APCI FEDERAL CREDIT UNION

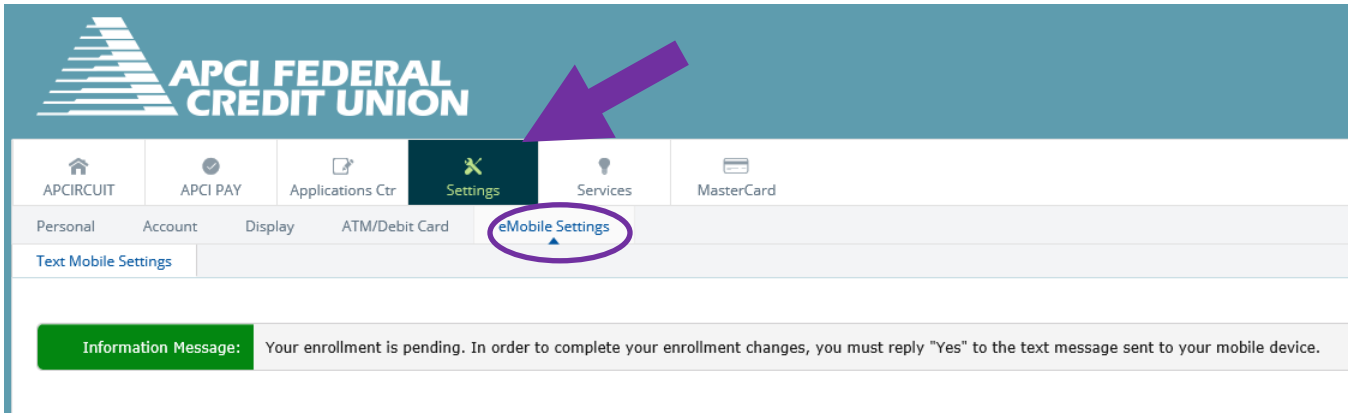
PO Box 20147 · Lehigh Valley, PA 18002-0147
800-821-5104 · Fax: 610-841-2589 · apcifcu.org

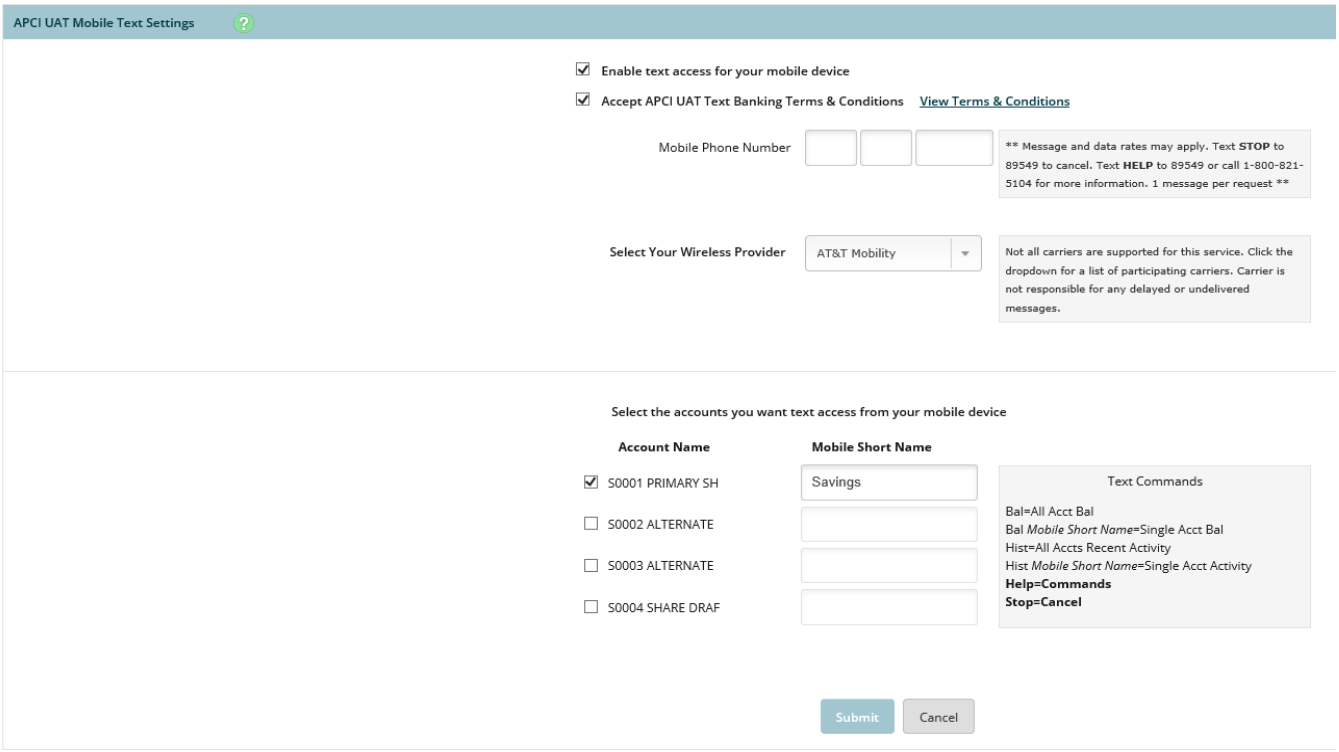
HOW TO – Complete a Mobile Check Deposit Using APCI eDeposit

APCIRCUIT® PC Home Banking Service is the main system of our APCI eCU suite of electronic banking services. APCI eDeposit is a part of APCI eMobile. It allows you to take a picture of a check and deposit it securely using your mobile device.

1. **Visit apcifcu.org and enter your APCIRCUIT ID and click "Continue." Follow the prompts to complete the login process to APCIRCUIT® PC Home Banking Service.**

2. **Agree to the terms of the APCI eMobile Agreement.**
   a. Go to the Settings tab, then select "eMobile Settings."
   b. Complete the required fields, then click "Submit."





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2. **Read and confirm that the information is correct and select "I accept these full terms and conditions", then click "Confirm."**
    a. You will receive a text message and an email confirming your enrollment.

3. **Download the APCI eMobile app directly to your smartphone or tablet. Go to the iTunes app store or Google Play app store and search for: APCI eMobile.**

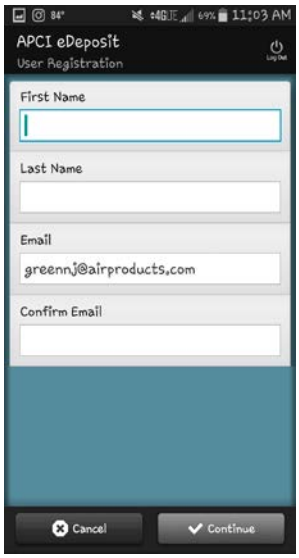
    Apple Device Users: Available on the App Store

    Android Device Users: Get it on Google play

4. **After the app is installed on your mobile device, log in with your APCIRCUIT ID and Password as you would when using APCIRCUIT.**

5. **Read and click the box in the bottom right corner of screen to accept the APCI eMobile Disclosure and Agreement.**

6. **From the drop-down menu in upper left corner, select "eDeposit" and follow prompts to complete the eDeposit User Registration.**



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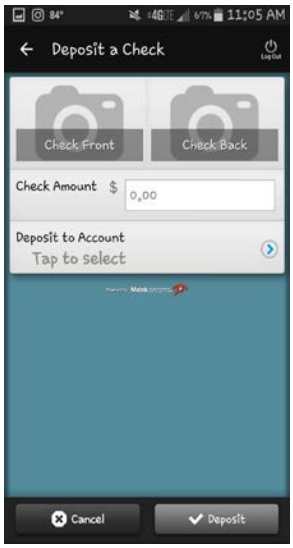
7. **Once the eDeposit registration is complete, click "OK" and then "Deposit a Check." You will then see this image:**



8. **After you see the above image, you are then ready to photograph your check. To do this:**
    a. Select "Check Front." Your camera will open and you will then take a picture of the front of the check. Be sure to take a clear picture and center your check within the outline on the screen.
    b. If the image is clear, select "Use."
    c. Enter the dollar amount in the Check Amount field and select "Check Back."
    d. Take a picture of the back of the check. Be sure to endorse the back of the check using black ink and write "For Mobile Deposit." Do not use self-inking "For Deposit Only" stamps.
    e. If the image of the back of the check is clear, select "Use."
    f. Select "Deposit to Account" and select which account you want the check to be deposited to.
    g. Once the above steps are complete, the Deposit button in the bottom right of your screen will turn green. You can then select "Deposit."
    h. Your eDeposit is now complete.
    i. You will receive a message confirming your deposit.

Additional information on APCI eDeposit can be found at **apcifcu.org > Electronic Banking > APCI eDeposit.**