

BizSimple™ Cheque Deposit Quick Steps

Set Up & Installation (one time)	Prepare for Setup	<ul style="list-style-type: none"> ✓ Order scanner and receive shipment confirmation email ✓ Obtain your User ID(s) and password(s) from your Commercial Account Officer ✓ Optional: Schedule Installation Appointment with Paystation if purchased ✓ Unpackage your received scanner from Paystation
	Scanner Driver Install	<ol style="list-style-type: none"> 1. Ensure scanner USB cable is not attached to your computer during the scanner driver installation, until prompted. 2. Confirm you have Administrator rights on your computer to allow download of new software. 3. In your Browser, access https://branchcapture.secure.central1.com 4. Enter UserID and password 5. On the main page in the message: click the link to “download scanner driver” 6. Follow the prompts to complete the scanner installation 7. Scanner Initialization must state “STATUS SUCCESS” which confirms the scanner is now communicating with the software
	Remote Installation and Training (40 mins) (Optional)	<p><i>Important: Scanner Driver Install must be completed successfully before Paystation training starts.</i></p> <p>A Paystation Technical Support Rep (TSR) will call you at the previously scheduled time. During the appointment, the TSR will:</p> <ul style="list-style-type: none"> • test the connectivity between the computer and scanner • train you on how to scan a cheque and how to keep the scanner clean.
Preparing Deposit	Prepare Cheques for a Deposit	<p>Ensure:</p> <ul style="list-style-type: none"> ✓ No cheques are stale dated (over 6 months old) or future dated ✓ The front of all cheques are signed and all changes are initialled ✓ All cheques are payable in the same business name as the account ✓ All cheques are eligible items for online deposit (no travellers cheques, canada savings bonds, etc.) ✓ Repair damaged cheques (with clear tape) and remove staples and paperclips
	Prepare a Deposit	<ul style="list-style-type: none"> ✓ Separate cheques by currency ✓ Group cheques together by physical size ✓ Maximum 100 cheques per deposit ✓ Record/stamp deposit account number on the back of each cheque ✓ Obtain a total of the cheques in the deposit ✓ A virtual deposit slip will be created in the system – no need for a paper deposit slip
Completing Deposit	Log In	<ol style="list-style-type: none"> 1. In your Browser, access: https://branchcapture.secure.central1.com 2. Enter User ID and password
	Create a Deposit	<ol style="list-style-type: none"> 1. Click Create New Deposit icon 2. Location: select one if multiple locations registered 3. Account Number: select applicable account and currency for deposit 4. Deposit Reference (optional): comments on deposit 5. Declared amount: Total amount of the deposit 6. Place cheque/s in the scanner 7. Click Start Capture. Continue adding remaining cheques to scanner

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Completing Deposit	Balance a Deposit	<p>A deposit must be 100% error free to complete: Complete button must be green and Balancing Difference is 0.00</p> <p>✓ Review all errors and make corrections depending on the type of error:</p> <ul style="list-style-type: none"> • Poor image quality: rescan the cheque • Out of balance: <ul style="list-style-type: none"> ○ scanned cheque amount may have been read incorrectly – review physical cheque and edit cheque amount or deposit total ○ piggy back error – two cheques scanned through together: rescan both cheques
	Complete a Deposit	<p>Deposits completed by a Capture User</p> <ol style="list-style-type: none"> 1. Click Complete button 2. Inform the Supervisor User there is a pending deposit 3. Supervisor User logs in and searches for the deposit 4. Supervisor User reviews the deposit to ensure it is error free and balanced 5. Supervisor User clicks the Transit button. The deposit is now deposited to the bank account, with a one day hold. This deposit cannot be recalled/reversed. 6. Print a deposit slip and/or Deposit Items Detail report and include with the physical cheques <p>Deposits completed by a Capture/Supervisor User</p> <ol style="list-style-type: none"> 1. Click Complete button. The deposit is now deposited to the bank account, with a one day hold. This deposit cannot be recalled/reversed. 2. Print a deposit slip and/or Deposit Items Detail report and include with the physical cheques.
After Deposit Completion	Storing Physical Cheques	<p>90 days: Store cheques in a secure location. In case of dispute, you may have to retrieve the physical cheque</p> <p>91-120 days: Destroy/shred cheques.</p>
	Scanner Cleaning and Maintenance	Clean scanner a minimum once a week

For Assistance on:

Scanner/Hardware Issues	<p>Contact Paystation Customer Support Tel: 800-268-1440 Email: support@paystation.ca</p>
BizSimple™ Cheque Deposit software or procedures including user setup/privilege changes	<p>Refer to Quick Reference Guide, and User Guide for instructions and troubleshooting Escalate questions to your Commercial Service Advisor/Commercial Account Officer</p>