

QUICK GUIDE:

REMOTE DEPOSIT SERVICE



First time making a remote deposit?

Keep this step-by-step guide nearby to help you through the process.



DEPOSIT CHEQUES REMOTELY

Sign in to ScotiaConnect and then:

1. Select *Services > Remote Deposit*. Then choose the accounts you want to deposit to and move to the *Accounts Assigned* box by highlighting them and clicking the arrow button.
2. Click *Start Deposit*.
3. Hit *Create Deposit* on the left and fill in the information.
4. Load the cheques into your cheque scanner and click *Scan*.
5. Review the cheques by clicking the plus sign beside the cheque.
6. If there are errors, click the *Fix Errors* button at the bottom on the right.
7. Once the errors are fixed (or if there were no errors) click *Submit Deposit* at the bottom on the right.



VIEW DEPOSITS AND ITEMS

1. Select the *View Deposit* tab, then *All Deposits*.
2. To view individual cheques, click on the *View Items* tab. You can search by clicking on the arrow to the right.



CREATE REPORTS

There are a couple of ways to generate reports.

OPTION 1

1. Select the *View Deposit* tab, then click the *View Deposits* icon located in the Info column to the right of the deposit.
2. Click *Export As* on the left and choose your file format.

OPTION 2

1. Click the *Reports* tab, then choose *Deposit Summary* or *Deposit Detail Report*.
2. Open the Search by clicking on the arrow to the right to search by date, amount, etc. to locate the deposit you are looking for.
3. Select the deposit you want and click the *View Deposits* icon in the Info column on the right.
4. Click *Export As* on the left and choose your file format.



NEED A HAND?

For help with your scanner, software set up or making a deposit, call **1-800-265-5613**.

You can also download this [RD Reference Guide](#) or visit www.scotiabank.com/businesshelp