

OfficeDeposit® (Remote Deposit Capture)

Reference Guide

Revised February 5, 2025

Overview

This document provides useful information on how to use OfficeDeposit (Remote Deposit Capture).

Table of Contents

Introduction to OfficeDeposit.....3

System Requirements and Getting Started.....4

Logging into OfficeDeposit.....5

Scanner Service Installation – URL Login.....6

Computer Activation.....7

Scanner Services Installation – Single Sign-On Users.....8

Panini Everest (Windows) and Digital Check (Windows) Scanner Installation.....9

Panini Everest (MAC) and Digital Check (MAC) Scanner Installation.....11

Capture Merchant Deposit.....13

Analytics – Reports.....17

Analytics – Export.....18

Analytics – Research.....19

Configuration – User Admin: Adding a New User.....19

Configuration – User Admin: Unlocking and Resetting a User.....22

Additional Resources.....24



Introduction to Office Deposit

OfficeDeposit® (Remote Deposit Capture) is an advanced, secure solution designed to help businesses efficiently manage check deposits by capturing check images and uploading them directly to the bank for deposit. This eliminates the need to visit the bank physically, saving time and enhancing convenience for businesses.

Key Features and Benefits

- Convenience: Deposit checks from your office without needing to visit the bank.
- Efficiency: Quickly scan and upload checks for processing.
- Secure: Ensures that your deposits are transmitted safely with high-security measures in place.

Navigating this guide

This guide is designed to help you efficiently set up, use, and manage the OfficeDeposit® system. It provides step-by-step instructions, important security measures, and detailed descriptions of system functionalities.

Product Overview

OfficeDeposit allows businesses to:

- Capture check images using a scanner.
- Upload the images directly to the bank for deposit.
- Manage user access and permissions through an easy-to-use administration interface.
- Generate detailed reports for all transactions and deposits.



System Requirements and Getting Started

Before installing OfficeDeposit®, ensure that your system meets the following requirements:

	Windows Requirements	Mac Requirements
Certified Operating Systems	<ul style="list-style-type: none"> Windows 11 Pro (64-bit) Windows 10 Pro (64-bit) 	<ul style="list-style-type: none"> macOS Monterey v12.5.1 or newer
Supported Browsers	<ul style="list-style-type: none"> Google Chrome Microsoft Edge 	<ul style="list-style-type: none"> Google Chrome Microsoft Edge
Supported Scanners	<ul style="list-style-type: none"> Panini Vision X (Multi-Feed) Digital Check CX30 (Single-Feed) 	<ul style="list-style-type: none"> Panini Vision X (Multi-Feed) Digital Check CX30 (Single-Feed)
Required Software	<ul style="list-style-type: none"> Adobe Reader (latest version) 	<ul style="list-style-type: none"> Adobe Reader (latest version)
Scanner Connection	<ul style="list-style-type: none"> One available USB 2.0 port 	<ul style="list-style-type: none"> One available USB 2.0 port (<i>USB adapter may be needed</i>)
Software Dependencies	<ul style="list-style-type: none"> .NET Framework v4.6.2 or newer WinZip (Optional) v9.0+ (<i>Required for Image Archive file exports</i>) QuickBooks® (Optional) (<i>Required for QuickBooks® file import</i>) 	<ul style="list-style-type: none"> Mono Framework v6.4.0 WinZip (Optional) v9.0+ (<i>Required for Image Archive file exports</i>) QuickBooks® (Optional) (<i>Required for QuickBooks® file import</i>)



The client must have Administrator computer access rights before starting the installation process. If not, engage your IT department for assistance during the installation session.

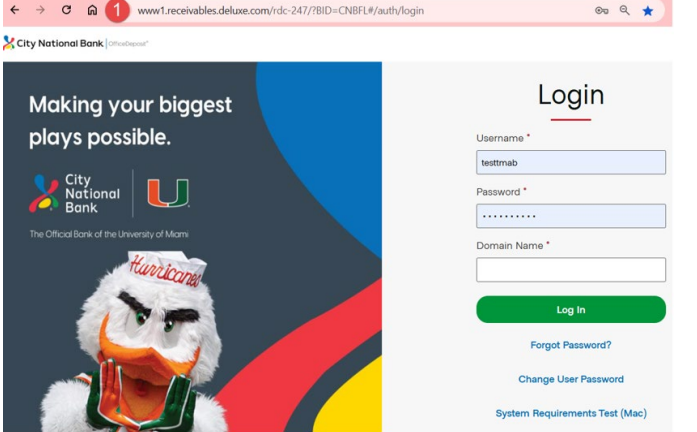
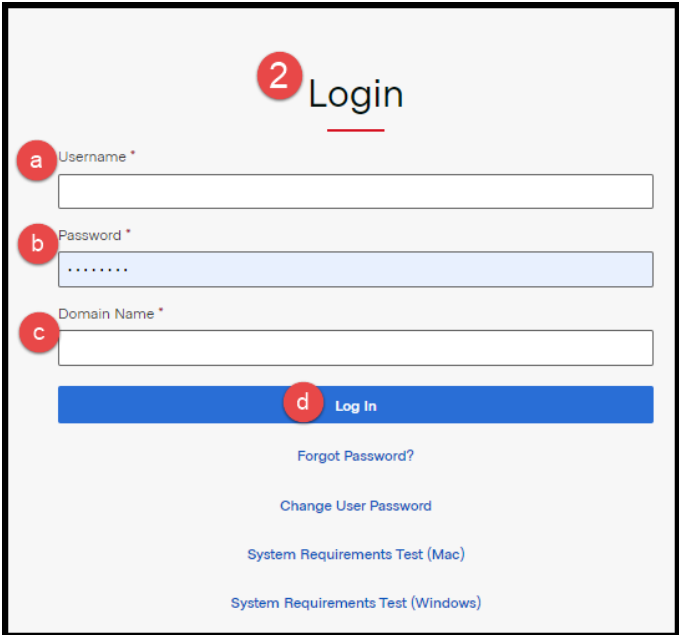
Getting started with OfficeDeposit

- **When using ePartner to access OfficeDeposit**, you may test the access by logging into ePartner and select OfficeDeposit from the menu. To access the ePartner login page, visit the Bank's website <https://www.citynational.com/>, click on Login and select ePartner from the options listed.
- **If not using ePartner to access OfficeDeposit**, the Treasury Management Training Coordinator will provide the User ID and Password during training. To access the OfficeDeposit login page, visit the Bank's website <https://www.citynational.com/>, click on Login and select OfficeDeposit from the options listed.



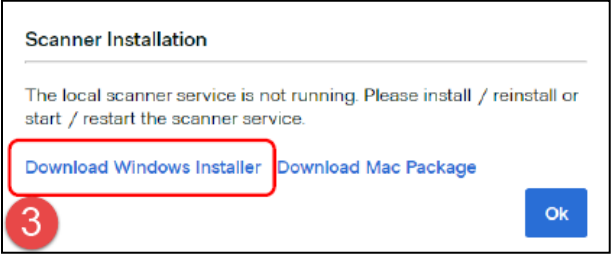
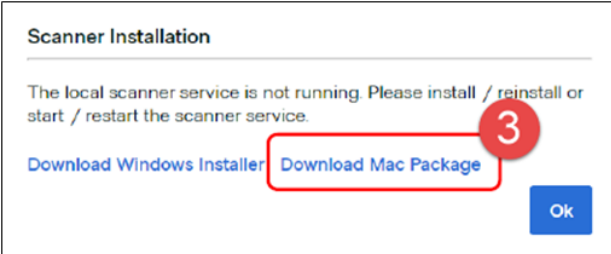
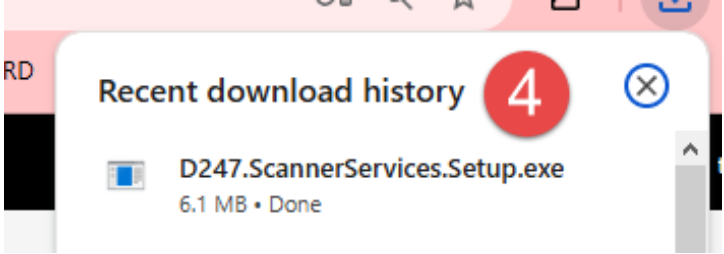
Member FDIC
6825001939 / r02/25

Logging into Office Deposit

1.	<p>Login to OfficeDeposit: https://www1.receiveables.deluxe.com/rdc-247/?BID=CNBFL#/auth/login</p>	
2.	<p>Credentials:</p> <ol style="list-style-type: none"> Enter your Username. Enter your password. Enter your Company Name in the Doman Name section. Click on Log In. 	

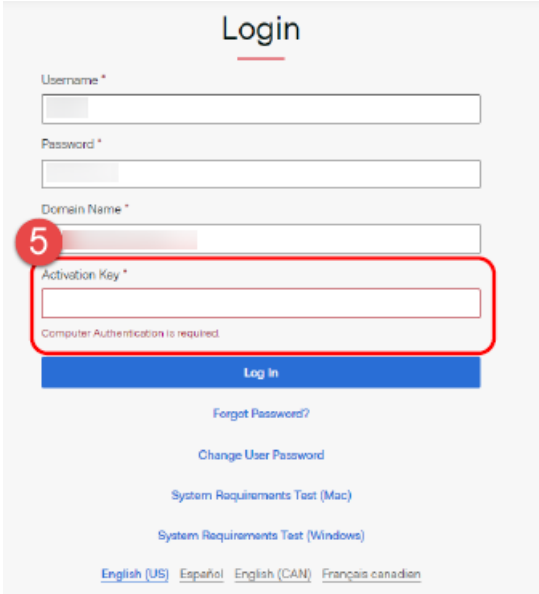
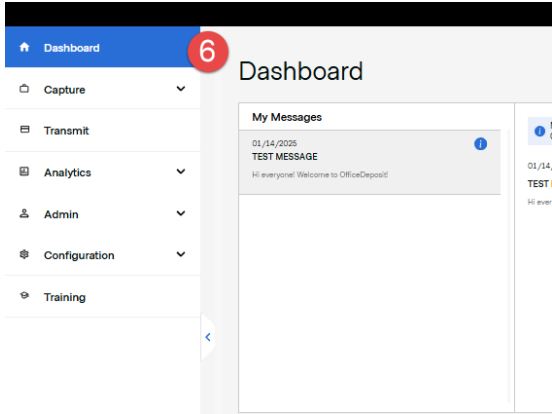


Scanner Service Installation – URL Login

<p>3.</p>	<p>Click Download Windows Installer or Download Mac Package to install the scanner service for the appropriate operating system.</p> <p>NOTE: If this is the first time the user is activating the PC, they will be prompted to download and install the Deposit 24/7 Scanner Service. This step is required to complete the activation process.</p>	<p>Windows:</p>  <p>MAC:</p> 
<p>4.</p>	<p>Open the downloaded scanner service file from the browser downloads and follow the applicable computer prompts to install the scanner services.</p>	<p>Windows:</p> 

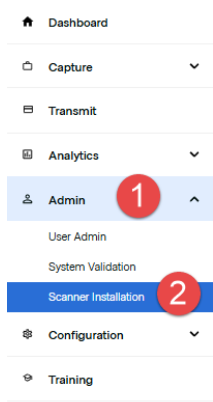
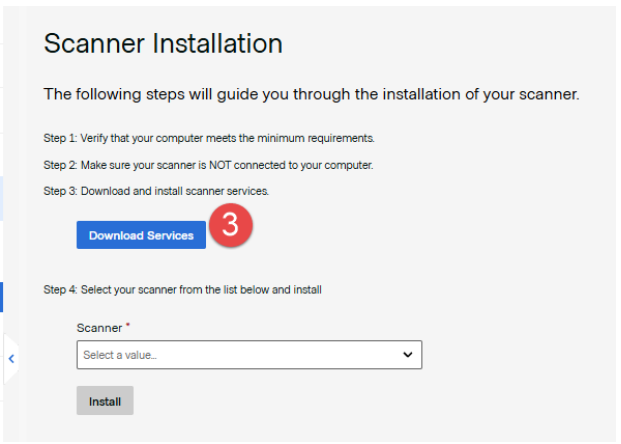
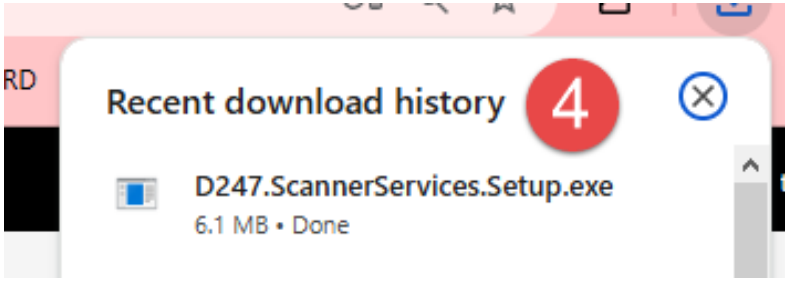
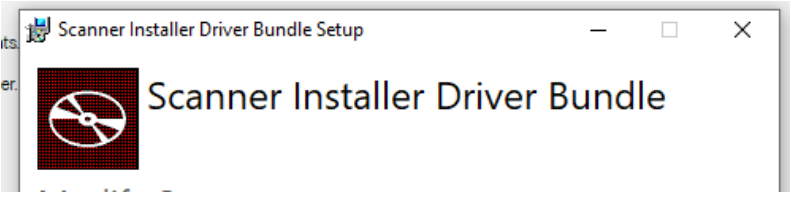


Computer Activation

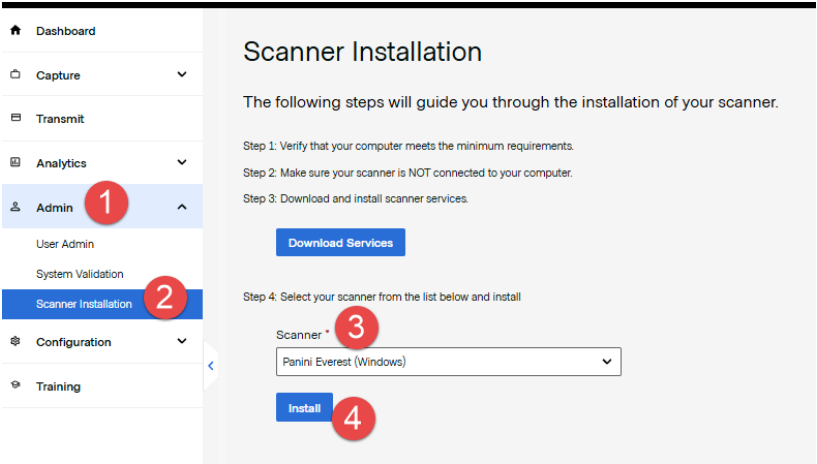
<p>5.</p>	<p>Enter the Activation Key The Computer Activation box will appear. Enter the activation key provided by CNB TM Support and click Login.</p> <p>NOTE: You only need to enter this activation key once during the initial login. Administrator authentication is required to obtain this key.</p>	
<p>6.</p>	<p>Access the Dashboard</p> <ul style="list-style-type: none"> After logging in, you will be redirected to the OfficeDeposit v5.0 Dashboard. 	



Scanner Services Installation – Single Sign-On Users

1.	From the Dashboard Menu, Go to Admin tab.	
2.	Click on Scanner Installation under the Admin section.	
3.	Click Download Services to begin the scanner installation process.	
4.	<ul style="list-style-type: none"> Open the downloaded scanner service file from your browser's downloads folder. Follow the on-screen prompts to install the Scanner Installer Driver Bundle. 	  

Panini Everest (Windows) and Digital Check (Windows) Scanner Installation

1.	From the Dashboard Menu, Go to Admin tab.	
2.	Click Scanner Installation under the Admin section.	
3.	Under Step 4 , choose Panini Everest (Windows) or Digital Check (Windows) from the dropdown menu.	
4.	Click Install tom complete the setup.	



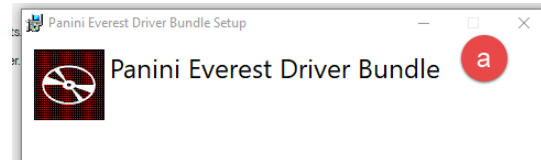
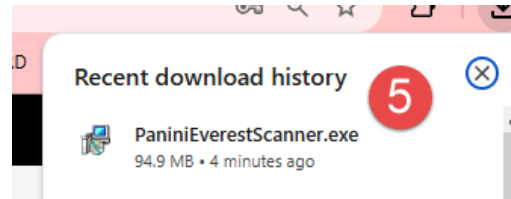
5. Open the downloaded scanner service file from your browser's downloads.

Follow the on-screen prompts to complete the installation.

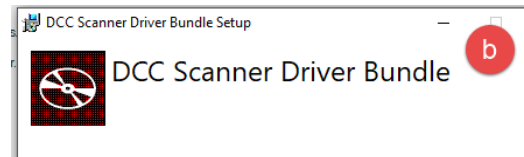
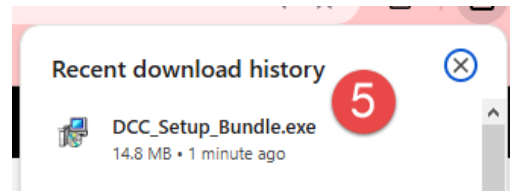
For Specific Scanners:

- Panini Scanners: Install the Panini Everest Driver Bundle.
- Digital Check Scanners: Install the DCC (Digital Checks) Scanner Driver Bundle.

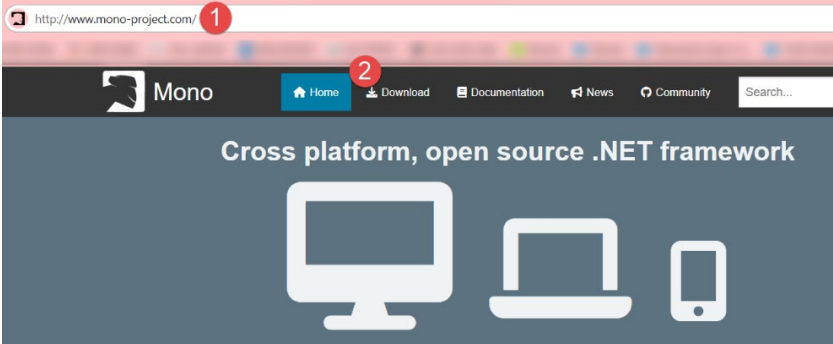
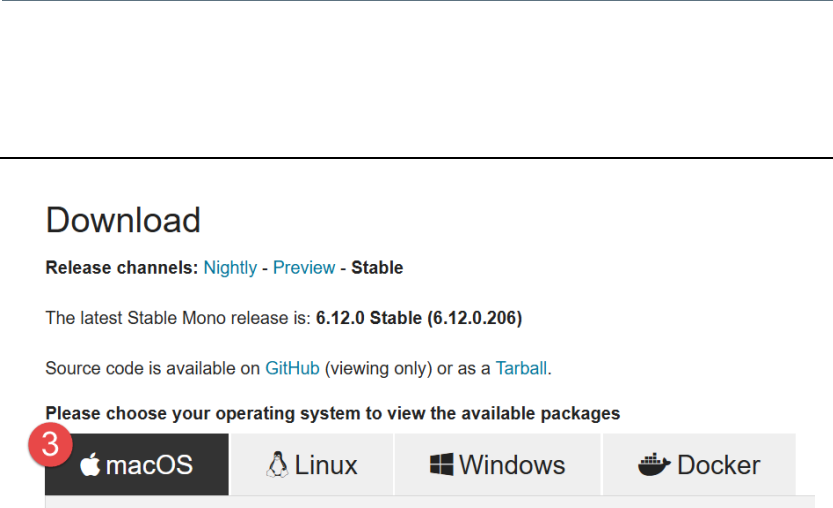

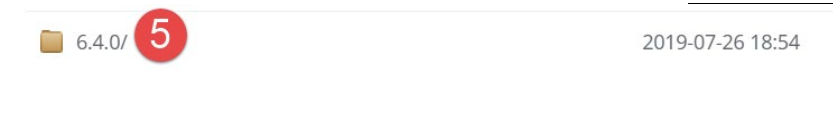

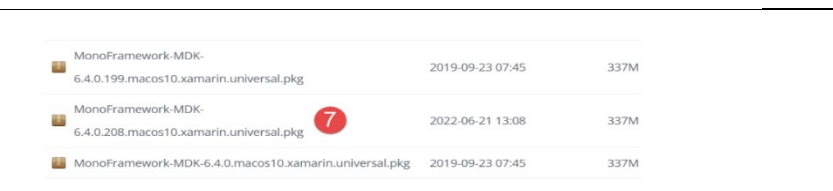
a. Panini:



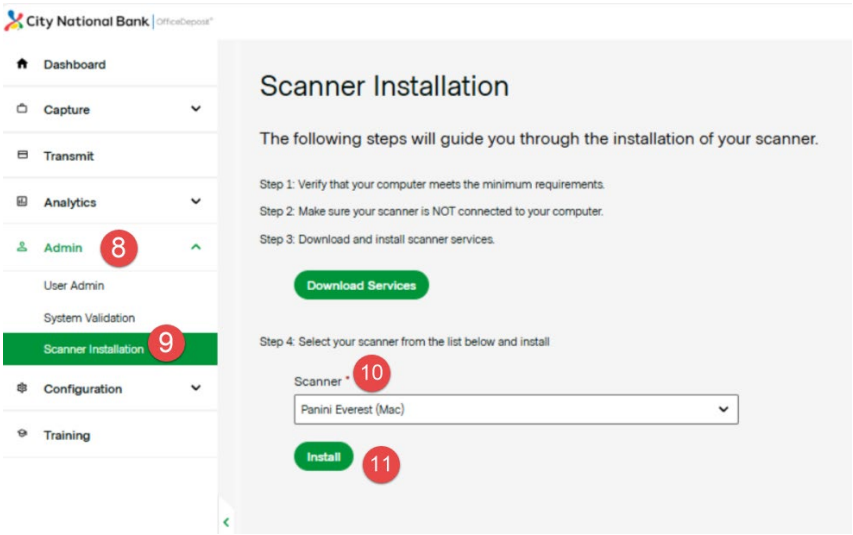
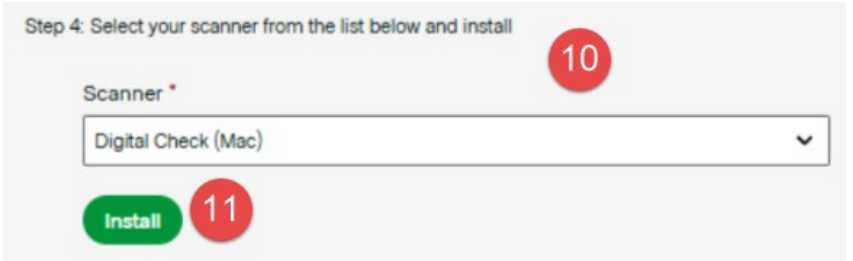
b. Digital Checks:



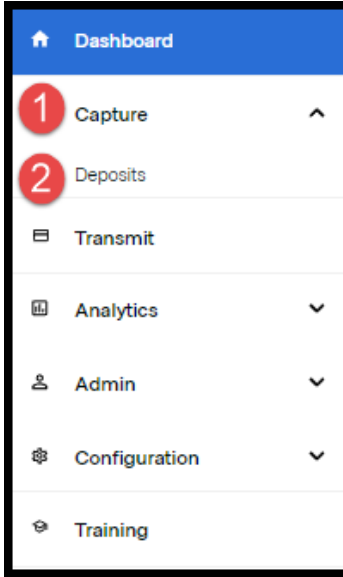
Panini Everest (MAC) and Digital Check (MAC) Scanner Installation

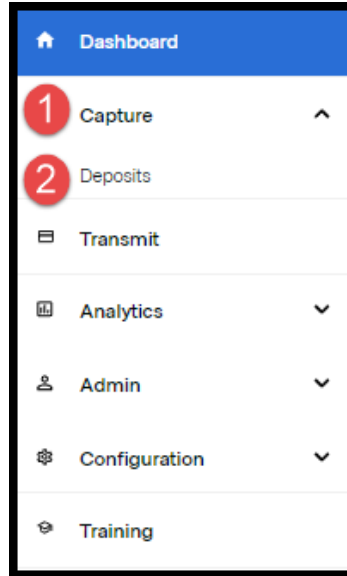
1.	Before proceeding with the scanner installation, download and install Mono Framework (version 6.4.0) on your Mac. Visit http://www.mono-project.com/ to access the download page.	
2.	Click the Download tab at the top of the web page.	
3.	Select the macOS tab to view available packages.	
4.	Scroll down and click Archive under the "Older releases" section..	
5.	Scroll down, locate version 6.4.0 , and click the corresponding folder.	
6.	Click on macos-10-universal to begin the download.	
7.	Download the most recent Mono Framework package. Open the downloaded file and follow the on-screen installation instructions.	



8.	Once the Mono Framework is installed, log into the OfficeDeposit site. From the Dashboard Menu, go to the Admin tab.	<p>a. Panini Everest Driver Bundle</p> 
9.	Select Scanner Installation .	
10.	Under Step 4, select Panini Everest (MAC) or Digital Check (MAC) from the dropdown.	<p>b. DCC (Digital Checks) Scanner Driver Bundle</p> 
11.	Click Install .	
12.	<p>Open the downloaded scanner service file from your browser's downloads folder. Follow the on-screen prompts to complete the installation.</p> <p>a. For Panini Scanners: Panini Everest Driver Bundle b. For Digital Check scanner: DCC (Digital Checks) Scanner Driver Bundle.</p>	

Capture Merchant Deposit

1.	Click on Capture .	
2.	<p>Click on Deposit and the Create Deposit screen will display. Complete the following prompts:</p> <ol style="list-style-type: none"> Select the Location from the dropdown menu if multiple locations are available Enter the Deposit Amount of the check. If multi feeder, you may deposit multiple checks in one transaction. If so, enter the sum of all the checks in deposit amount Select the Account from the dropdown menu of multiple accounts are available Enter the Processing Date Click on Create Deposit 	



3. Navigate to the Capture Deposit Screen

Click the Scan button to begin the deposit process.

The Capture Deposit page displays virtual deposit ticket information, including the amount, account number, account description, date, user, and location.

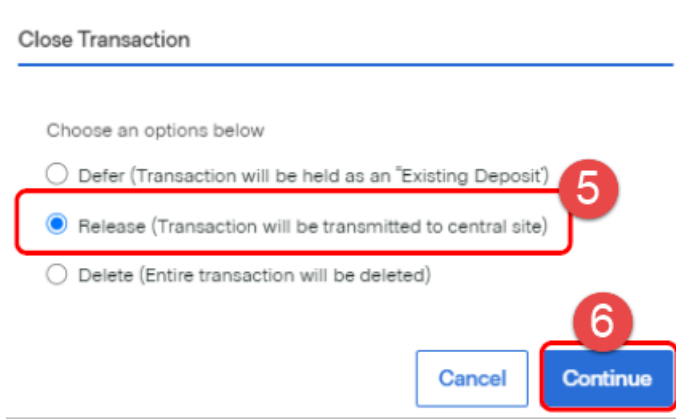
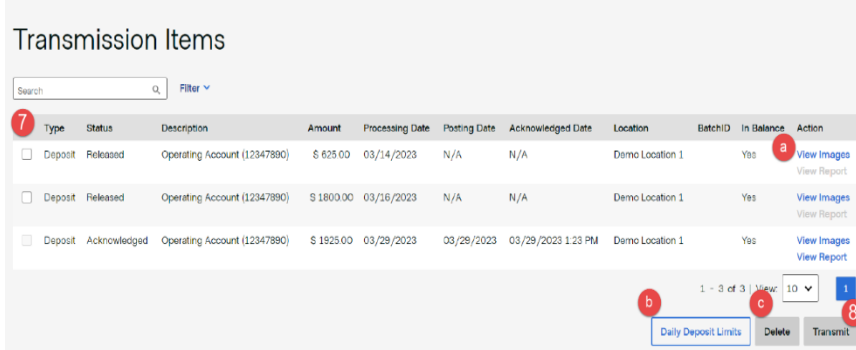
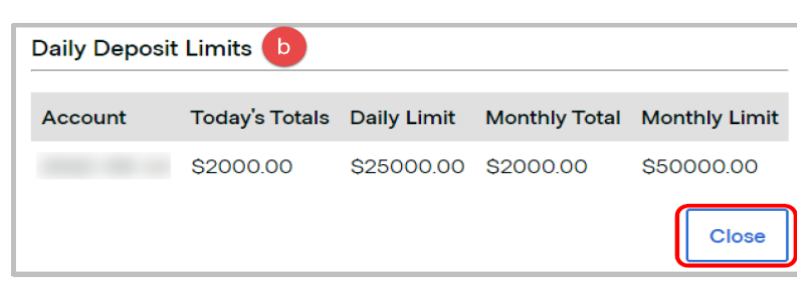
- a. **Item Details Panel:** Displays basic item information. Click the Item Details tab in the image viewer for more details.
- b. **Rescan:** Allows re-scanning an item if necessary.
- c. **Scanner Settings:** Refer to the Scanner Settings section for adjustments.
- d. **Image Viewer Controls:** Buttons on the right allow you to adjust the view of an image.
- e. **Message Bar:** Located below the image viewer, this bar provides guidance on required actions or error resolutions.
- f. **Amount Difference:** Displays below the Message Bar, indicating any discrepancies between the scanned and expected amounts.

Capture Deposit (Jane Test (1000000091) - 411 Demo) - TM Test 1 (1000)

The screenshot shows the 'Capture Deposit' interface. On the left is the 'Item Details' panel (a) with fields for Auxiliary (1000), Routing Transit (066004367), Account (1000000091), Process Control (14), and Amount (\$1.00). The main area has two tabs: 'Images' and 'Item Details'. The 'Item Details' tab is active, showing a 'Deposit Ticket' with fields for Amount (\$1.00), Account # (1000000091), Account Desc (Jane Test), Location Code (TM Test 1 (1000)), Credit Date (20250108), User (testmab), and Location (411 Demo). Below the ticket is a table with columns Status, No., Document, and Amount, showing a single row with Status 'Success', No. '1', Document 'Deposit', and Amount '\$1.00'. To the right of the ticket are image viewer controls (d) including zoom, pan, and reset buttons. Below the ticket is a message bar (e) with the text 'Place documents in the scanner, and click the Scan button...'. At the bottom right is an 'Amount Difference' section (f) showing Deposit Amount (\$1.00), Checks (\$0.00), and Difference (\$1.00). At the bottom are buttons for 'Audit Trail' (g), 'Status Message', and 'Close Transaction' (4).

4. Once all items have been scanned, click on Close Transaction.



5.	Select Release .	
6.	Click on Continue .	
7.	<p>Select the transaction (highlighted in blue) Click on Transmit Selected Deposit.</p> <p>Note: The Status of the transaction will change to "Acknowledged" and the Posting Date and Acknowledged Date will now appear on the Transmission Items table.</p>	
8.	<p>Click Transmit to finalize the deposit. Review the Transmit Status information if necessary.</p> <p>a. View Images or View Report to view, save or print images and/or reports from the Transmission Item page.</p> <p>b. Daily Deposit Limits are set for clients through administration.</p> <p>Hard Limits will stop a transaction, and the user will receive a message to notify them they have exceeded their limit.</p>	



The **Daily Deposit Limits** table will show up-to-date information for amounts deposited for the date, the daily limit amount, current total amounts deposited for the month and the monthly limit.

- c. Select a transaction to delete from the Transmission Items table. Click **Delete** to delete the deposit. Note: Multiple transactions can be deleted at one time by checking the boxes on all of the transactions to select.

Once a transaction is transmitted, it cannot be deleted.

Note: If a transaction is transmitted and acknowledged after the cutoff time, it will be posted on the next available posting date.

Transmission Items

Search

Q

Filter

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	BatchID	In Balance	Action
<input type="checkbox"/>	Deposit	Released	Operating Account (12347890)	\$ 625.00	03/14/2023	N/A	N/A	Demo Location 1	Yes	View Images View Report
<input type="checkbox"/>	Deposit	Released	Operating Account (12347890)	\$ 1800.00	03/16/2023	N/A	N/A	Demo Location 1	Yes	View Images View Report
<input type="checkbox"/>	Deposit	Acknowledged	Operating Account (12347890)	\$ 1925.00	03/29/2023	03/29/2023	03/29/2023 1:23 PM	Demo Location 1	Yes	View Images View Report

1 - 3 of 3 | View

10

Daily Deposit Limits

Delete

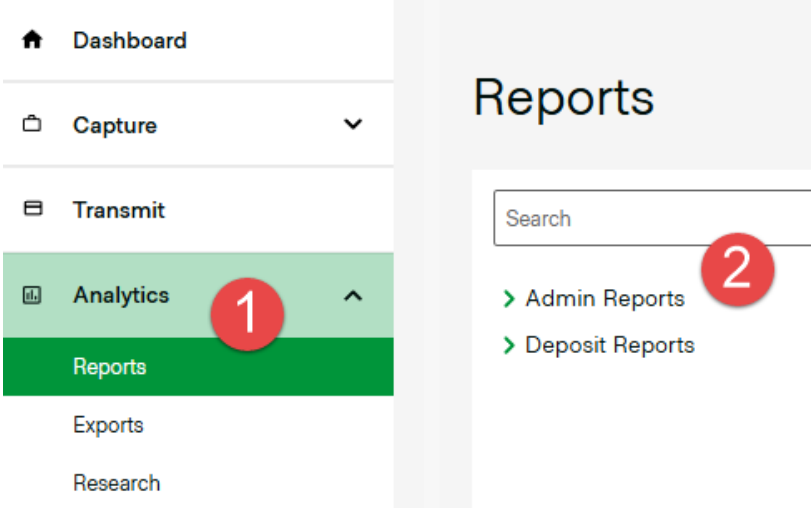
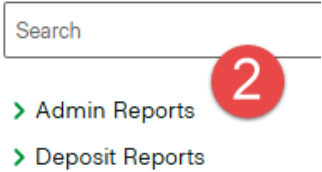
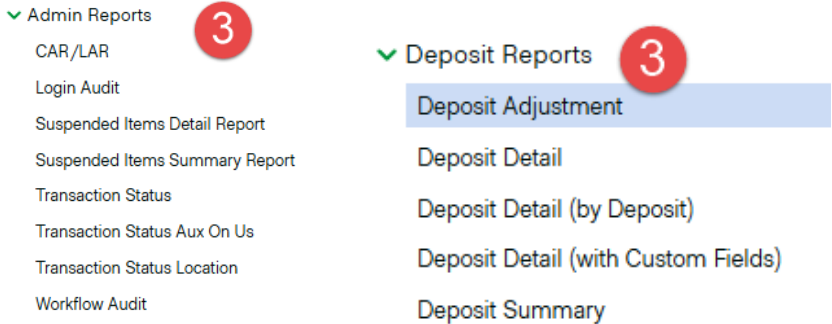
Transmit

9. Review the **Transmit Status** information.

Transmit Status 9					
Status	Process Date	Amount	Location	ID	Reason
Successful	08/31/2022	\$700.00	Demo Location 2	16581	
Close					

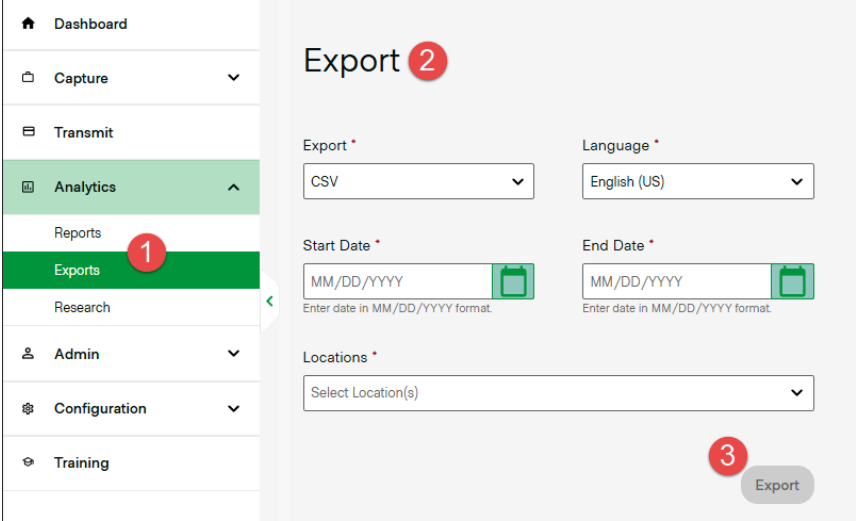


Analytics – Reports

1.	Navigate to Analytics from the left menu. Click on the Reports tab.	
2.	Select the desired report from the dropdown list. Enter the relevant report parameters based on the type of report. Click to generate the report.	
3.	Examples of the available reports are provided.	

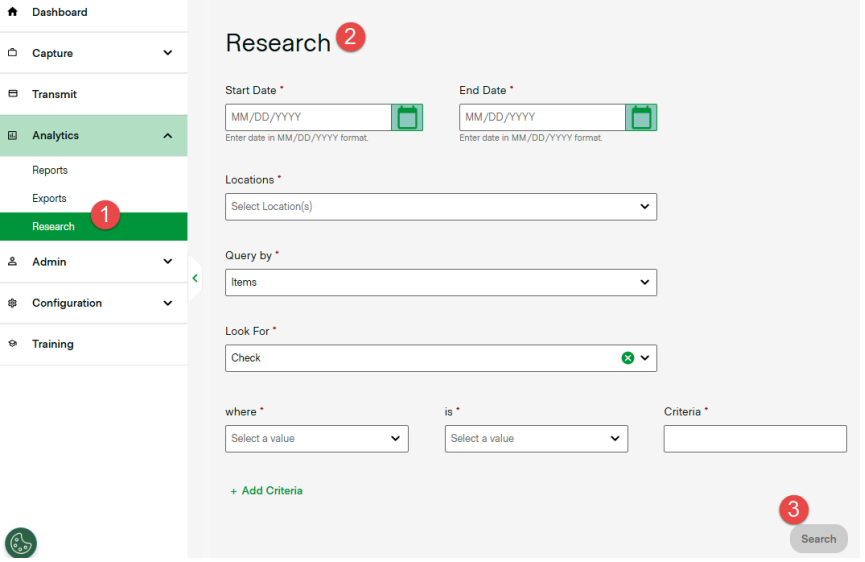


Analytics – Export

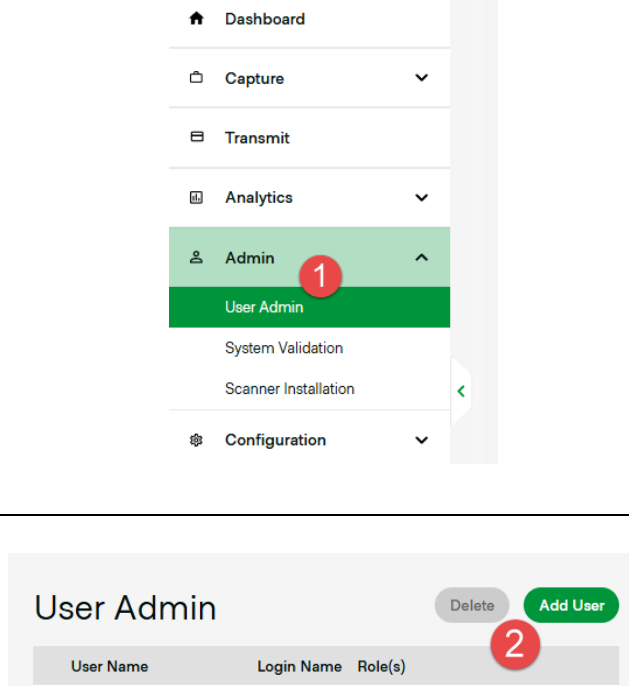
1.	Navigate to Analytics from the left menu. Click on the Exports tab.	
2.	Enter the report parameters (e.g., Export type, Language, Start Date, End Date, and Location). Note: Reports can be downloaded in the following formats: <ul style="list-style-type: none"> • CSV • Image Archive • QuickBooks 	
3.	Click Export to generate and download the file in the selected format.	



Analytics – Research

1.	Navigate to Analytics from the left menu. Click on the Research tab.	
2.	Enter the relevant research parameters and generate the report.	
3.	Click Search to generate the report. The detailed research report will be available for download, typically in PDF format.	

Configuration – User Admin: Adding a New User

1.	Navigate to Admin from the left menu. Click on the User Admin tab.	
2.	Click on Add User .	



3.

Under **Add User**:

- a. **Username** – Enter the user's First and Last Name.
- b. **Login Name** – This will be used to log into OfficeDeposit.
- c. **Email Address** – Enter the user's email.
- d. **User Initials** – Provide the user's initials.
- e. **Password Settings**:
 - If using Single Sign-On (SSO), select No Password.
 - Important: The ePartner and OfficeDeposit usernames must be the same for SSO.
 - To enable SSO, an OfficeDeposit administrator must contact TM Support for authentication.
- f. **Create a Password** – If not using SSO, enter a password following the security requirements.
- g. **Confirm the Password** – Re-enter the password to verify.
- h. **Click Next** – Proceed to finalize the user setup.

Add User 3

User Details | User Roles | Location Permissions

User Name * **a**

This is your account name

Description

Description Here

Login Name * **b**

Enter Login Name

This is used for logging into the system

Email Address **c**

Enter Email Address

Initials **d**

Enter Initials Here

☐ **e** No Password (User can login only via SSO)

New Password * **f**

.....

- ✓ Password must contain at least 1 alpha character.
- ✓ Password must be contain at least 1 numeric character.
- ✓ Password must contain at least 1 special character.
- ✓ Password may contain a maximum of 32 characters.
- ✓ Password must contain at least 8 characters.
- ✓ Password may contain a maximum of 2 sequential characters.

Confirm Password * **g**

Enter Confirm Password

60 Days before password expires

5 Allowed failed login attempts

40 Inactive days before locking

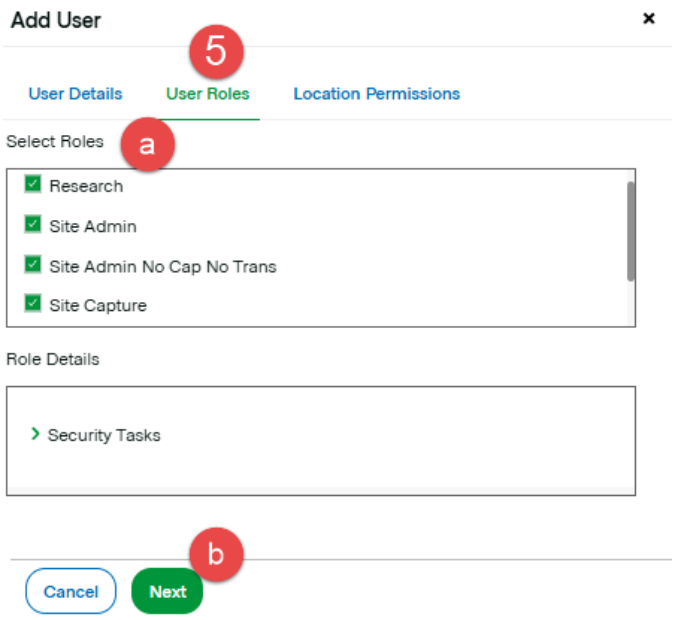
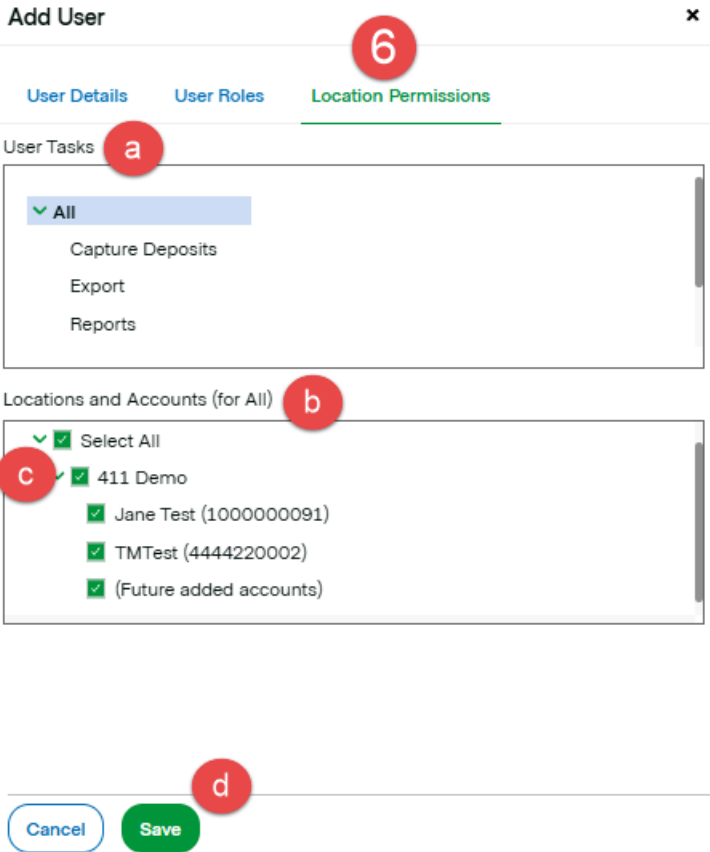
☒ User must change password at next login

☐ Account Locked

h

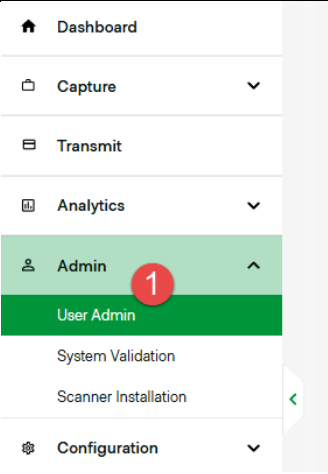
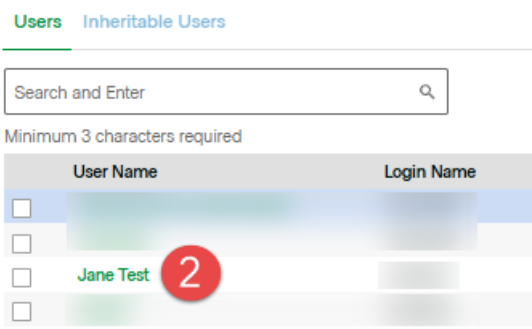
Cancel Next



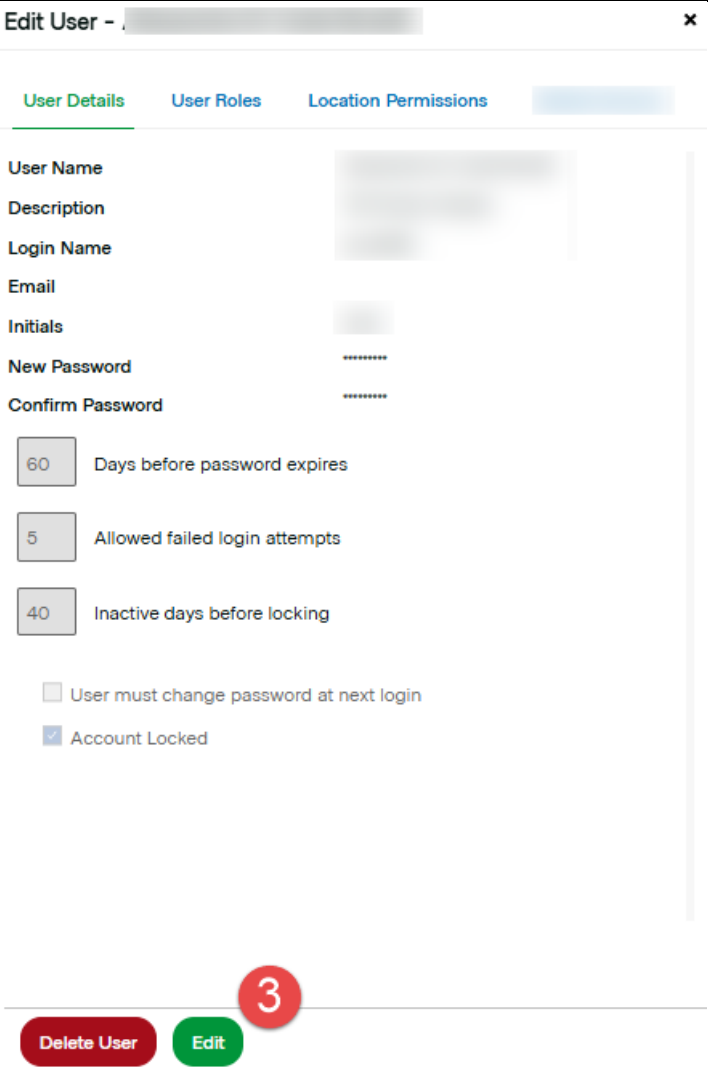
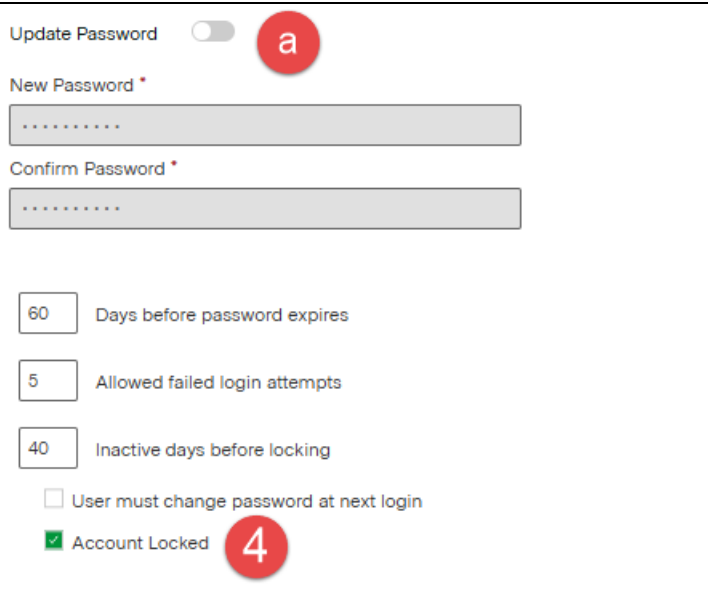
5.	<p>Under the User Roles tab:</p> <ol style="list-style-type: none"> Select the Roles you are assigning for this User. <ul style="list-style-type: none"> Research Site Admin Site Admin No Capture /No Transmit Site Capture Site Transmit Click on Next 	 <p>Add User [Close]</p> <p>User Details User Roles Location Permissions</p> <p>Select Roles a</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Research <input checked="" type="checkbox"/> Site Admin <input checked="" type="checkbox"/> Site Admin No Cap No Trans <input checked="" type="checkbox"/> Site Capture <p>Role Details</p> <p>Security Tasks</p> <p>5</p> <p>Cancel Next b</p>
6.	<p>Navigate to the Location Permissions tab.</p> <p>Enable Location Access:</p> <ol style="list-style-type: none"> Click All to grant full access. Under Locations and Accounts (for All), you can select specific location access for the user. Click the arrow next to "Select All" to expand and view available locations/accounts. Choose the accounts the user will have deposit access to. Click Save to apply the changes. 	 <p>Add User [Close]</p> <p>User Details User Roles Location Permissions</p> <p>User Tasks a</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> All Capture Deposits Export Reports <p>Locations and Accounts (for All) b</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> c Select All <input checked="" type="checkbox"/> 411 Demo <input checked="" type="checkbox"/> Jane Test (1000000091) <input checked="" type="checkbox"/> TMTTest (4444220002) <input checked="" type="checkbox"/> (Future added accounts) <p>6</p> <p>Cancel Save d</p>

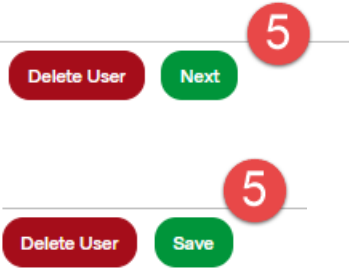


Configuration – User Admin: Unlocking and Resetting a User

1.	Proceed to Admin and click on User Admin tab from the left menu.	
2.	Click on the User that is locked out.	



3.	Click on Edit User .	
4.	<p>Unselect the Account Locked option, this will unlock the user.</p> <p>a. If the User would like their Password Reset, please select Update Password and enter a new temporary password.</p>	

5.	Click Next twice, then click Save on the final screen.	
----	--	--

Additional Resources

- **Resources:** For additional information and resources, visit www.citynational.com.
- **Training:** For additional training guides and information, visit <https://www.citynational.com/treasury-management/training-resources>.

Fraud Reporting: If you suspect any fraudulent activity or security compromise, report it immediately to City National Bank at 305-349-5465.



City National Bank of Florida will never send unsolicited emails requesting sensitive account details or personal information.

If you have any questions or need additional assistance, please do not hesitate to contact our Treasury Management Support team Monday through Friday, from 8:30 a.m. through 6 p.m. ET at 305-349-5465, option 5 – or via email at TMSupport@citynational.com.

©2025 City National Bank of Florida. Member FDIC. Equal Housing Lender.



Member FDIC
6825001939 / r02/25