

Quick Reference Guide

Entitling Mobile Deposit Users via Webster Web-Link®

Web-Link users can now deposit checks via their mobile device camera and our mobile app. Company System Administrators (CSAs): If your Web-Link company was setup prior to 11/1/2019, you may need an additional setting enabled in to entitle Web-Link Mobile Deposit. If you are unable to select the required entitlements under "Account Access" or "Functional Access", please contact your Service Specialist.

Check Mobile Status:

Go to Administration > Manage > Users

1. Select the user and click "Edit User"
2. Confirm they have a Mobile Phone number
3. If they are enrolled in Mobile Banking, the "Mobile Enrollment Status" should be "Activated"

The screenshot shows a user profile form with the following fields:

- Country Code: United States (+1)
- Primary Phone Number: XXXXXXXXXXX
- Secondary Phone Number: XXXXXXXXXXX
- Mobile Phone Number: XXXXXXXXXXX (highlighted with a red box)
- Fax Number: XXXXXXXXXXX

Below the contact information is a section for "Mobile Banking Information" with the status: "Mobile Enrollment Status Activated for Mobile Web / Downloadable Banking App".

How to Entitle a User for Mobile Deposit:

If the user is not setup for Mobile Banking they will need to be entitled first

Users will need to login to desktop Web-Link to accept the mobile terms. Please see the [Mobile Banking enrollment QRG](#) on the Client Information Center.

View the "Account, Function and Data Service Entitlements" section

1. If User Entitlements are "Full"- select "Save"
2. If they are "Custom"- select "Save & Continue:
3. Click "Set Up Account Access", select "Customize Access" (checkbox) and "Set Custom Access"
4. Select the "Mobile Remote Deposit Capture" checkbox and "Save"

Select the "Set Up Functional Access" tab to enable "Mobile Services" and "Mobile Remote Deposit Capture" click Save and Submit User.

Tip: If you wish to setup a user and they will not have access to view the account(s) in Web-Link, the user must go to Tools/Mobile Preferences and enable "Mobile Balances" in order to use Web-Link Mobile Deposit functionality.

The screenshot shows the "Entitle User" process in the system. It includes the following steps and elements:

- Account, Function and Data Service Entitlements:** A section with radio buttons for "None", "Custom", and "Full". The "Full" option is selected.
- User ID Name:** A dropdown menu with "Set Up Account Access" selected (highlighted with a red box).
- Custom Options:** A section with "List View" and "Spreadsheet View" tabs.
- Entitlements:** A list of checkboxes for various services. "Mobile Remote Deposit Capture" is checked (highlighted with a red box).
- Entitle User:** A section with a "Successful Submit" message: "Functional Entitlements successfully updated".
- User ID Name:** A section with buttons for "Set Up Account Access", "Set Up Functional Access", and "Set Up Data Service Access". The "Submit User" button is highlighted with a red box.

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