



MERCHANT CAPTURE DEPOSIT INSTRUCTIONS

Username: (current user ID with last 5 digits of the NettleID Number)

Password: (temporary password is last 4 digits of business EIN)

1. Click on Create Deposit
2. Enter deposit name, deposit amount and choose account for the deposit
3. Click Continue
4. Note your Deposit ID on something to attach to the front of the deposit after scanning
5. Put check in the scanner hopper
6. Click Scan
7. Continue to place next check in scanner until all checks have been scanned
8. If you realize you have an error, click on "Fix Errors" enter appropriate information in the fillable red boxes, hit Enter, that will bring you to the next check error, correct hit Enter, once all errors corrected, click on "Fix Errors"
9. When you are finished scanning your deposit, click Submit Deposit
10. You will see it in "Pending Review" which means your deposit has been submitted to the bank for approval, once reviewed and approved by the bank, it will show you that it has been "Delivered."
 - a. NOTE: There **will not** be a confirmation email sent to you, which means you will be responsible for confirming by the end of day, that it has been "delivered."
11. At this point, you can click on the reports tab, mark the box next to your deposit and export it to your desired report type to view your deposit
12. Print a copy of the completed deposit for your records(optional)

*All deposits will be reviewed and approved daily when processed before 5pm Monday-Friday, Federal Reserve business days.

**WE ARE HERE
TO HELP
CONTACT US**

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*Stay tuned for the new
Token process to come
later this summer!

