

How To Enroll in Remote Deposit & Deposit Checks

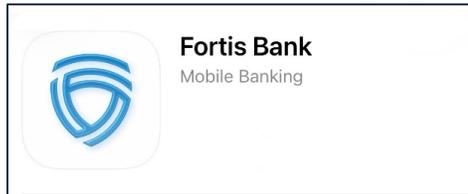
Purpose

The purpose of this guide is to guide you through downloading the Fortis Bank mobile app to enroll in Remote Deposit and deposit checks.

Download the Fortis Bank Mobile App

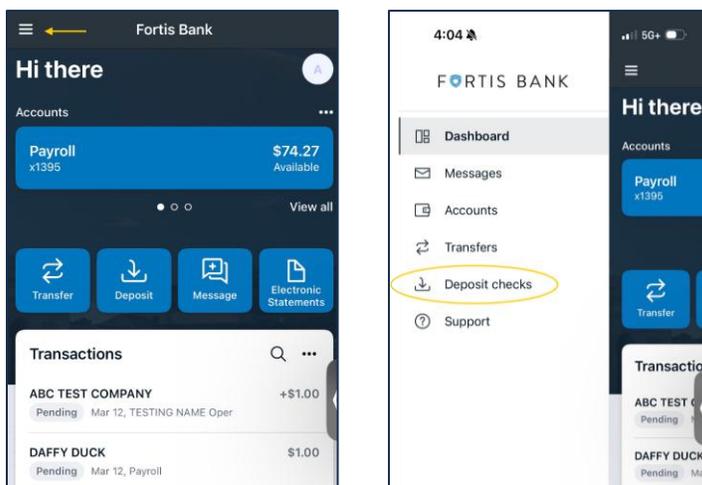
Note: this step must be completed after you have already logged in on your desktop computer.

1. On Your Smart Phone and/or Tablet:
 - a. Navigate to your App Store or Google Play Store.
 - b. Search for **Fortis Bank** and download.
 - c. Use your Online Banking credentials to log in.



Enrolling in Mobile Deposit

1. In the Mobile App, select the menu bars button in the top left corner of the screen and choose **Deposit Checks**.

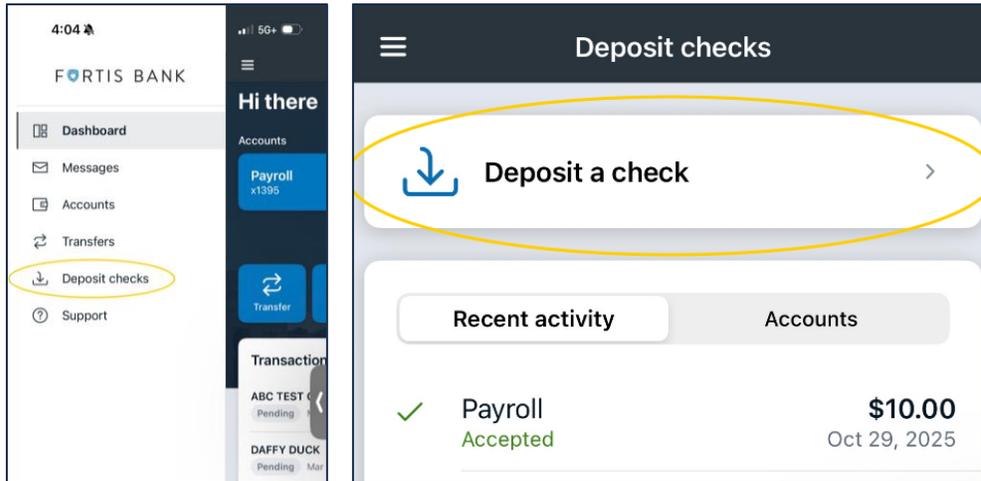


2. Select the account(s) you wish to enroll to make remote deposits into and select **“Enroll”**.
3. Once enrollment is activated, you will have the ability to deposit your enrolled accounts.

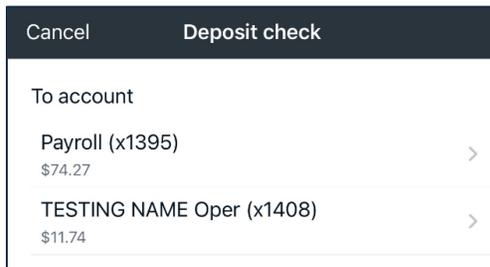
Deposit Checks

Note: this step must be completed after Fortis Bank has approved your Remote Deposit enrollment.

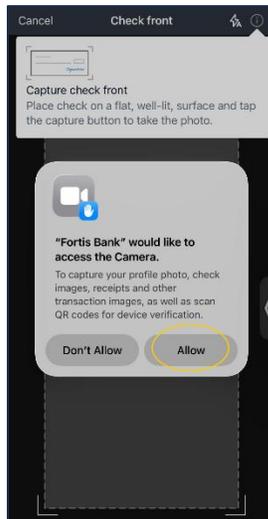
1. Select the menu bars button in the top left corner of the screen in the app and choose “Deposit Checks”.



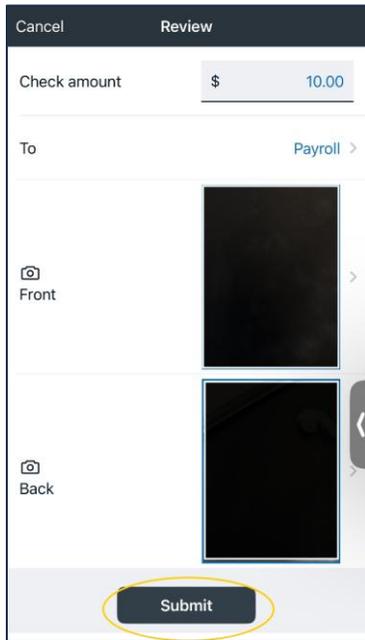
2. Select the account you are making the check deposit into.



3. Enter the amount of the check deposit.
4. Allow access to your camera to use your mobile device to capture images of the check.



5. Follow the prompts in the app to obtain clear images of the [front](#) and [back](#) of the check.
6. Review the deposit for the correct amount, clear images, and select “Submit”.



Important Notes

- Deposits made by 5:00PM MT will reflect in account transactions on the next business day.
- Please review our Fortis Bank [Funds Availability Disclosure](#) to better understand when funds will be made available to you.
- The **Cash Management** menu (wire, ACH, and adding additional online banking user) can only be accessed by logging into www.fortisbankus.com and cannot be accessed via the Fortis Bank mobile app.