

This is a service that allows customers to deposit checks remotely, using a desktop scanner.

Deposit-Link can be found under the Check Services section of the top navigational bar:



Depending on your entitlements, the top navigational bar may appear different, e.g. Home instead of Treasury Dashboard.

If you have access to multiple company IDs, you must log in to the company with the lowest numeric value in order to access the Deposit-link page, under Check Services.

Check Services > LINKS > Deposit-Link

PLEASE NOTE: Pop-ups will need to be enabled within the browser used to access Deposit-Link or you may experience a blank screen. For instructions on enabling pop-ups, please refer to the Help function for your browser, or refer to the Webster Deposit-Link® Allowing Popups Quick Reference Guide.

How to Deposit Checks:

1. On the left-hand menu bar Select **Capture > Create New Batch.**
2. Select the account you wish to deposit into by clicking Select in the Action column:

Create New Batch

Select Deposit

Deposit Name	Account Name	Routing Number	Account Number	Cut-off Time	Action
Check Image	Check Image	211170101	****2121	2:00PM EST	Select
Deposit-Link	Webster Demo Account	211170101	****7777	2:00PM EST	Select
Property Management	Prop Mgmt	211170101	****1234	2:00PM EST	Select

3. Enter Deposit Total Amount, Total Items. Then scroll down and click "Create New Batch":

Create New Batch

Required fields are marked with an asterisk(*).

Depositor Deposit-Link

Deposit Check Image

Account Name Check Image

Account Number ***2121

Cut-off Time 2:00PM EST

Current Time 2017-11-22 13:41:38.82

Batch Name

* Expected Deposit Total Amount

* Expected Deposit Total Items

Quick Reference Guide

Webster Deposit-Link[®]

4. Place check(s) into scanner; once all checks have been scanned, click "Complete Batch:"

Batch	115225, July 2, 2017 Deposit Nov 22 2017
Account	****2121, Check Image
Creation Time	Nov 22 2017 1:06PM EST
Expected Deposit Total	10,000.00
Expected Deposit Count	5
Cut-off Time	2:00PM EST
Total Checks Successfully Scanned	2
Total Checks Successfully Submitted	2

Return to Open Batch Complete Batch Search Batch

5. Any items requiring further attention will be displayed; enter the missing information as needed (Advanced Option).

6. A screen stating that the Batch is in balance will display:

Batch Id: 115225 Batch Name: July 2, 2017 Deposit Nov 22 2017 1:06PM EST
Account Name: Check Image Account Number: ****2121 Cut-off Time: 2:00PM EST

This batch is balanced

Control Total: 19,900.00 Batch Total: 19,900.00
Control Count: 2 Pending Count: 2

CLOSE BATCH
CLOSE AND APPROVE

Return to open batch Scan more items

7. Click "CLOSE AND APPROVE" to complete the deposit. You will see a pop-up message stating your batch was successfully closed and approved, along with a .PDF summary of the deposit.

Tips:

- When leaving the Deposit-Link function you must click "SIGN OUT" located in the top, left corner
****Failure to properly sign out may cause your account to be temporarily disabled for 20 minutes****
- Users running WebScan must click "Start Scan" and "Stop Scan" to begin and end check scanning
- Checks can be deposited for same-day credit up until 8pm EST (Standard funds availability applies)
- Check images will be visible in Web-Link the following business day and are available for 24 months (Check images are available as soon as deposit is in Processed status)