

Bell Treasury Remote Deposit

With the introduction of the new Bell Treasury Online system Remote Deposit is now more closely integrated with our regular online banking platform. Follow the instructions below to gain access to and use the Remote Deposit system.

When logging in for the first time on the new Bell Treasury platform follow the steps below from 1, otherwise begin from step 2.

1. Log in to the Treasury (New) site
 - a. Go to <https://www.bellbanks.com>
 - b. Click on the orange “Secure Logins” button in the upper right hand corner.
 - c. In the menu panel that appears find the “Business” menu header with white text underneath it.
 - d. Click on “Treasury (New)”
 - e. Enter your Access-ID (This field is case sensitive)
 - i. If you are a migrated user from Bell’s old system your username will be the same as it was in the old system, but all lowercase.
 - ii. If you are a brand new Treasury user you will select your Access-ID when you fill out paperwork for Treasury Management services or from your system manager

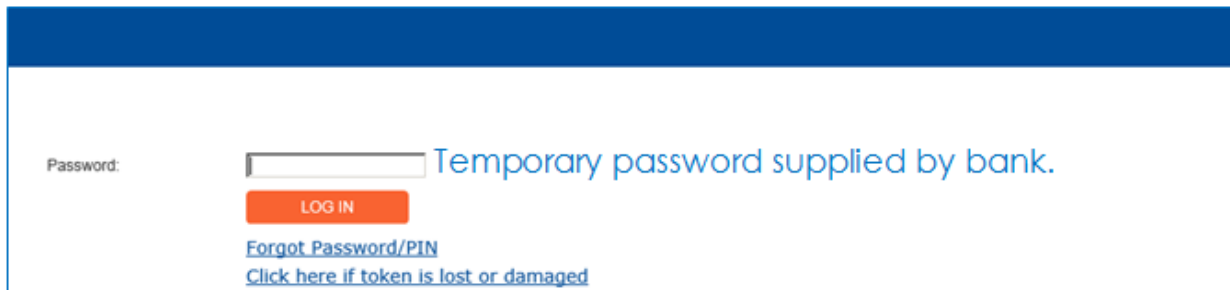


Access ID:

LOG IN

[Forgot Password/PIN](#)
[Click here if token is lost or damaged](#)

- f. Enter your temporary password
 - i. If you are a migrated user from Bell’s old system your temporary password will be the last four digits of your company’s Tax ID.
 - ii. If you are a brand new Treasury user you will receive your temporary password via an email from treasuryonline@bellbanks.com
 - iii. Note: Customers that also use Wires or ACH may be required to register their token. Follow the instructions [here](#).

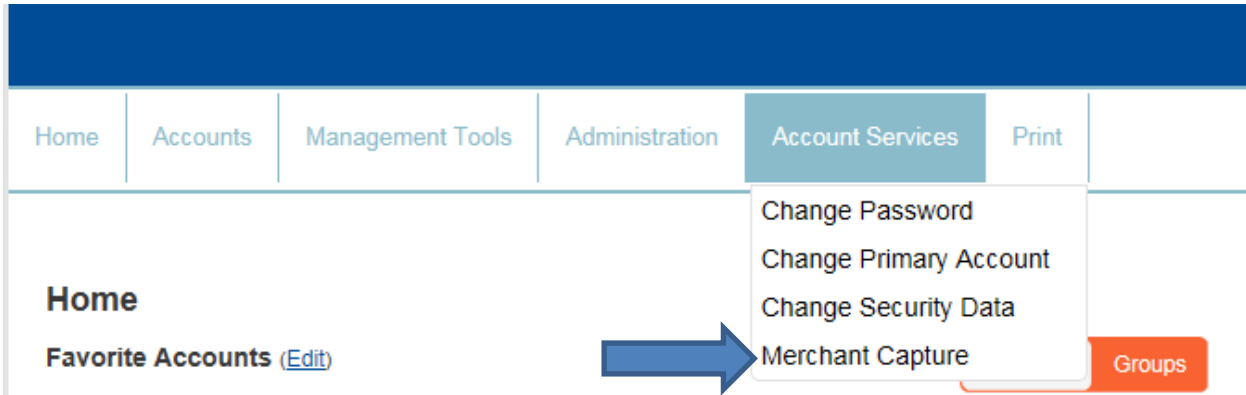


Password: Temporary password supplied by bank.

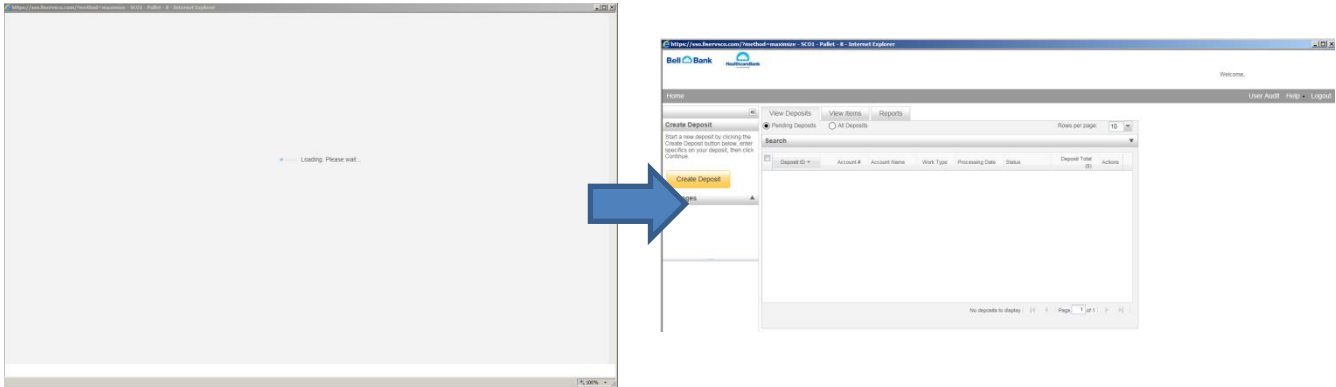
LOG IN

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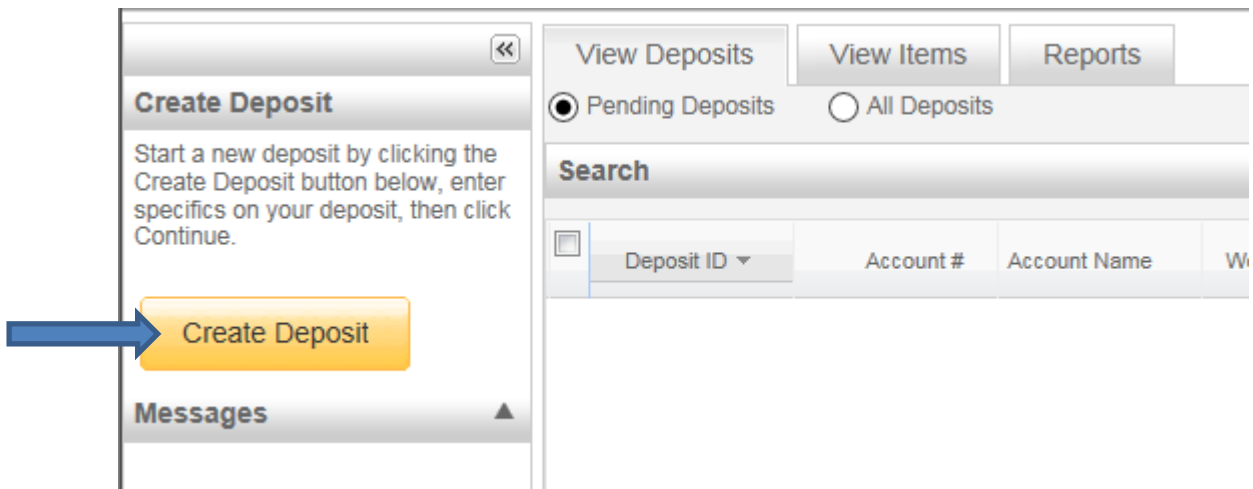
2. Once logged in to Bell Treasury Navigate to Account “Account Services” and click on “Merchant Capture”
 - a. Note: Remote Deposit requires the use of Internet Explorer 11 or newer.



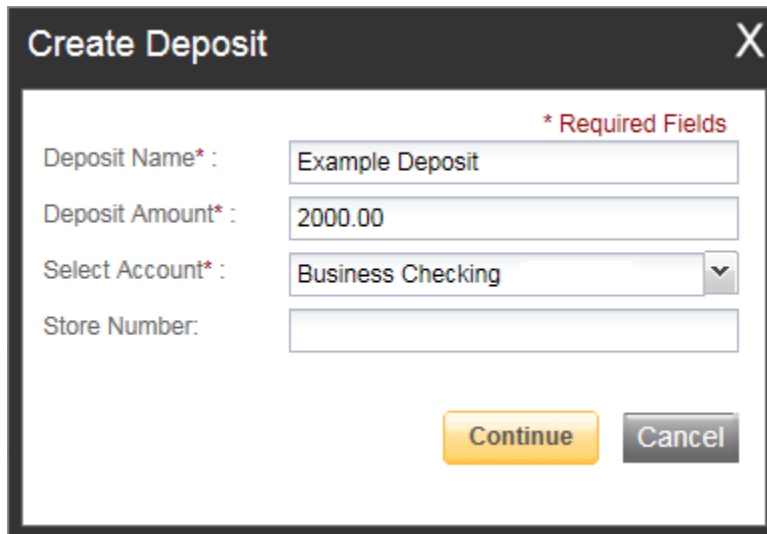
3. A pop up will open and load the remote deposit system.
 - a. Note: If the pop up will not load check that “https://*.fiservsco.com” and “https://web7.secureinternetbank.com/” are both added to Internet Explorer’s list of trusted sites.



4. To begin scanning checks for a deposit click the “Create Deposit” button on the left hand side.



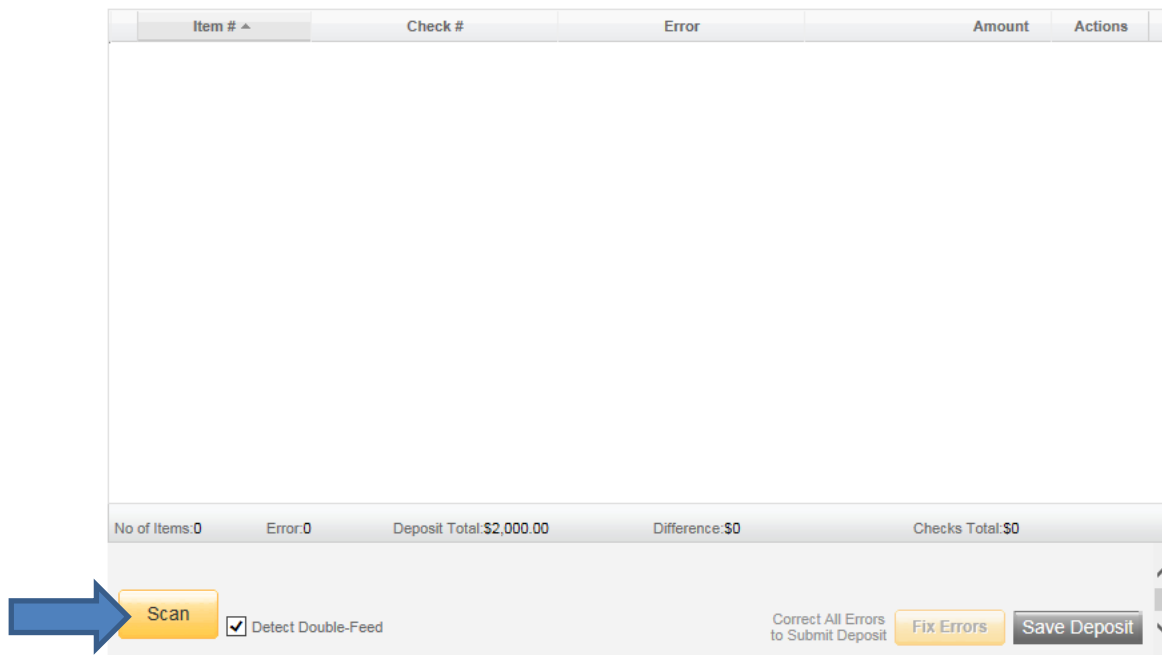
5. Enter the Deposit Name, the Deposit Amount, and Select an account for funds to be deposited into and click "Continue"



The "Create Deposit" dialog box contains the following fields and controls:

- Deposit Name***: Text input field containing "Example Deposit".
- Deposit Amount***: Text input field containing "2000.00".
- Select Account***: Dropdown menu showing "Business Checking".
- Store Number**: Empty text input field.
- * Required Fields**: Red text label above the first three fields.
- Continue**: Yellow button.
- Cancel**: Grey button.

6. Place check(s) into the scanner and click the "Scan" button




The deposit scanner interface includes a table and a control bar:

Item # ^	Check #	Error	Amount	Actions

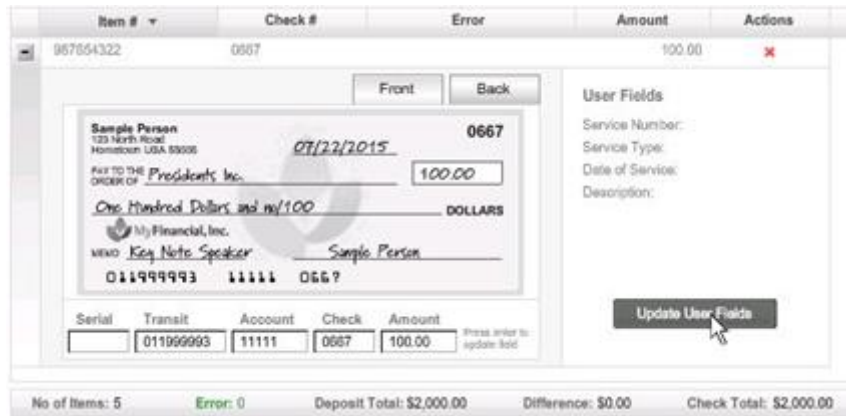
Summary bar: No of Items:0 Error:0 Deposit Total:\$2,000.00 Difference:\$0 Checks Total \$0

Control bar: **Scan** (highlighted with a blue arrow) Detect Double-Feed Correct All Errors to Submit Deposit **Fix Errors** **Save Deposit**

7. Scanned checks can be viewed by clicking on the [+] Icons to the side of the “Item #” column

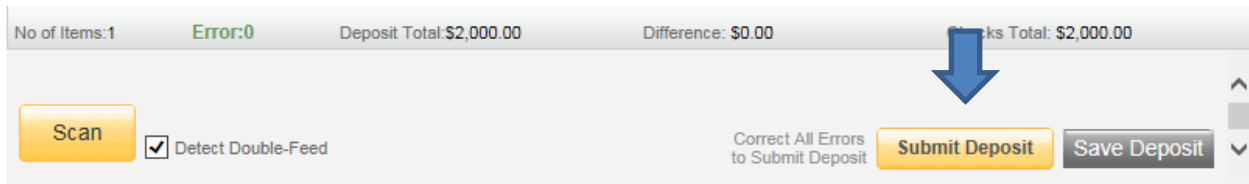
	Item # ▲	Check #	Error	Amount	Actions
	+ 0886780762	015		\$200	
	+ 0886780763	06985		\$200	
	+ 0886780764	1664		\$200	
	+ 0886780765	4309		\$200	
	+ 0886780766	8525		\$200	
	+ 0886780767	5557		\$200	
	+ 0886780768	004520		\$200	
	+ 0886780769	0048833667		\$200	
	+ 0886780770	005160		\$200	

8. If checks contain errors, correct the errors in the corresponding text boxes and press the “Enter” key on the keyboard.



The screenshot shows a detailed view of a scanned check. The check is for \$100.00, dated 07/22/2015, payable to the order of 'Sample Person' from 'My Financial, Inc.'. The interface includes 'User Fields' for Service Number, Service Type, Date of Service, and Description, along with an 'Update User Fields' button. At the bottom, a summary bar displays: No of Items: 5, Error: 0, Deposit Total: \$2,000.00, Difference: \$0.00, and Check Total: \$2,000.00.

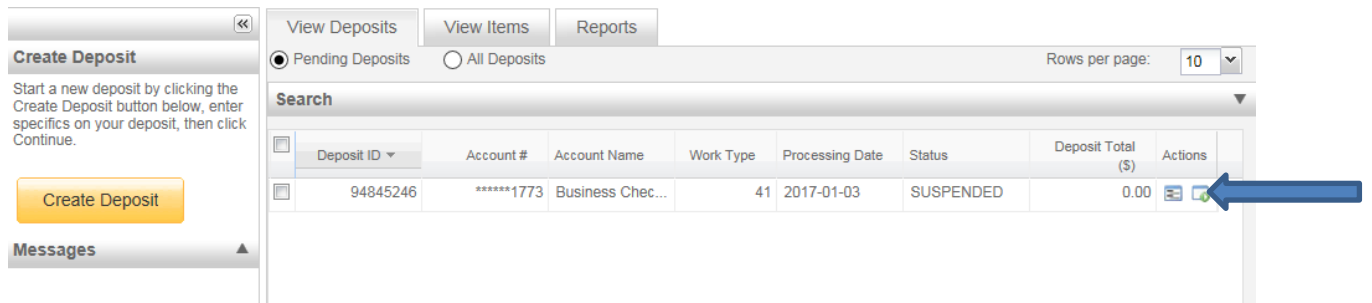
9. Once all checks are scanned, corrected, and the deposit is balanced click “Submit Deposit”
 a. Note: Once a deposit is submitted it **cannot be unsubmitted or adjusted**



The screenshot shows the final deposit submission screen. The summary bar at the top indicates: No of Items: 1, Error: 0, Deposit Total: \$2,000.00, Difference: \$0.00, and Checks Total: \$2,000.00. Below the summary bar, there is a 'Scan' button, a checked 'Detect Double-Feed' checkbox, a 'Correct All Errors to Submit Deposit' button, a 'Submit Deposit' button (highlighted with a blue arrow), and a 'Save Deposit' button.

View Pending Deposits

1. Insure that the "Pending Deposits" option is selected
2. Click on the "View Deposit" button under the "Actions" column



Deposit Status Types and Their Meaning

Deposit Status Types and Their Meanings

Open	A newly created or when a User has reopened a suspended deposit to add additional items, or to resolve exceptions
Uploading	A deposit/batch that is in the process of uploading items
Suspended	A User has not selected Submit Deposit/Save and has not resolved all exceptions.
Capture Complete	A User has finished scanning checks. Additional steps are needed to submit the deposit
Ready for Approval	All exceptions have been corrected and the deposit is in balance. The deposit is ready to be submitted by the user
Pending Approval	Company has submitted and is ready for the Financial Institution to approve deposit
Pending Review	Company has submitted to the Financial Institution for approval
Under Review	Financial Institution is reviewing deposit
Submitted	Financial Institution has completed approval
Delivered	Deposit has been extracted for processing