



ACCESS Mobile

Depositing checks on the go is easy now with *DeposZip* mobile deposit on the ACCESS Mobile app.

There is no need to enroll. You are already enrolled in *DeposZip*.

The app will walk you through entering the information and taking the picture of the front and back of your check.

There are only a few things you need to know before you start depositing your checks.

We must have your **email address** on file. If there are any problems with your deposit, you will be notified by email. You can always add/change your email address on ACCESS home banking or contact us.

The check needs to be filled out completely.

- Front of the check must be completely filled out, including the date, dollar amounts- both written and numeric and the signature of the payer.
- Back of the check must have the endorsement (signature) of the payee, ACCESS CU, member's account number and the words, **"For Mobile Deposit Only"**.

We will not accept checks if:

- missing information
- post dated
- stale dated
- third party checks
- information can not be read
- not properly endorsed – including **ACCESS CU, account number, endorsement (signature of account holder)** and the words “**For Mobile Deposit Only**”

Limits:

- \$2,000 per check limit
- \$5,000 per day limit
- \$10,000 rolling 30 day deposit limit

Deposits will not be immediately available. We will process the deposits throughout the day until 3:00PM. Any deposits made after 3:00PM will be processed on the next business day (Monday – Friday, excluding holidays).

Deposits are subject to the same holds and availability of funds as deposits made in the branch.
(See Funds Availability Disclosure on our website)

Please retain the original check for 90 days after the deposit posts to your account in case there are any issues when processing your mobile deposit.

Once you have submitted your mobile deposit, you'll see the Pending deposit in the *DeposZip* history. The check deposit will not show in your account history until it has posted.

For more information, see the ACCESS Mobile Banking Terms and Conditions on our homepage under Disclosures at the bottom of the page.