Worksheet
Making Remote Check Deposits

Once you have your bank’s app on your mobile device, you can deposit a check remotely—without having to go into a bank branch. Here’s how to do it:

**Step 1**  In a well-lit room, place your check on a dark table or surface.

**Step 2**  Launch or open your banking app on your mobile device.

**Step 3**  Go to the app’s menu and find the option to make deposits.

**Step 4**  Select deposit.

**Step 5**  Follow the instructions on the screen.

**Step 6**  Use your pen to sign the check the exact way the app tells you to sign it. *(Tip: Some banks ask you to write the words “mobile deposit” beneath your signature. Be sure to see what your bank requires).*

**Step 7**  Using your phone’s camera, take a picture of the front and back of the signed check. The app will guide you through this process.

**Step 8**  Once completed, close the app and put the check away in a safe place. (Your bank may instruct you exactly how long to hold a copy of that check.)

**Step 9**  Verify successful deposit. Your bank may notify you via the app or email, or both, that the deposit was successful.

**CAUTION:** Make sure you always use a secure internet connection. You can look for an “s” at the end of “https” to indicate a secure site. Also, be extra careful when using public computers. Watch out for nearby snoops. Don’t save any passwords or login info. Don’t use your credit card or banking details. And log off completely when you are finished, deleting your browser history for added safety.