

Initial Set Up & Scanner Test

Your Deposits, Your Home.

checkinTM

at home

REMOTE DEPOSIT SERVICE

Welcome to Beacon Federal's Checkin service. Follow these steps for quick and easy installation. You can find detailed instruction for use in the Checkin Making a Deposit tutorial. If you require assistance during this process or while using Checkin, contact us at (888) 256.3800. *Note: Set-up and use of Checkin is not available for MAC computers.*

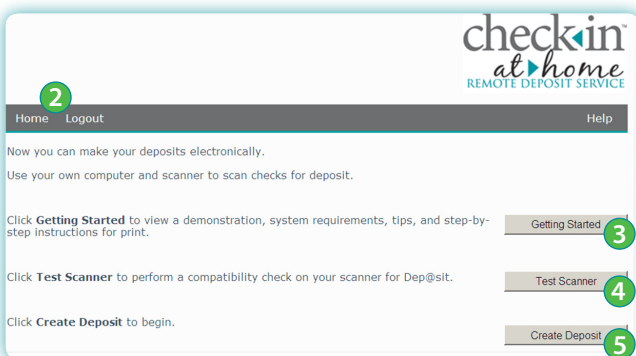
Step 1. Open Checkin from Beacon's Online Banking Menu



From Beacon's Online Banking menu, select the **Checkin Tab** 1.

Note: This service requires the use of pop ups in your browser. If you have a pop-up blocker installed on your computer you will need to allow pop-ups from this site.

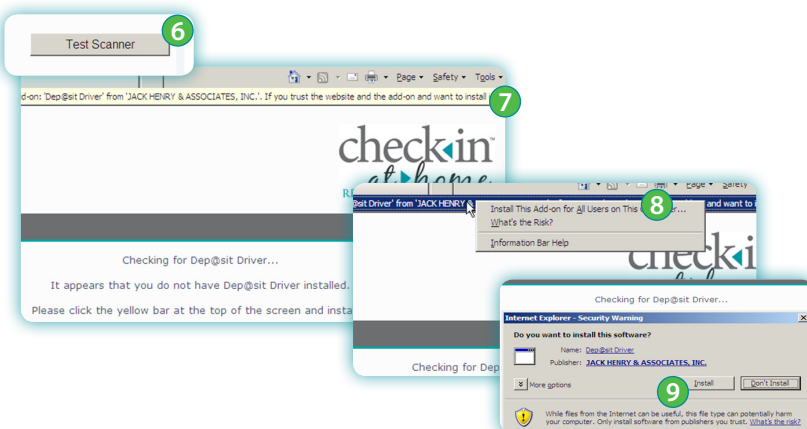
Checkin Home Page Main Menu



Getting familiar with the home page main menu.

- At anytime you can **Click on Home** 2 to return to this main menu.
- Getting Started** 3 Here you will find a general list of terms and tips for making your deposit. (This will open a new browser window that you can close at anytime.)
- Test Scanner** 4 You will need to make sure your scanner is compatible with our system. (You will only need to do this on your very first deposit or if you change scanners.)
- Create Your Deposit** 5 When you are ready to make a deposit from home, click here.

Test Your Scanner



Click **Test Scanner** 6

The system will activate your scanner. You will be prompted to install a driver for the scanning process.

A **yellow bar** 7 will appear at the top of your browser. **Click on the Yellow Bar** 7 to install the necessary driver.

Click **Install** 8.

A security warning box will appear.

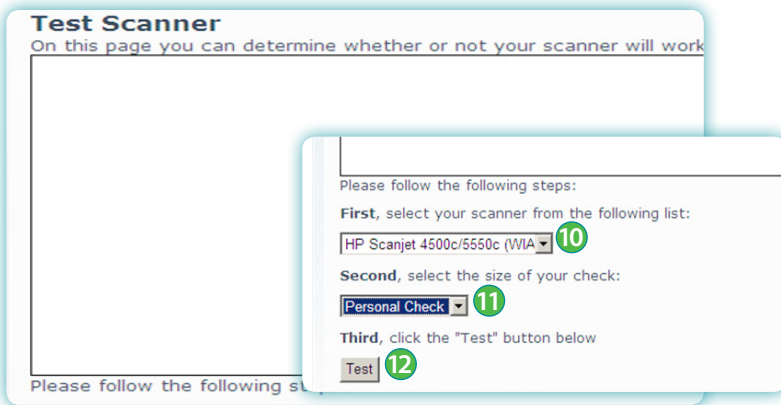
Click on **install** 9.



Need help? Contact Us at (888) 256.3800
www.beaconfederal.com

MAKING MONEY WORK, FOR YOU!

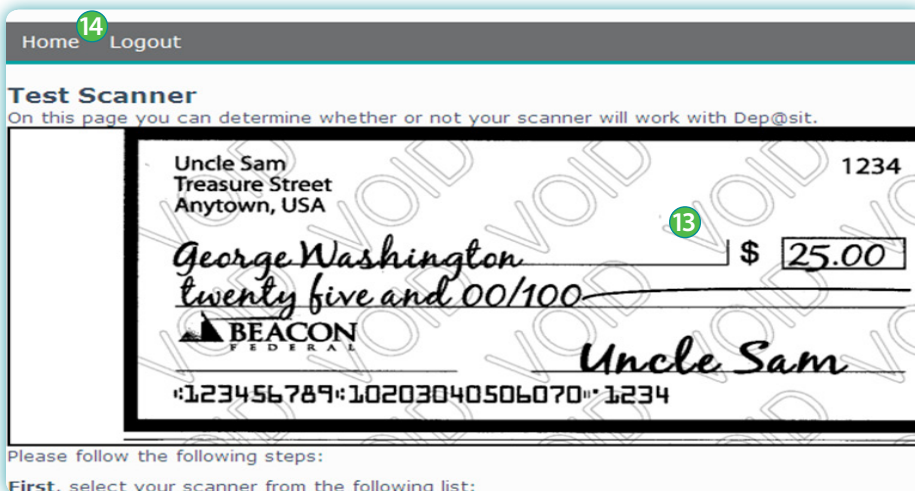
Test Your Scanner



Once the driver has been installed the test scanner screen will open up. You will need a check to test the scanner.

- ◀ Choose your scanner **10**.
- ◀ Choose the size **11** of your check.
- ◀ Click Test **12**.

Test Your Scanner

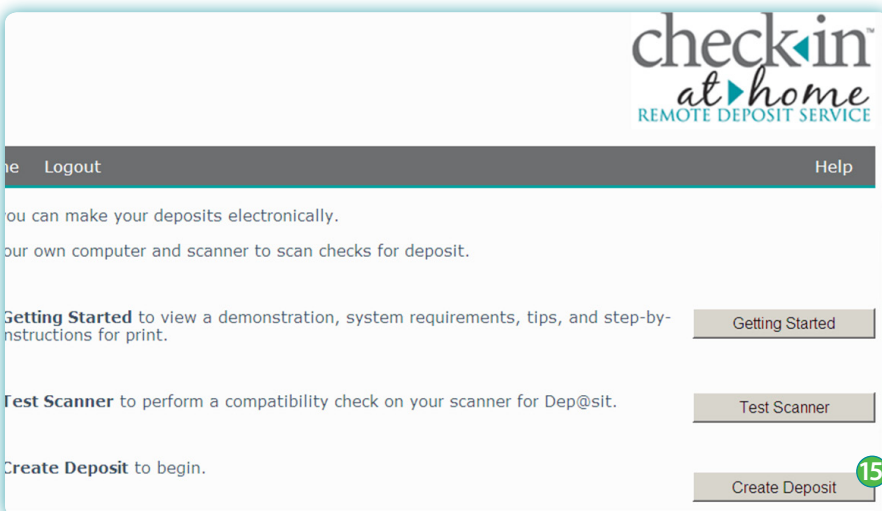


◀ The scanner will automatically populate an image of your check in the *test area* **13**.

Review the check image for clarity & accuracy. If the scanner test is successful, you will see a good quality image of your check.

◀ Click on Home **14** to return to the main menu of Checkin.

Checkin Home Page Main Menu



You are now officially set up to use Beacon's Checkin at Home service. You will not have to perform these steps again unless you change your scanner or computer.

Please see the "Making A Deposit" tutorial for Beacon's Checkin at Home Service for detailed instructions on making a deposit from home.

◀ Click on Create Deposit **15** when you are ready to make a deposit from home.