

Mobile Deposit in the Business Online Banking App

Purpose: This document explains the process for completing the Mobile Deposit in Business Online Banking (BOB) App.

Note: Cash Management must set up the business customer for access to Mobile Deposit.

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CSB Business App

Use the Cornerstone Bank Business app for Mobile Deposit.



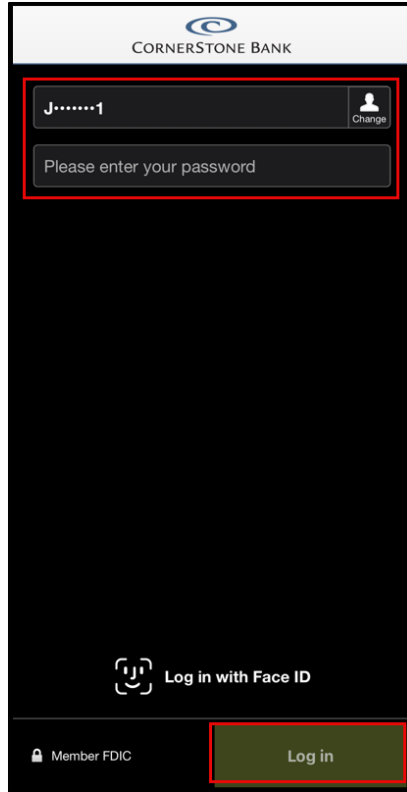
Download the app from the Google Playstore or Apple App Store.

Login

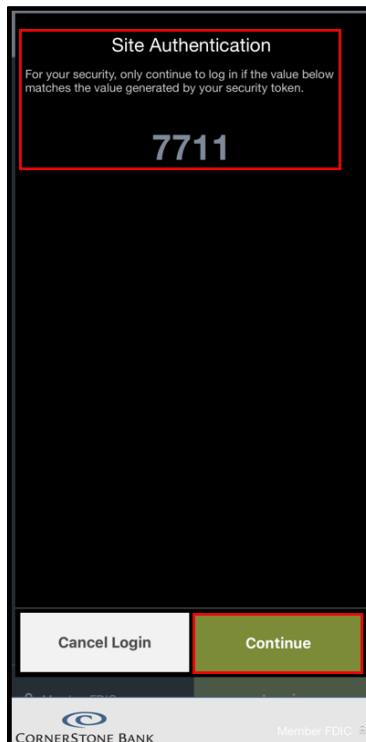
Click on the App from the user's phone.



Enter the Username and Password or password from a soft (DIGIPASS app) or hard token and 4-digit PIN. Click Log in.



Complete the Site Authentication if using a soft or hard token. Click Continue.



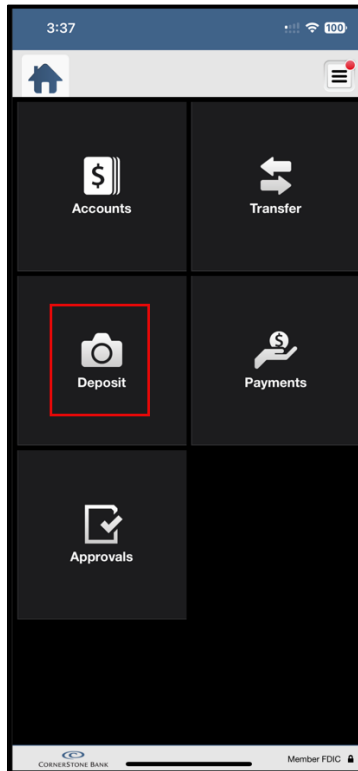


Deposit

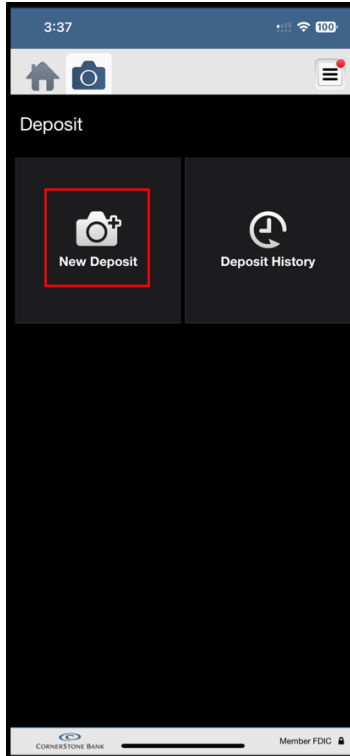
Endorse the back of the check and include "Cornerstone Mobile Deposit".



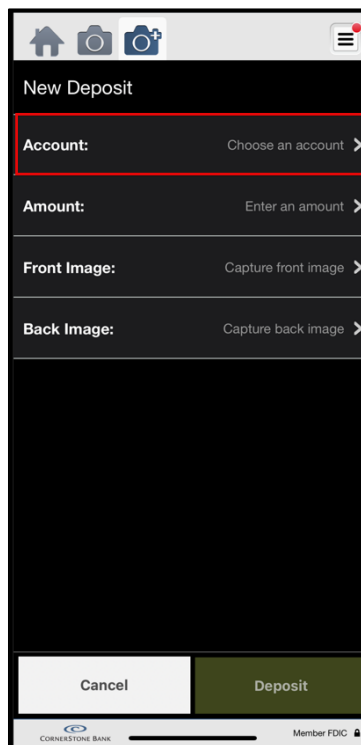
From the main page, select Deposit.



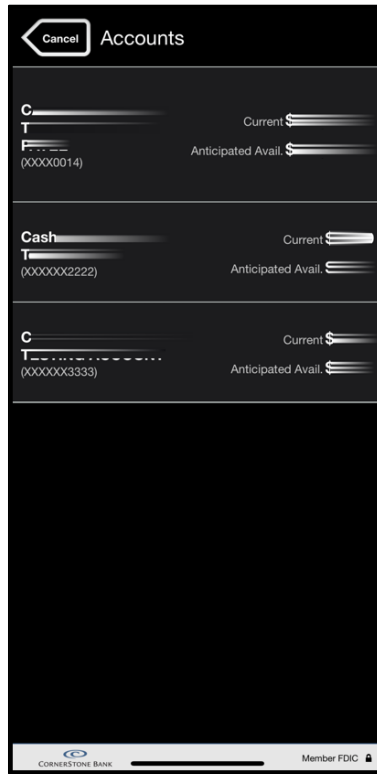
Click on New Deposit.



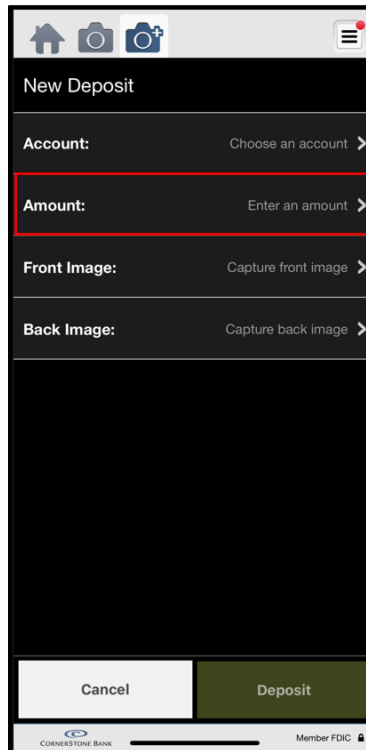
Select Account.



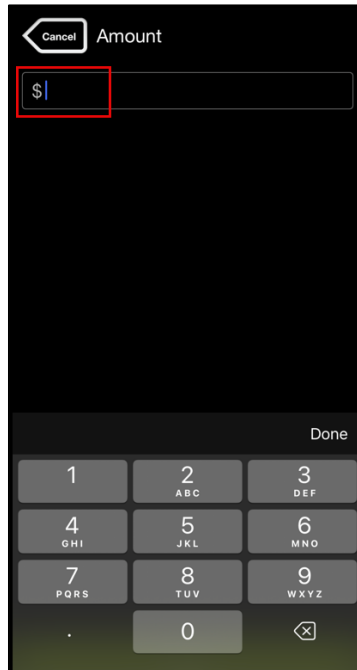
Select the account to deposit the check.



Select Amount.

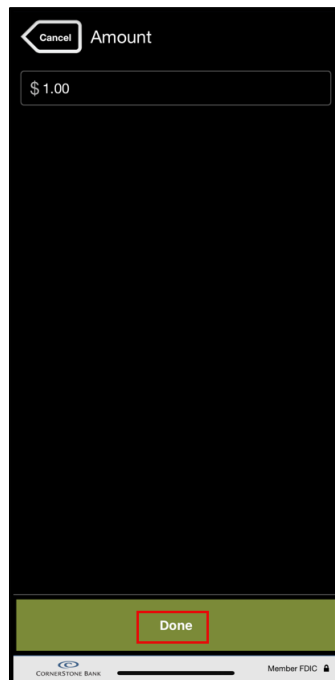


Enter the dollar amount of the check.

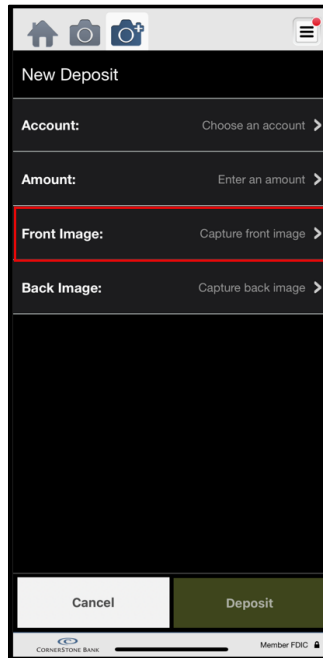


Click Done.

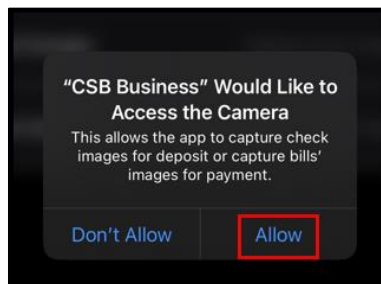
Note: The amount of the check must match the amount entered in the app.



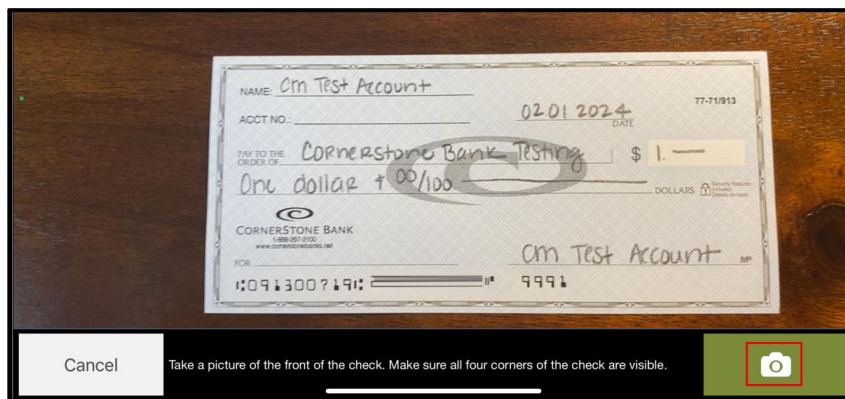
Select Front Image.



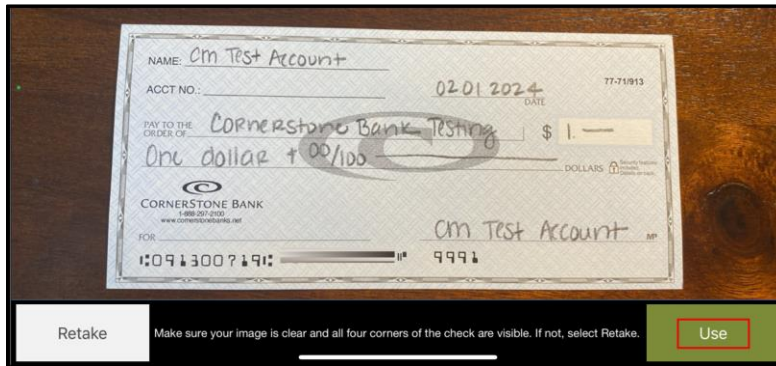
In order for the app to take front and back pictures of the check, the user must allow CSB Business access to the camera. Click Allow.



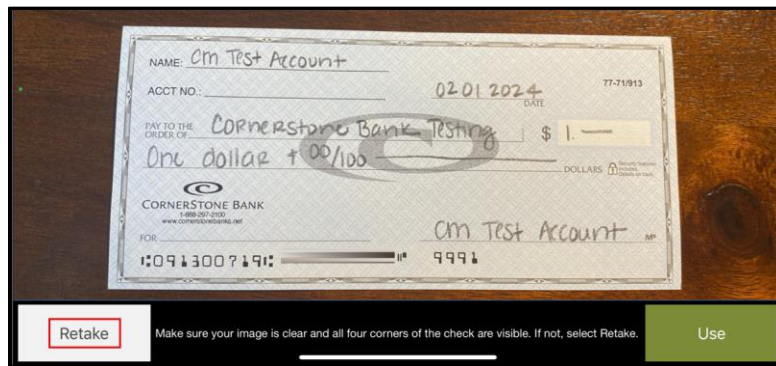
Take a picture of the front of the check.



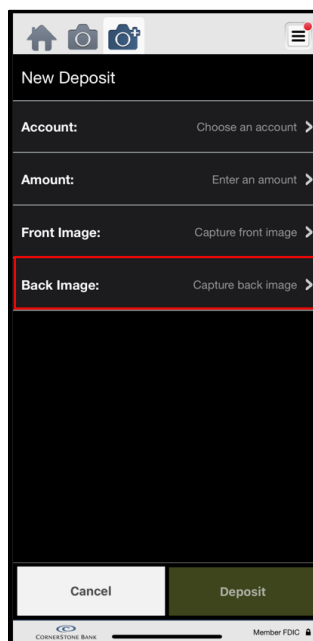
Ensure the check image is clear and all four corners are visible. Select Use.



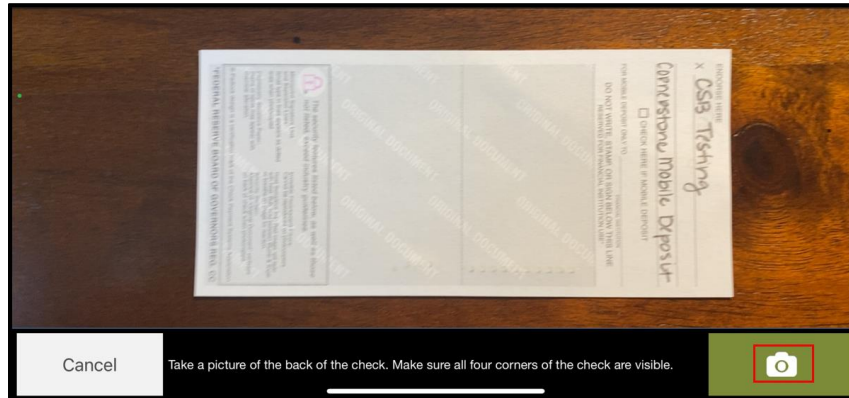
Click Retake to take another photo.



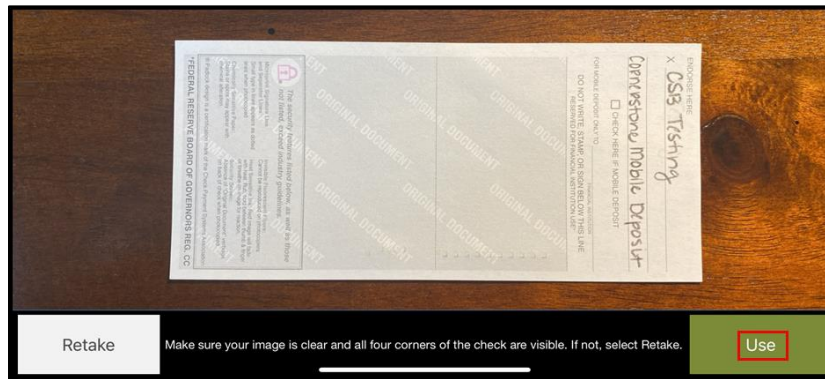
Select Back Image.



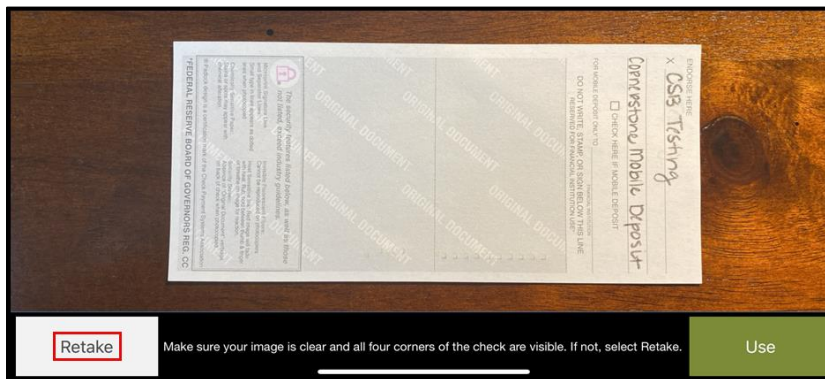
Take a picture of the back of the check.



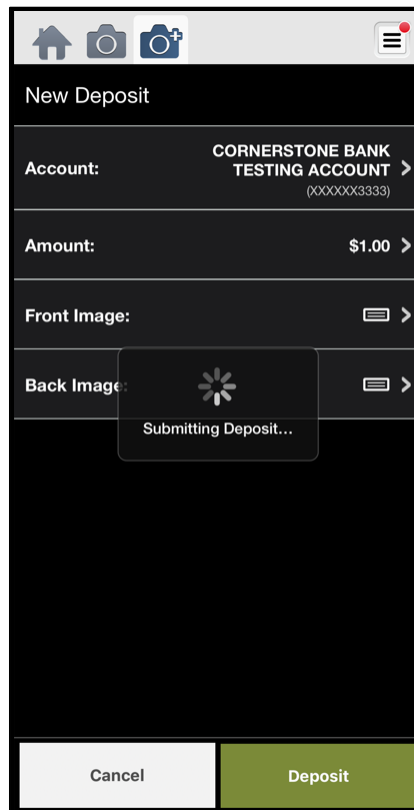
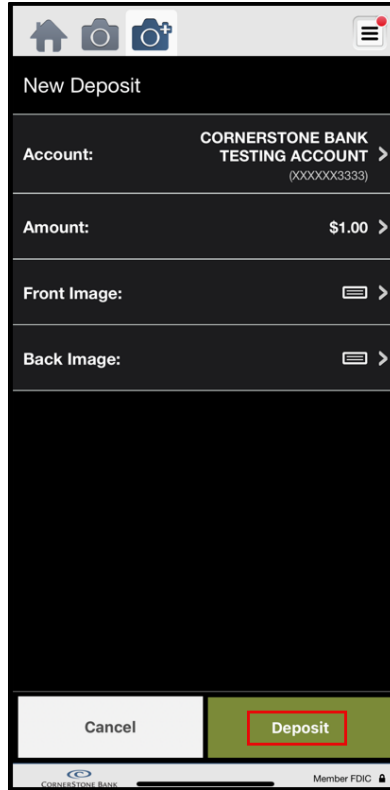
Ensure the check image is clear and all four corners are visible. Select Use.



Click Retake to take another photo.

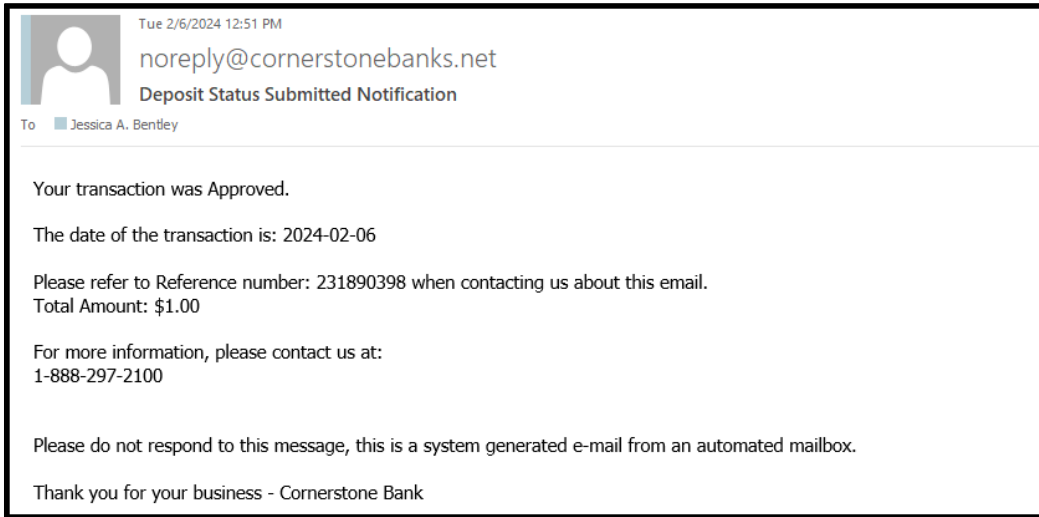


Click Deposit.

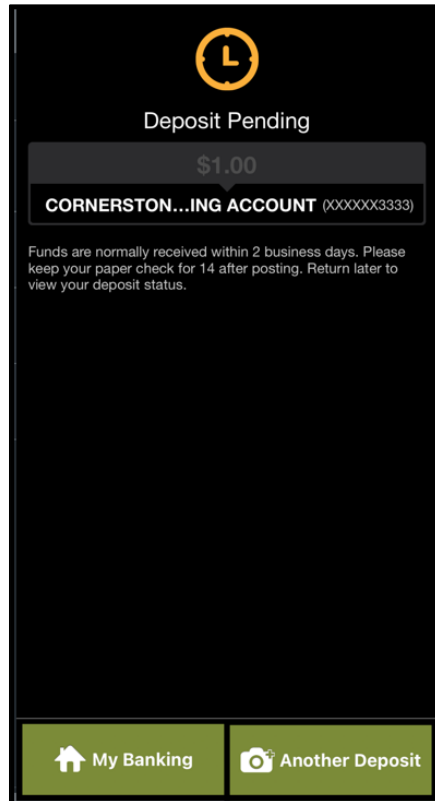




Cornerstone Bank sends an email to the user of the deposit status.



The deposit pends to verify funds.



Retain the original paper check in a secure location for 14 calendar days and then shred the check.



If you have any questions or need assistance with Business Online Banking, contact our Cash Management team at 888-297-2100 or online at <https://www.cornerstone.bank/contact/>.

Cornerstone Bank Cash Management Team