



# Mobile Deposit Guide

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## Before the Deposit

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*Note: Mobile Check Deposit is subject to eligibility. Deposit limits and other restrictions apply.*

### Endorse the back of each check:

1. On the first line sign your name
2. Below your signature write “**Plus CU Account No**”
3. On the next line write your account number

*{See Figure 1 for an example}*



Figure 1

**Warning: All Checks must be endorsed. Failing to endorse your check(s) could result in the item being rejected.**

**Note: If you are using your personal computer you must take pictures of: (1) the front of the check(s) and (2) the back of the check(s) and have them saved on the computer you will be using to make the deposit.**

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## The Deposit

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### To deposit the check perform the following for each check:

**Warning: All Checks must be endorsed. Please see “Before the Deposit”. Failing to endorse your check(s) could result in the item being rejected.**

**Note: Checks deposited Monday – Saturday (excluding holidays) before 4:00pm PST will be processed the same business day. All other deposits will be processed the next business day.**



1. Log into **PlusLive** from your smartphone or personal computer
2. Go to Deposits {See Figure 2}
3. Select Deposit a Check {See Figure 3}
4. Select the share you would like the funds deposited to



Figure 2



Figure 3

**Note:** Only primary savings and checking are eligible to receive mobile deposit.

5. Enter the amount of the check
6. Take a picture of the front of the check
7. Take a picture of the back of the check

**Note:** On smart phones and on iPads the camera will automatically take the picture once the check is in the camera's frame, the image is well lighted and steady.

**Note:** If you are using a personal computer you will need to upload the picture from your computer.

8. Click Submit button

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## After Deposit

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### **After the deposit please do the following for each check:**

1. Write on the front of the check "Mobile Deposit" and the date of the deposit.
2. Retain the check for 45 days then destroy.