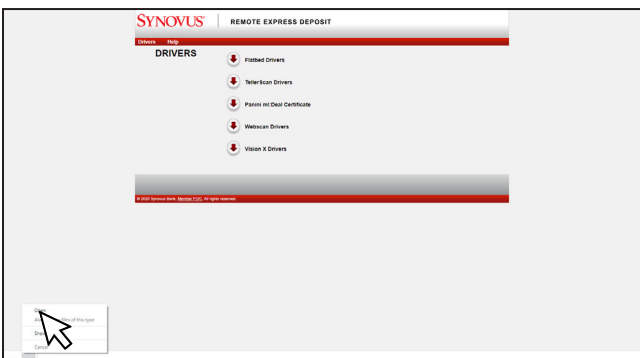
Next you will need to download the WebScan drivers. WebScan allows you to use your Digital Check Scanner such as CX30, TS230 or TS240 with multiple browsers; Chrome, FireFox, or Edge.



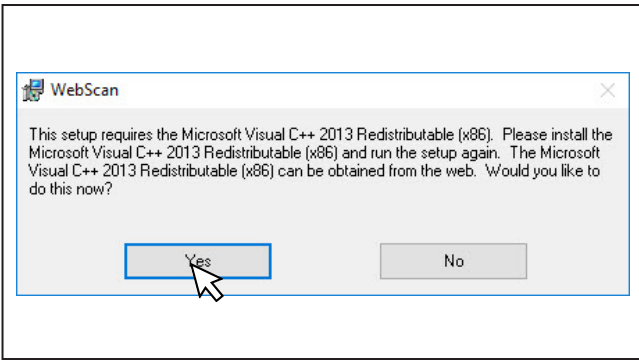
TIP: WebScan cannot be used without first downloading and installing the TellerScan Driver



Return to the bottom of any page within Remote Express Deposit and click on the Scanner Drivers link at the bottom of the page.

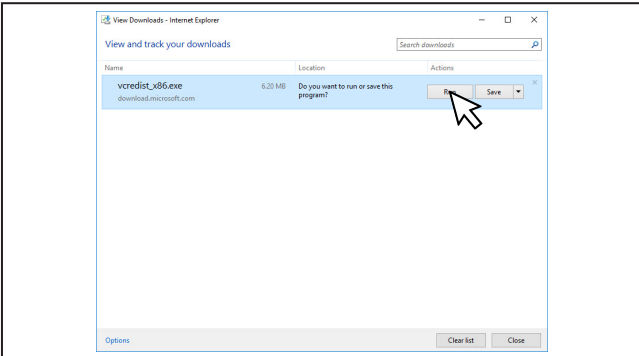


When using Chrome, click Open or if using Internet Explorer, click the dropdown on Save to Save As and put the drivers on your desktop.

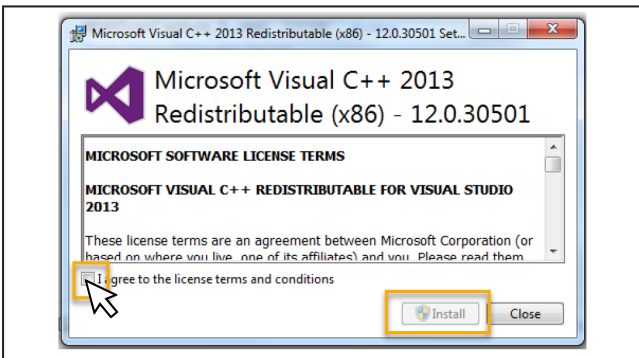


WebScan requires Microsoft Visual C++2013. Your computer will prompt you to download if you have not already received the automatic update.

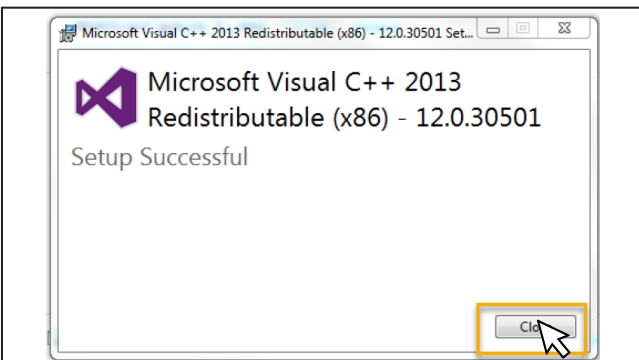
Click Yes.



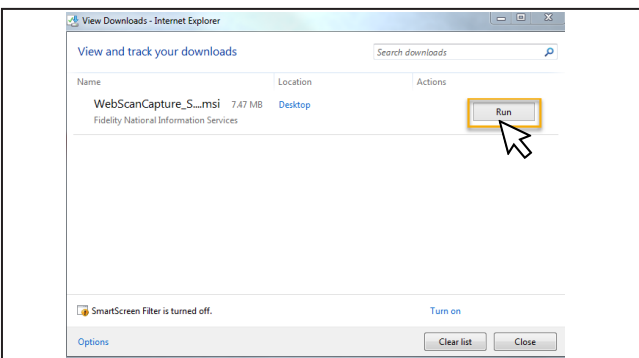
Click *Run* to install the Microsoft Visual C++2013.



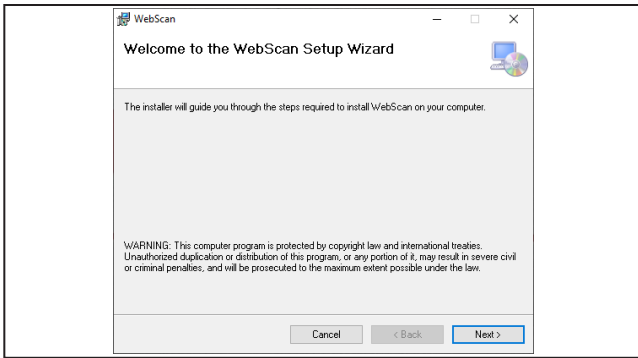
Check the box for *I agree to the license terms and conditions*. Install will become active. Click *Install*.



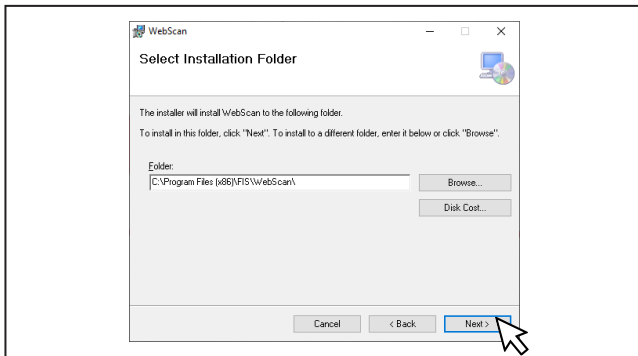
When you receive the Setup Successful pop-up, click *Close*.



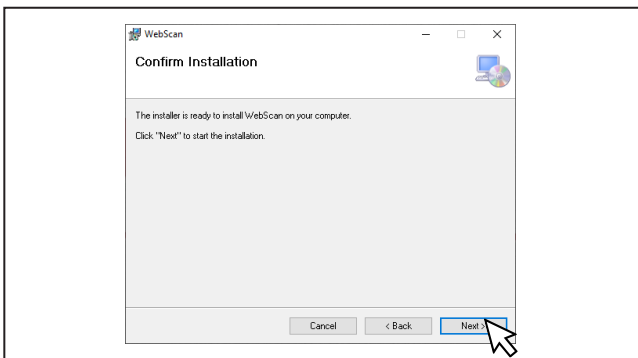
Click *Run* on the webscancapture_setup.msi file.



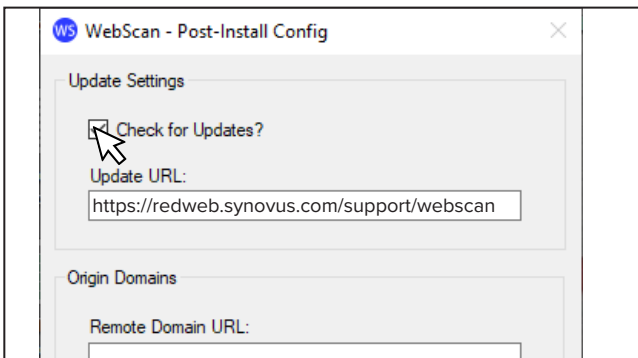
The Welcome to the WebScan Setup Wizard will display.



Click Next. Select Installation Folder will display. Click Next.



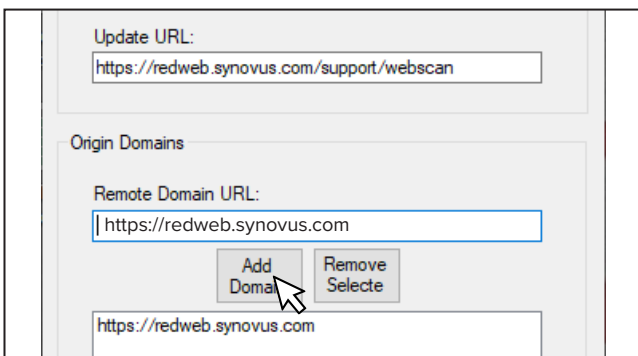
Confirm Installation will display. Click Next.



WebScan – Post-Install Config screen will display.

Place a check in the box beside *Check for Updates*.

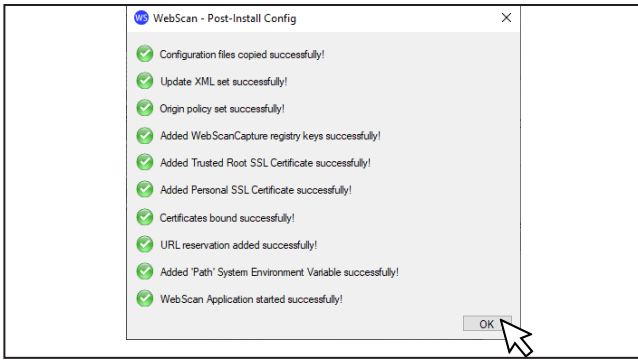
Then, enter https colon forward slash forward slash redweb dot synovus dot com forward slash support forward slash webscan in the *Update URL* field. **(URL will be typed on screen as described by audio)**



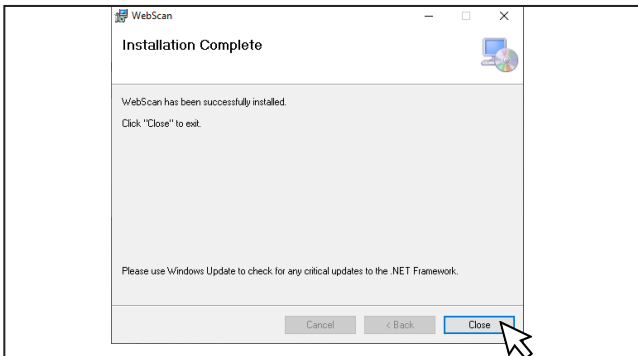
And https colon forward slash forward slash redweb dot synovus dot com in the *Remote Domain URL* field. **(URL will be typed on screen as described by audio)**

Click *Add Domain*.

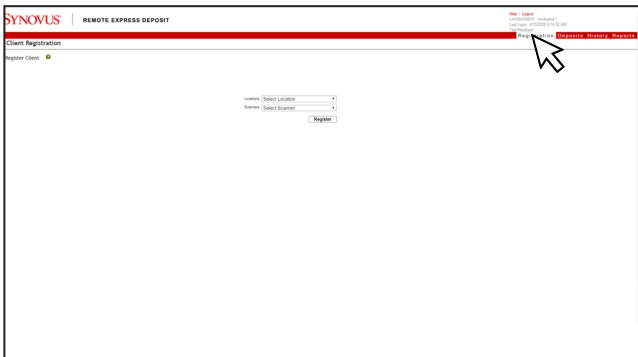
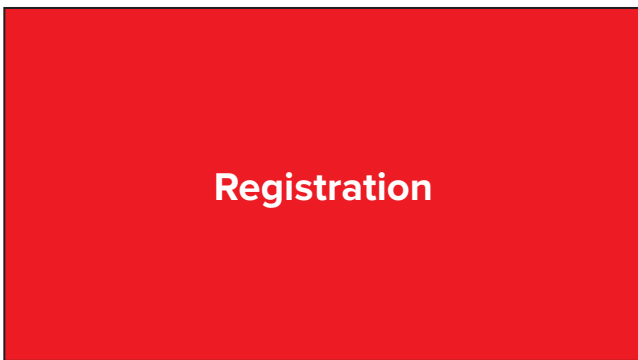
See address populate below in the box. Click *Next*.



WebScan – Post-Install Config results will display. Click *OK*.

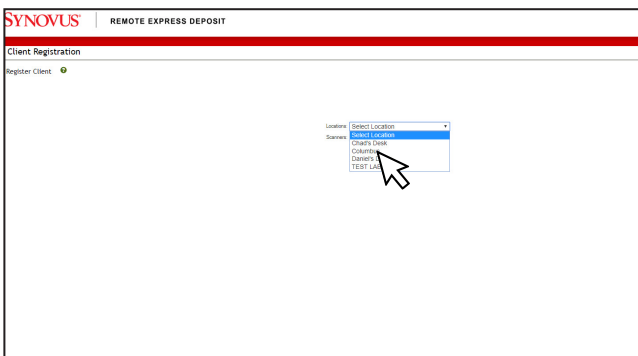


Installation Complete will display. *Click Close*.

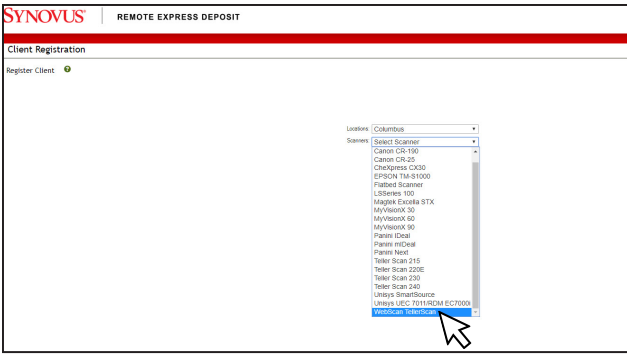


After your drivers are installed, you will need to register your scanner.

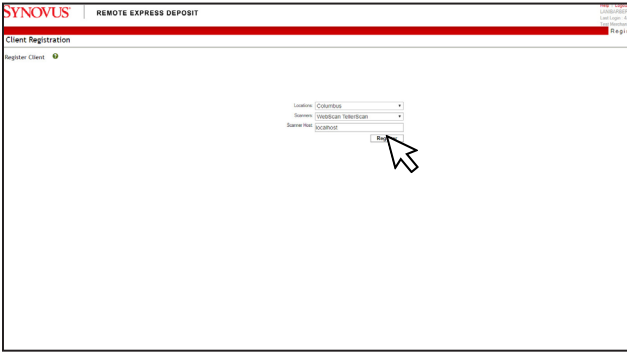
To register your scanner, click on the *Registration* tab.



In the drop down for Location select your location.



In the Scanners drop down, select *WebScan TellerScan*.

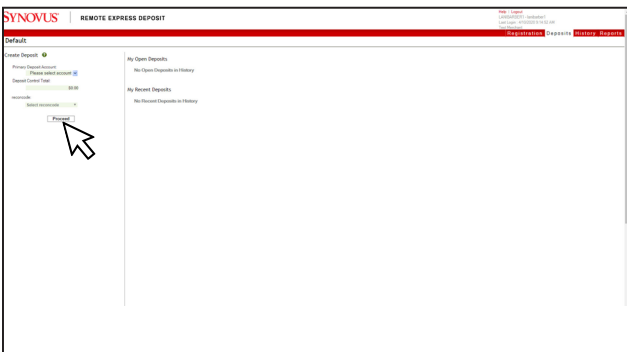


In Scanner Host, enter 'localhost'.

Then click *Register*.



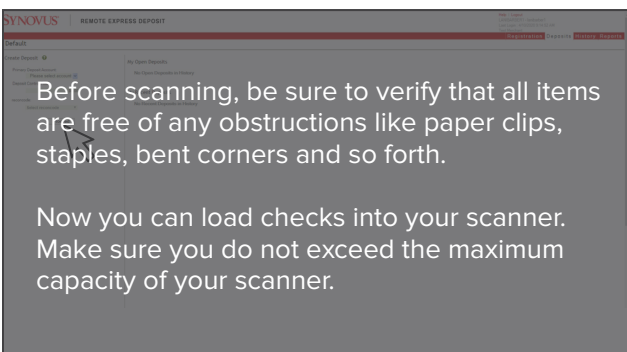
Making a Deposit



Use the Deposits tab to create a new deposit.

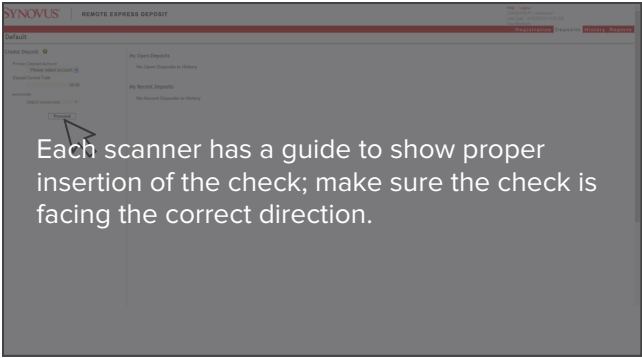
Click on *Primary Deposit Account* and select the appropriate account from the drop-down list.

Enter total amount of deposit. Then click the *Proceed* button.

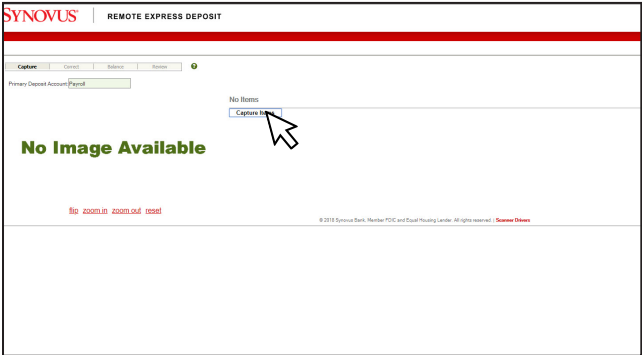


Before scanning, be sure to verify that all items are free of any obstructions like paper clips, staples, bent corners and so forth.

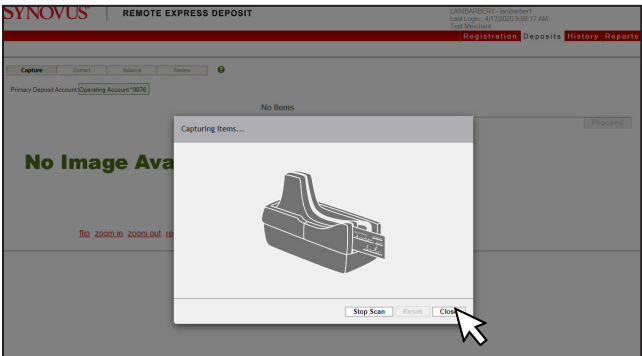
Now you can load checks into your scanner. Make sure you do not exceed the maximum capacity of your scanner.



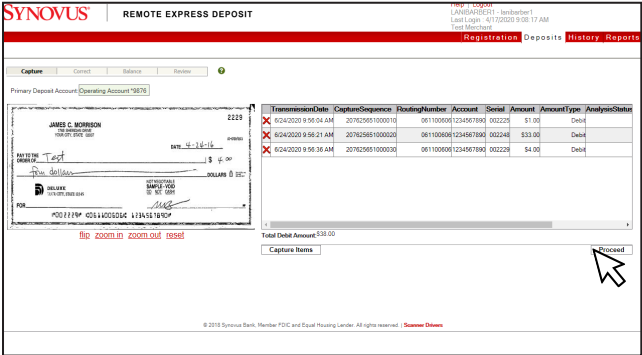
Each scanner has a guide to show proper insertion of the check; make sure the check is facing the correct direction.



Click *Capture Items*. The Capture Items image will display while items are being captured.



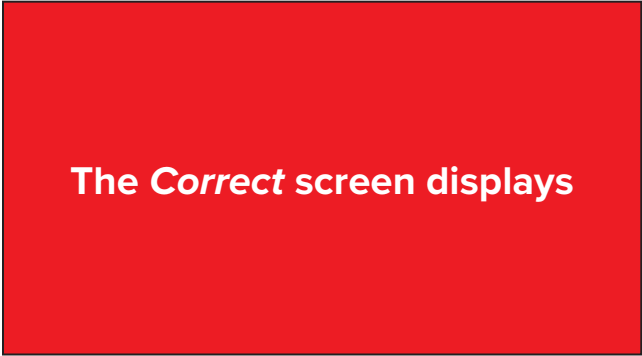
After all items have been scanned, click *Close*.

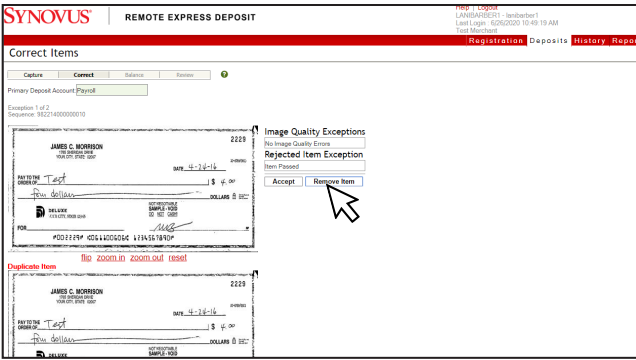


If you need to remove an item from the deposit, click the red X located to the left of the item information.

If you need to scan additional items into the deposit, click *Capture Items* and then load the items in your scanner to continue scanning.

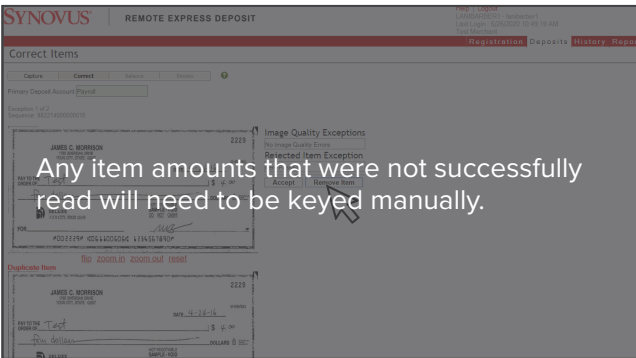
If you have no additional items to scan, click *Proceed*.



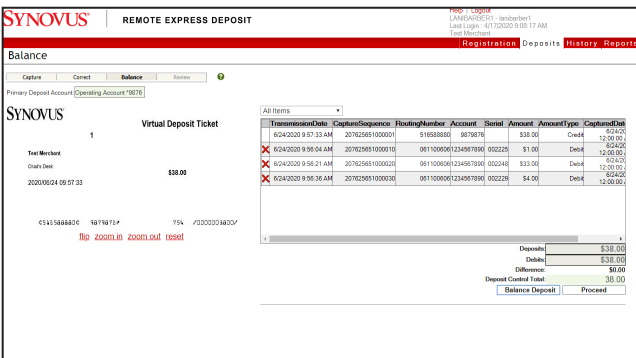
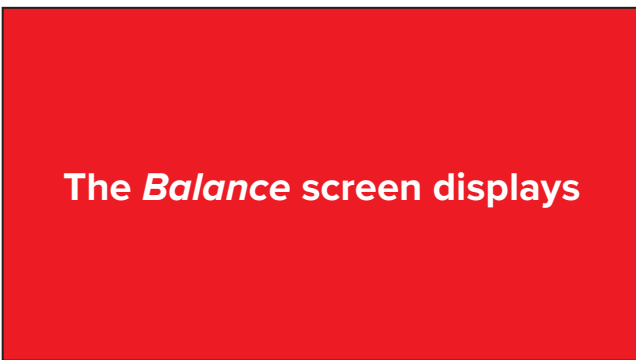


Any item failing the Image Quality Analysis, for example duplicates, will display to be Accepted/Removed.

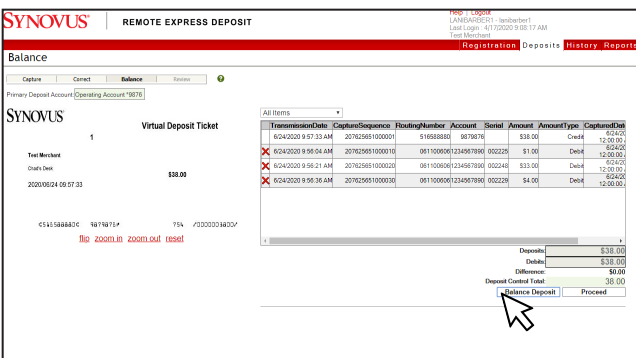
Items that are foreign, have an invalid routing number, or have poor MICR that cannot be read will show as a Rejected Item Exception.



Any item amounts that were not successfully read will need to be keyed manually.

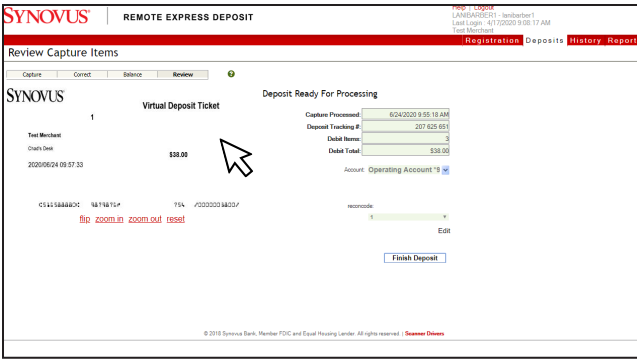


Any difference between the control total originally entered and the total of the check amounts read by the system will need to be corrected before you can proceed.

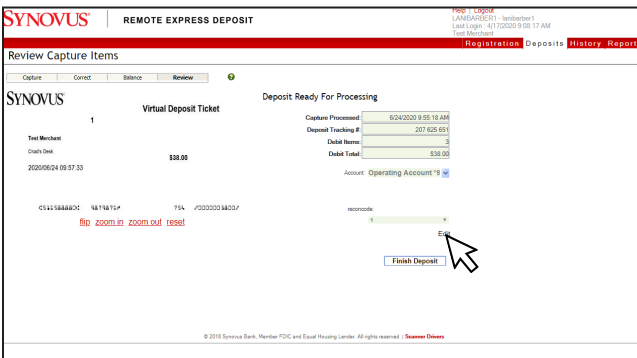


To edit the amount of an item, select the item in the grid and edit the amount below the image. Click Save to finalize any change.

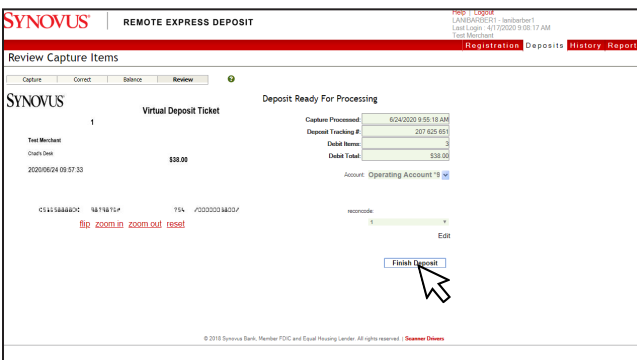
Once any amount differences are corrected, click on *Balance Deposit* to generate the Virtual Deposit Ticket.



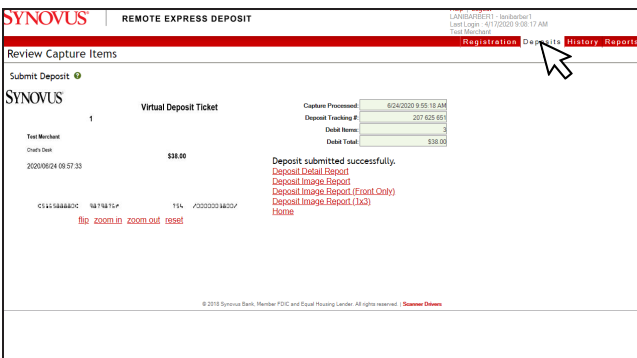
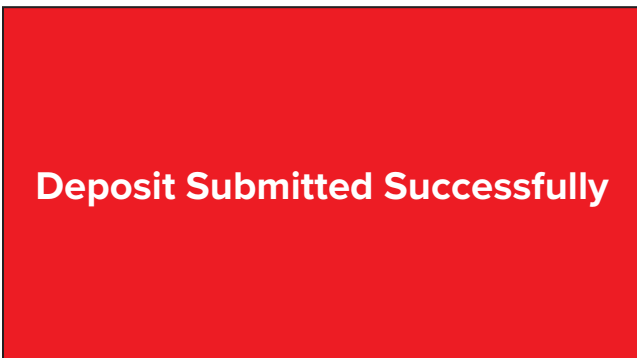
Virtual deposit ticket displays. Click *Proceed* to continue to the Review Screen.



If desired, click the *Edit* link to enable editing of any Custom fields. Once these fields have been populated accurately, click *Save* to save any changes. This results in a message informing you that the existing virtual deposit ticket will be deleted and a new virtual credit with updated information will be created and displayed.



Verify all deposit information is correct and click on *Finish Deposit*.



Options to view reports are immediately available following a successful transmission.

Once the deposit has been submitted, click the *Deposits* tab to return to the Home page. This completes the deposit process. Your Admin User will receive an email confirmation after the deposit has been submitted.

Adding a New User

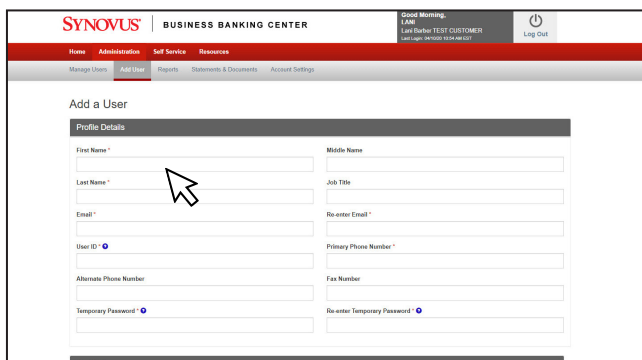
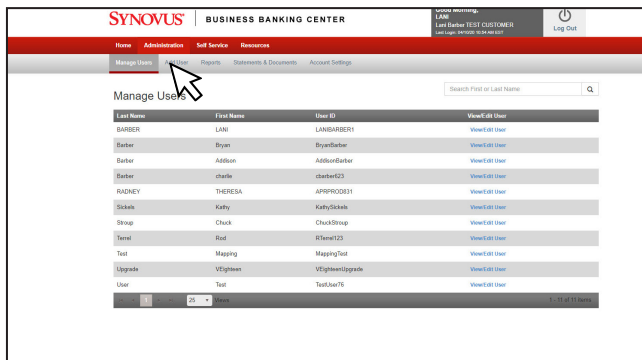
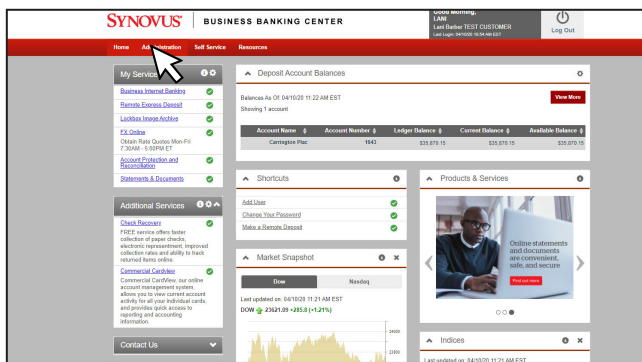
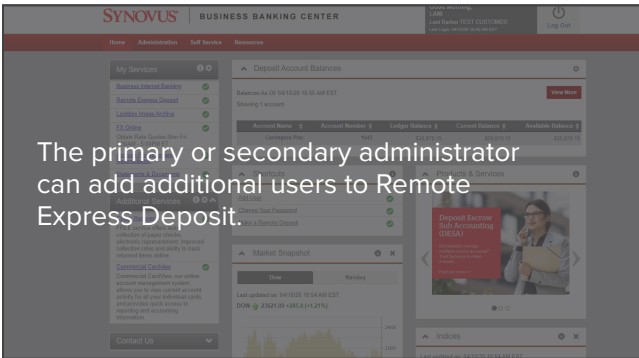
The primary or secondary administrator can add additional users to Remote Express Deposit.

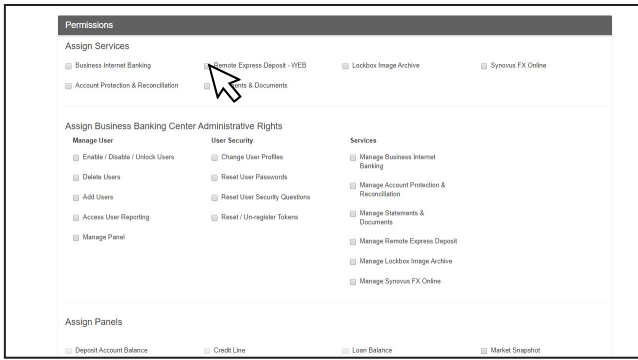
The primary or secondary administrator can add additional users to Remote Express Deposit.

From the Business Banking Center home page: Click the *Administration* link

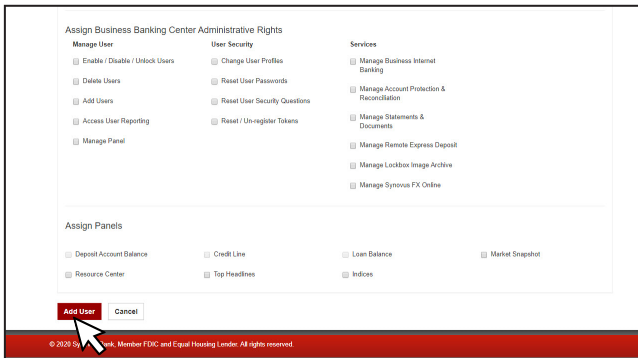
then *Add User* link.

Add New User screen displays. Complete required (*) fields.

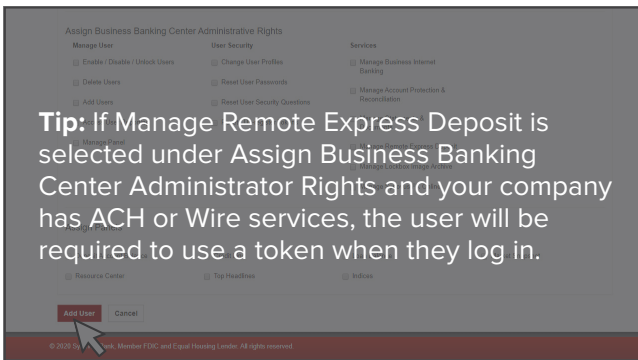




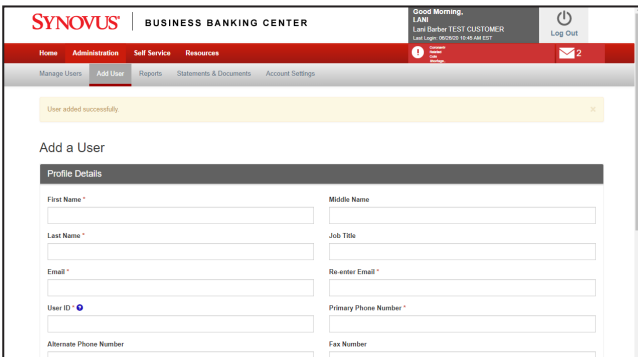
Check the box beside Remote Express Deposit under Assign Services.



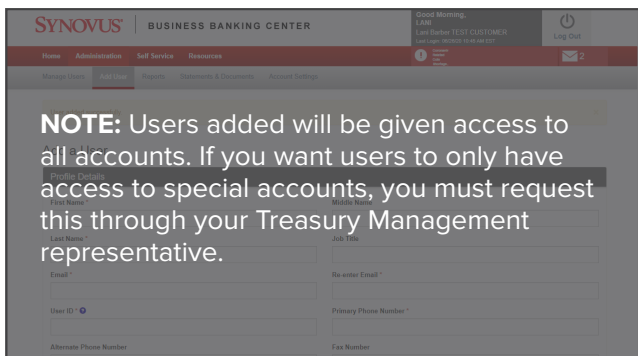
Click *Add User*.



Tip: If Manage Remote Express Deposit is selected under Assign Business Banking Center Administrator Rights and your company has ACH or Wire services, the user will be required to use a token when they log in.



“Profile has been successfully added” message displays.



NOTE: Users added will be given access to all accounts. If you want users to only have access to special accounts, you must request this through your Treasury Management representative.

Thank You

Thank you for viewing our Remote Express Deposit Installation and Training video.

1-888-SYNOVUS (796-6887)

For continued support or assistance please contact:
Customer Care at
1-888-SYNOVUS.

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