

South Shore Bank Remote Deposit Capture

How to Access South Shore Bank's Remote Deposit Capture

- Log into South Shore Bank Business Online Banking
- Find Account Services tab and select Remote Deposit Check Capture

Business Online Banking FDIC FDIC insured - Backed by the full faith and credit of the U.S. Governmen	Stop Payment	
Accounts Summary	ACH Positive Pay	🔞 Display Options
Checking Certificate of Deposit Loan	Positive Pay	
Balances as of 07/07/2025	Image Search	Available Balance
Carol's Shop FREE BUSINESS CHECKING ABATRC-211371447 6567	Remote Deposit Check Capture	\$800.41
Main Operating Acct Carols Shop ABA/TRC-211371447 0176	ZDeposit	\$15,144.25
Carol's Shop ENHANCED BUSINESS MMDA ABATRC-211371447 9005	ZEscrow	\$62.25
Carol's Shop FREE BUSINESS CHECKING ABATRC-211371447 2467	ZRent	\$35.00
Total Selected Checking Balance	Business Credit Cards	\$16,041.91
Total of Selected Deposit Accounts	Line of Credit Advance	\$16,041.91
Exception Decisions		All decisions () My decisions

• Remote Deposit Capture Welcome Screen shown below

Retrieve WebScan	Aleste					Create	Deposit		
Download Scanner Drivers >	Alerts					oreate	Dopusit		
	A You have a pe	nding survey.				Location	n		
RDC User Guide						Main			
About	Malaama					Account	t		
	vveicome					FIS St	acey		
	Today is 07/07/202	25 at 8:45:33 AM! AND	REWROY, your last lo	gin was on 07/02/2025 at	10:27:07 AM.	Central	Total		
	South Shore	Bank is proud to ha	ive you as a South Sho	re Bank Remote Deposit	Capture customer.	Control	10141		
	South Shore Bank manage your remo	Remote Deposit Cap te check deposits, an	ture gives you the abili d research those depo	ty to conveniently deposit sits anytime, anywhere, fi	checks remotely, rom any device.				
	You made your las	t deposit for \$0.00 on	UNKNOWN at Unknow	vn (Processed on UNKNO	DWN).		1	Create Tape	Create Depos
	For any additional	information please ca	all us at 781-682-3240	or visit us at our Contact I	Us Website				
	Thank you!								
	Deposits								
		-							
	Open 🕕 Per	nding 🕕							
	Created	Tracking #	Status	Location	Account Name	Item Co	ount	Deposit	Total

How to Install Scanner

- Log into South Shore Bank Business Online Banking
- Find Account Services tab and select Remote Deposit Check Capture



- Find the Help Tab
- Select Retrieve WebScan

*Program Administrator will be needed depending on your level of access on PC.

TH SHORE
Help -
Retrieve WebScan
Download Scanner Drivers 🕨
RDC User Guide About

- WebScan will download to your Download folder
- Open file once downloaded

					E	Downloads WebScan_Phar Open file	se1 (1).exe	9
Alerts			Create Dep	osit		WebScan_Phar Open file	se1.exe	
A You have a pending survey.			Location Main			See more		
Welcome /			Account FIS Stacey		-			
Today is 07/07/2025 at 8:45:33 AMI ANDREV	/ROY, your last login was on 07/02/2025 at 10:27:07 AM.							
South Shore Bank is proud to have yo South Shore Bank Remote Deposit Capture of manage your remote check deposits and res	u 🖉 WebScan – WebScan setup Wizard		× 0.00	ll				
You made your last deposit for \$0.00 on UNK	N			Create Tape	Create Deposit			
For any additional information, please call us	at The installer will guide you through the steps required to install WebScan on your	computer.						
Thank you!								
Deposits Open Pending Created Tracking #	WARNING. This compute program is protected by cognight law and international Usualinuced displacition of distribution of this program, as any portion of it, may re- criminal parallels, and will be processed to the maximum extent possible under a	I treaties. suit in sever the law.	e civil ount	Deposit	Total			
	(Back Heat)	Can	al					

• Follow instructions as prompted

Scanner is now installed



How to Create a Deposit

					г		
Retrieve WebScan	Alerts					Create Deposit	
Download Scanner Drivers >	A You have a per	nding survey.				Location	
About	Welcome					Account	
	Today is 07/07/202	25 at 8:45:33 AM! AND	OREWROY, your last lo	gin was on 07/02/2025 at 10:27:0	7 AM.	FIS Siducy	
	South Shore South Shore Bank	Bank is proud to ha Remote Deposit Cap	ave you as a South Sho ture gives you the abilit of research those depo	re Bank Remote Deposit Capture y to conveniently deposit checks	e customer. remotely, device	\$ 0.00	
	You made your las	t deposit for \$0.00 on	UNKNOWN at Unknow	vn (Processed on UNKNOWN).			Create Tape Create Deposit
	For any additional Thank you!	information, please c	all us at 781-682-3240	or visit us at our <u>Contact Us webs</u>	site.		
	Deposits Open Per	nding 🔘					

- Leave the location as indicated
- Select the appropriate account that you wish to deposit into
- Create Tape (optional)
 - This option allows you to create a running tape/tally of the deposit, including number of items and total amount of deposit. Click Accept. This will carry the deposit total to your Control Total.

select	Index	Sequence	Am	ount
	1		s	1.50
	2		\$	3.02
	3		\$	0.01
	4		s	1.00
	5		s	3.00

Click Create Deposit to begin scanning process



Business Online Banking X Pig Dire	ectLink Merchant	× +						- 0	×
← C @ (irectLinkClient/SSOLo	gin?SLAPI#/dashboard						^ ☆ 3 ⊄ 🔒	
SOUTH SHORE BANK									
Alap -	Alerts A You have a Welcome Today is 07/07. South Shore B manage your o	pending survey. 2025 at 8:51:08 AMI AND re Bank is proud to ha ank Remote Deposit Capit mote check deposits, an	REWROY, your last login ve you as a South Shore I ure gives you the ability to research those deposits	was on 07/02/2025 at 10.2 Bank Remote Deposit Capt o conveniently deposit chee anvriume, anywhere, from a	7:07 AM. ure customer. ks remotely, my device.	Create Deposit Location Main Account FIS Stacey Control Total S 4.00		e	
	You made you For any additio Thank you! Deposits Open ()	last deposit for \$0.00 on nal information, please ca	UNKNOWN at Unknown i	(Processed on UNKNOWN)). lebsite.		Create Tape		
	Created	Tracking #	Status	Location	Account Name	Item Count	Deposit Total		
			Copyright © 2015-2	2025 FIS. All Rights Reserved	I. LR14 .44.2024.1 Anj	gular 1.8			ļ

- Insert checks into scanner
- Click Capture to initiate the scanner

D Business Online Banking X Pig DirectLink Merchant	x +	- 0 ×
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Capture Items	Correct Items Balance Deposit Review Deposit	1
Items	Q C C Sequence #	Capture
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	Copyright © 2015-2025 FIS. All Rights Reserved LR14. 44 2024 1 Angular 1.8	



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	Capture Items	Capturing Item #1				- 1	I			Ū
					Gancel	Stop Scan	Next			
	Rems									
	Amount	Sequence	Routing Number	Account	Serial					
			Copyright © 2015-2025 FIS All Righ	ts Reserved: LR14 27 2024 1 Ar	ngular 1.8					

• Click "Stop Scan" once all checks are scanned. (You can continue to add checks to the scanner as needed throughout the deposit process.)

*Scanner will stop after 50 checks. If you have more than 50 checks, you will need to click 'Cancel" then "Capture" then "Start Scan" again to initiate the scanner and complete the deposit.

• When scanning is complete, you will be brought to the Capture Items page, as seen below.

n Dashboard X 🖨 Bu	usiness Online Banking	× FIS DirectLink Merchant	× +				- 0 ×
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	Capture Items C	orrect Items Balance Deposit	Review Deposit			1	
	Items	Q Q P C C C C C C C C C C C C C C C C C	CARCLE BIOP ************************************	917 1919		Capture Next	
	Amount	Sequence	Routing Number	Account	Serial		
	\$4.00	7642284000010	211371447		001017		
	\$2.00	7642284000020	211371447		001037		
	\$1.00	7642284000030	211371447		001012		
	\$3.01	7642284000040	211371447		001017		
	\$2.00	7642284000050	211371447		001023		
	\$1.00	7642284000060	211371447		001024	· · ·	
		c	opyright © 2015-2025 FIS. All Ri	phts Reserved. LR14 .27.202	4.1 Angular 1.8		

*Account numbers are masked for security reasons



- Here you can look at all scanned images using the scroll bar on the right-hand side.
- If you need to delete an item, select the item you wish to delete, click the ellipses and Remove Selected. Example below.

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i Help -								Θ
	Capture Items	Correct Items Balance Deposit	Review Deposit			:		
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	\$4.00	7642284000010	211371447		001017			
	\$2.00	7642284000020	211371447		001037			
	\$1.00	7642284000030	211371447		001012			
	\$3.01	7642284000040	211371447		001017			
	\$2.00	7642284000050	211371447		001023			
	\$1.00	7642284000060	211371447		001024			
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*Account numbers are masked for security reasons

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Help -		Confirm	ation Message		_		
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	Amount \$4.00 \$2.00	Sequence 7642284000010 7642284000020	Routing Number 211371447 211371447	Account	Serial 001017 001037		
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	Amount 54.00 52.00 51.00 53.01	Sequence 7642284000010 7642284000020 7642284000030 7642284000030 7642284000040	Routing Number 211071447 2110371447 2110371447 2110371447 2110371447	Account	Serial 001017 001037 001012 001017		
	Amount 54 00 52 00 51 00 53 01 52 00	Sequence 7642284000010 764228400020 7642284000030 7642284000040 764228400040	Routing Number 211371447 211371447 211371447 211371447 211371447 211371447	Account	Serial 001017 001017 001012 001017 001023		
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User will get confirmation message, click OK to continue the deletion process.

*Account numbers are masked for security reasons



• Select Next to move through the deposit workflow

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*Account numbers are masked for security reasons

• This will be the Corrected Items page. All errors will show in red font. Here you have the option to correct any field.

© □ • Welcome x ⊕ Business Online Banking x Fig DirectLink Merchant x +				0	×
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*Account numbers are masked for security reasons



- Users may make changes to the Amount, Routing Number, Account Number or Serial Number (Check Number). Make changes and select "Accept" or Enter key.
- Once all items are corrected, you will continue to the Balance Deposit page

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	S 2.00	7642284000020	211371447		001037		
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		с	opyright © 2015-2025 FIS. All Rig	hts Reserved. LR14 .27 2024.1	Angular 1.8		

*Account numbers are masked for security reasons

• Here is where you need to make sure your deposit is in balance and the correct amount.

Deposit information		
Debit Total	\$23.01	
Difference	\$11.01	
Control Total	\$ 12.00	
	Capture Save Changes	Review

• If your deposit shows a Difference, you will need to enter the correct amount of your deposit and select Save Changes.

*You will not be able to proceed until your Debit Total and Control Total match.



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• Select Review to move to the final step within the workflow.



• Here is the Review Deposit page

Help -	ms Correct Items Balance Deposit Review Deposit		I		6
Q.	Merchant Capture Deposit Ticket	Deposit Information			
2 2 2	Account Number: 12345678 Dete: 0700/2025 12:12:08 PH Arsount: \$ 23.01	Location Item Count	Main 12		
2	41014+12146 121910/00/0001 200002/0012	Date Tracking Number Account	M007642284 FIS Stacey		
		Control Total	S23.01 Balance Submit		
	Copyright @ 2015-2825 FIS. All	Rights Reserved LR14 27/2024 1 Angular 1.8			



- If you are finished and wish to submit the deposit for processing, select Submit.
- Users will get confirmation on screen that the deposit was submitted successfully.

2	Merchant Canture Deposit Ticket	Depesit Information	
2		Deposit information	
•	Account Number: 12345678	Location	Main
:	Date: 07/08/2025 02:06:01 PM Amount: \$ 3.50	Item Count	2
		Date	07/08/2025 2:06:02 pm
	45011+12344 12345678#000001 /0000000350/	Tracking Number	M007649564
		Account	
		Control Total	\$3.50

• Uses will have several options under receipt – see end of document for examples



• If you need to go back and make changes or add more checks to this deposit, select Balance and repeat previous steps.





• To delete/remove a deposit, select the ellipses in the top right corner and select Remove Deposit.

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	Capture items	s Correct Items Balance Deposit Review Deposit Merchant Capture Deposit Ticket	Deposit Information	I Remove Depr	osit		
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		45014+123M2 123456784000001 20000023014	Tracking Number	M007642284			
			Account	FIS Stacey			
			Control Total	\$23.01			
				Balance			
		Cupyright © 2015-2025 PIS. Al R	ights Reserved. UR14. 27 2024.1 Angular 1.8				

A confirmation screen will appear. Select OK to remove/delete deposit.





Report Examples from Receipt Option

Deposit Detail Example

- 1 2		- +	•• 1 of 1	🤉 🗅		Q 🗎
		D	eposit Detail Rep	ort		
PROPOSED DATE: DEPOSIT STATUS: CREATED BY: SUBMITTED BY:	07.08/2025 2:07:17 PM Completed andrewny andrewny		MERCHANT NAME: LOCATION: DEPOSIT ACCOUNT: TRACKING NO.:	FTS Test Main FTS Sharey M007649564-5000		
CAPTURE SEQUENCE 7649564000001 7649564000010	EXPORT SEQUENCE 700002910678 700002910679	TTEM TYPE CREDIT DEBUT	STRIAL NO. 1 1027	ACCOUNT NO.	ROUTING NO. 5011-1234 211371447	TTEM AMOUNT \$3.50 \$1.50
7649564000020	700002910680	DEBIT	1003	Densil Summary: M007649	211371447 DEBIT COLD	52.00 <u>ST AMOUNT</u> 2 53.50
			Page 1 of 1		0	wated Oc: 0705/2025 2:08:34 PM

Image Report Example





Image Report (Front + Back)

8 .	•	- + ••	1 of 1 🥥	CB	Q	8
		Deposit In	nage Report			
Sub	mitted Date:	01/01/100 12:00:00 AM	Customer Name:	FIS Test		
Dep	osit Account:	FIS Stacey	Deposit Total:	3.50		
Loc	ation:	Main	Number of Debits:	2		
	[1	
		Merchant Capture Deposit Ticket				
	Account Number: Date:	12345628 42508(2925.02.06/0) FM	Back Image	Intentionally Left Blank		
	Anout	\$3.50				
	COLUMN 100	16.16.4000006 /0000000155/				
		Sequence: 7649564000001 Item Amount: \$3.50				
100		Check Homber, 1				
	SARA'S OWER	100000 1000 1000 1000		11 m a 40	17 180	
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		Check Number: 10.	27			
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	SOUTH SHORE	s Astron course & Br		0.000	cierre, e	
	- Haring x9 true	Sam arbeigen .		100		
L	PO01010 42111	Sequence: 76495640000	20	,		
		Item Amount: \$2.0 Check Number: 10	00 33			

Reports Tab





Research	Reports -	Help -		
			Report Criteria	
			Report	
			Select a Report	
			All Deposits Detail Repo	
			Deposit Detail	
			Deposit Summary Repor	
			Deposit Summary Repor	
			Image Cash Letter Repo	
			Image Report (1x1 Front	
			Image Report (1x3 Front	
			1 D+ /F+ - D	

Research Tab

Institution Name ((801419) - South Shore Bank Merchant FIS Test Saved Queries Select a query or enter a new name Captured Processed Start Date 07/08/2025 End Date 07/08/2025 Click to expand fields Clear Add Field Start	* * *	Items Sequenc Account Serial Routing Amount Tracking Location Account
Export Ontions		