

# NGB mobile check capture

## STEP 1

### Download National Grand Bank's Mobile App

First, download NGB's Mobile App from your device's app store.



## STEP 2

### Log On

Enter your user ID and password to log in to the mobile app and access your accounts.

## STEP 3

### Navigate to Mobile Check Deposit

To deposit a check, simply tap the Navigation Menu and select **"Deposit Checks."**

## STEP 4

### Sign-Up & Activate Service

If it's your first time depositing checks using the NGB Mobile App, select **"Sign Up Now."** Read and accept the legal agreement, which you'll only have to do once.

## STEP 5

### Choose an Account & Enter Amount

Select **"To Account"** and choose the proper account destination for the deposit. Then, enter the check amount.

## STEP 6

### Take a Picture of the Front of the Check

Tap **"Click Here to Take Picture."** Your mobile device's camera will automatically turn on. Position the check on a dark, solid surface. Have good lighting with minimal shadows so your check stands out clearly. Turn your mobile device sideways and align the check to fit in the green guidelines. Tap the screen to capture the image.



(continued)



# NGB mobile check capture

## STEP 7

### Take a Picture of the Back of the Check

Now, you'll need to capture the back of the check using the same steps you did for the front. Before photographing the back, **be sure it is endorsed with your signature and write "For Deposit Only" underneath.**

---

## STEP 8

### Verify All Information

Once you've captured clear images of the front and back of the check, review all information for accuracy. If everything is correct, tap **"Make Deposit."**

---

## STEP 9

### Confirmation Screen

On the confirmation screen, you'll have the option to deposit another check or view the deposit receipt. You will be sent an email confirmation once your deposit has been received by NGB, and again notifying you if the deposit was accepted or rejected. If the deposit was rejected, the email will state the reason so that you can retry your deposit. For this reason, it is recommended that you retain all checks for 30 days until the deposit is accepted, verified, and posted to your account.

---

