

## Remote Deposit Capture: Quick Start Guide

Welcome to Fulton Bank and your Remote Deposit Capture (RDC) service accessed through BOSS! **This document highlights the most important aspects of your service to hit the ground running on day one.** Also included are references to the [full user guide](#) for step-by-step instructions.

### Important Daily Cut-Off Times:

- Deposits must be submitted by **8:00pm ET** for same day deposit processing

### Install your Scanner (One Time Setup)

(See [Scanner Install Instructions](#) for step-by-step instructions)

Your existing scanner will work with Fulton Bank's RDC platform. **It is recommended that you uninstall your current scanner drivers before installing Fulton Bank drivers.**

**Important Note: Installation may require administrative access to your PC**

1. Before starting, ensure your scanner is plugged into power, but do NOT connect the USB to your PC until directed by the installation.
2. Log into Remote Deposit Complete via BOSS, select Transactions then Remote Deposit Complete. Click **Create New Deposit** to begin the installation process.

### Preparing Checks for Deposit

Some helpful tips to ensure your checks are properly prepared for scanning.

- **Organize** checks so that all are facing the same direction with larger checks in the back
- Determine your **control totals** by counting the number of checks and total dollar amount of the deposit

### Create a Deposit

(see [Making a Deposit](#) in our user guide for step-by-step instructions)

Creating a deposit is a simple process!

1. From the main menu, select Transactions then Remote Deposit Complete.
2. Select Create New Deposit & Enter Deposit Details
  - a. Deposit Account (Location)
  - b. Number of Checks
  - c. Total Deposit Amount
3. After scanning all checks, select **Complete** and close your deposit

All checks will receive a virtual endorsement, so no need to stamp or sign the reverse side of the check.