

# HOW TO: USE REMOTE DEPOSIT CAPTURE

Don't go out of your way to stop at the credit union just to deposit a check. You can deposit checks anytime, anywhere with the **Tendto Mobile Banking App and Remote Deposit Capture.\***

## < GETTING STARTED WITH RDC >

1

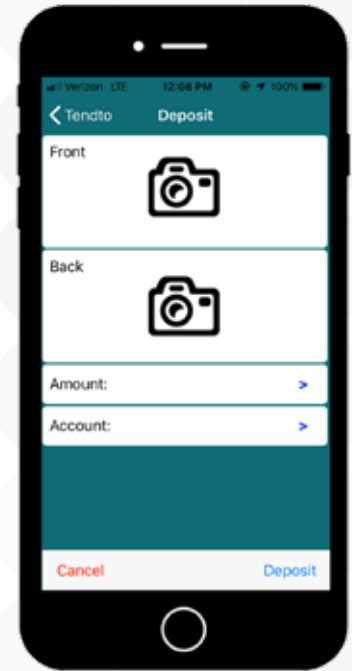
Ensure you have the latest version of the Tendto Mobile Banking App downloaded on your Apple or Android device.

2

Next, apply for Remote Deposit Capture (RDC). RDC eligibility requires credit union approval. Fill out an application and submit it to a Tendto team member to gain access.

3

Once you have access to RDC, ensure you have granted permission for the Tendto app to access your camera. This can be done by navigating to your device's main Settings app and selecting the Tendto app. Make sure camera permissions are turned on. Next, simply log in to the app and select DEPOSIT from the main menu. Follow the on-screen prompts.



\*Remote Deposit Capture eligibility requires credit union approval. Complete an application and submit it to any Tendto team member to gain access.

## REMOTE DEPOSIT CAPTURE (RDC) USAGE BASICS

- **Checks for deposit** – Make sure your check is properly endorsed. Sign the back of the check, under your signature, include your member number and the words “For Remote Deposit Only at Tendto Credit Union.”
- **Daily and weekly limits** – The amount you may deposit with RDC on any single business day is \$2,500.00, with a weekly maximum of \$7,500.00.
- **What to do after remote deposit** – Once the check has been credited to your account, you must securely store the check for 30 days. After that time, mark it “VOID” and properly dispose of the check.