End-User/Customer Agreement
Please read the end-user/customer agreement regarding software license and warranty terms during the installation of the application.
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Device system requirements

RDC Mobile can be installed on any device running Android 4.4.4 (KitKat) and up. Support for new versions of Android is added as soon as possible after a new release.
Downloading and installing RDC Mobile

Prerequisites

- Your device meets the requirements outlined in "Device system requirements" on the previous page.

Procedure

1. Open your app store.
2. Find your RDC Mobile app, and tap Install.

**Note:** If you already have the RDC Mobile app installed on your device, and an update is available, you can tap Update to update your app.
Logging in and logging out of RDC Mobile

Prerequisites

- Your device meets the requirements outlined in "Device system requirements" on page 4.
- You have downloaded and installed the RDC Mobile app.

Procedure

To log in to RDC Mobile:

1. Tap the RDC Mobile app icon.
2. In the Username field, enter your username for RDC Mobile.
3. In the Password field, enter your password.
4. Tap Login.

Note: If you are logging in to RDC Mobile for the first time, you are prompted to change your password.

You can change your password at any time by tapping More Options (≡) and tapping Change Password.

To log in on a new mobile device, you must first unregister your old mobile device. For more information, see "Unregistering your mobile device from RDC Mobile" on page 12.

To log out of RDC Mobile:

1. On the Deposit History screen, tap More Options (≡) or swipe from the left edge of the screen.
2. Tap Logout.
Depositing a check with RDC Mobile

Prerequisites

- Your device meets the requirements outlined in "Device system requirements" on page 4.
- You have downloaded and installed the RDC Mobile app.
- You have logged in to RDC Mobile.

Procedure

**Note:** Before making a deposit using RDC Mobile, keep in mind that you can only have one transaction per each deposit. You cannot separate the items you include in a deposit into different transactions later.

A transaction must include at least one check, and can include multiple checks. Remittances, virtual remittances, and general documents image capture are only available in conjunction with the RDC Treasury service.

**To start a new deposit:**

1. Open the side menu from the Deposit History screen, by tapping **More Options** or by swiping from the left edge of the screen.
2. Tap the name of the **Account** for your new deposit.
3. Tap the camera button to take a picture of the front of your check.
4. Flip the check, then tap the camera button again to take a picture of the back of your check.

**Note:** To ensure a usable check image for your deposit, follow the guidelines in "Image quality guidelines" on page 11.
5. (Optional) Review and enter any necessary additional data for your check.

6. Tap **Accept** (✔) to add the check to your deposit.

   Tap **Delete** (🗑) to delete the check.

**To add another item to your deposit:**

**Note**: You can only add additional items to your deposit if your user account has the appropriate permissions.

1. On the **Deposit Items** screen, tap the **Add Deposit Items** (➕) button.

2. Tap the option for the type of item you want to add to your deposit.

3. Repeat steps 3-6 from the "To start a new deposit:" on the previous page for your new item.

**Tip**: RDC Mobile prompts you for any additional data or requirements needed for the item you selected.

You can add a virtual remittance to replace a paper remittance, and add information such as an account number or amount due. Please note, this functionality is only available in conjunction with the RDC Treasury service.

You can add a general document for any item you want to include with a deposit, such as a contract or envelope. General documents can be up to 20 pages in length, with any new pages added to the end of the document. You can swipe to navigate through a general document, and click **Delete** (🗑) to delete your currently selected page.
To submit your deposit:

1. On the Deposit Items screen, review the information for the item or items in your deposit.

2. Tap Submit (＞)
Limits and warnings in RDC Mobile

Your financial institution may have set limits on how much you can deposit:

- **Deposit limits** control the maximum dollar value of checks that you can submit in a single deposit.

- **Aggregated limits** control the maximum number of checks that you can submit during a set time period.

You may be prevented from submitting a deposit, based on the value of a deposit or aggregated limit.
Image quality guidelines

To ensure that a photograph can be used to deposit your check, use the following guidelines:

- Before taking any check images, carefully remove any paper attached to the check, and flatten it to remove any folds or wrinkles.
- Take your photos in a well-lit area.
- Take your photos with the check placed against a solid background.
- Take your photos from directly above the check to avoid a skewed or blurry image.
- Ensure there are no shadows over the check.
- Ensure that all four corners of the check are visible in your photo.
Unregistering your mobile device from RDC Mobile

Prerequisites

- You have downloaded and installed the RDC Mobile app.
- You have logged in to RDC Mobile.
- You want to log in to RDC Mobile from a new mobile device.

Procedure

In the RDC Mobile app:

1. On the Deposit History screen, tap More Options or swipe from the left edge of the screen.
2. Tap Unregister.

In a web application:

1. In the hierarchy, select the member where your RDC Mobile user account was created.
2. Click the Administration module.
3. Click the Users tab.
4. In the Users list, select your username.
5. Click User Settings.
6. Click the Mobile tab.
7. Click Unregister.
8. Click OK.