

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

ess Online Banking FDIC-Insured - Backed by the full faith and credit of the U.S. Governm	en Stop Payment	
accounts Summary	ACH Positive Pay	🔞 Display Option
Checking Certificate of Deposit Loan	Positive Pay	
Balances as of 07/07/2025	Image Search	Available Balance
Carol's Shop FREE BUSINESS CHECKING ABA/TRC-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 ABAITRC-211371447 2487	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

• Remote Deposit Capture Welcome Screen shown below

Retrieve WebScan						Create I	Deposit		
Download Scanner Drivers +	Alerts					oreater	Dopusit		
	A You have a per	iding survey.				Location	ı		
RDC User Guide						Main			
About	Welcome					Account			
	Welcome					FIS Sta	acey		
	Today is 07/07/202	5 at 8:45:33 AM! AND	DREWROY, your last lo	gin was on 07/02/2025 at	10:27:07 AM.	Control	Total		
				re Bank Remote Deposit		\$ 0.			
				ty to conveniently deposit sits anytime, anywhere, fi					
	You made your las	t deposit for \$0.00 on	UNKNOWN at Unknow	wn (Processed on UNKNO	OWN).			Create Tape	Create Depos
	For any additional	information, please ca	all us at 781-682-3240	or visit us at our Contact	Js Website.				
	Thank you!								
	Deposits								
	Open 🕕 Pen	ding 🚺							
	Created	Tracking #	Status	Location	Account Name	Item Co	unt	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

						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	w =		× 1 Tota	ll				
You made your last deposit for \$0.00 on UNK				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 Usualinated 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

Help -					г		
Retrieve WebScan	Alerts					Create Deposit	
Download Scanner Drivers >	A You have a per	nding survey.				Location	
About	Welcome					Account FIS Stacey	-
	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.		
	South Shore Bank	Remote Deposit Cap	ture gives you the abilit	re Bank Remote Deposit Capture y to conveniently deposit checks sits anytime, anywhere, from any	remotely,	\$ 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 🗿					
		Tracking #	Status				

- 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



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SOUTH SHORE								
Alp -	South Shore B	2025 at 8:51:08 AMI AND re Bank is proud to ha ank Remote Deposit Capi	ive you as a South Shore ture gives you the ability to	was on 07/02/2025 at 10-2 Bank Remote Deposit Capt o conveniently deposit cheo anytime, anytwere, from a	ure customer. ks remotely,	Create Deposit Location Main Account FIS Stacey Control Total S 4.00	•	0
	For any additio Thank you! Deposits			(Processed on UNKNOWN) visit us at our <u>Contact Us W</u>			Create Topo	
	Created	Tracking #	Status	Location	Account Name	Item Count	Deposit Total	
			Copyright © 2015-2	2025 FIS. All Rights Reserved	. LR14 .44.2024.1 Ang	jular 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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🕋 Help -		0
Capture Items	Correct Items Balance Deposit Review Deposit	1
Items 💽	Q C C Sequence #	Capture
Amount	Sequence Routing Number Account Serial	
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	Business Online Banking	× Fig DirectLink Merchant	× +								×
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	Capture Items	Capturing Item #1				- 1	I			0	I
					Cancel	Stop Scan	Next				
	ltems 🕖						;				
	Amount	Sequence	Routing Number	Account	Serial						
			Copyright © 2015-2025 FIS. All Right	s Reserved LR14 27 2024 1 A	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.

👚 Help -								
							-	9
	Capture Items C	Correct Items Balance Deposit	Review Deposit			1		
		Q			- 11			
		Q	CAROL'S SHOP	1017				
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		c	POUR	poulans & Bil				
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			001017* 42113714476 2					
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		Parmiticounter	and the set of the product of the second set of			Capture Next		
	ltems	Parmiticounter	and the set of the product of the second set of			Capture Next		
		Sequence /	¥7642284000010	Account	Serial	I		
	Items Amount 54.00	Parmiticounter	and the set of the product of the second set of	Account	Serial 001017			
	Amount	Sequence /	Routing Number					
	Amount \$4.00	Sequence / 5642284000010	Routing Number 211371447		001017			
	Amount \$4.00 \$2.00 \$1.00	Sequence Sequence 7642284000010 764228400020 7642284000030	Routing Number 211371447 211371447		001017 001037 001012			
	Amount 54.00 52.00 51.00 53.01	Sequence Sequence 7642284000010 7642284000020 7642284000030 7642284000030	Routing Number 211371447 211371447 211371447 211371447 211371447		001017 001037 001012 001017			
	Amount \$4.00 \$2.00 \$1.00	Sequence Sequence 7642284000010 764228400020 764228400020	Routing Number 211371447 211371447		001017 001037 001012			

*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.

🕅 🔲 🕒 Deshboard 🛛 🗙 🖨 Bu	siness Online Banking	× Fig DirectLink Merchant	× +					- 0 ×
← ♂ ⋒ (ⓐ https://dlmlr14.fisglobal.com/I	DirectLinkClient/SSOLo	gin?SLAPI#/capture					A* \$2 G	i 🕼 🕼 …
i Help -								0
	Capture Items	Correct Items Balance Deposit	Review Deposit			:		
	Items		CAROUS SHOP ALTO'S SWLLT Shoppx WY HISPORE 5[22]23 642284000010	1977 1978 5/2/23		Capture Next		
	Amount	Sequence	Routing Number	Account	Serial	Re	emove Selected	
	\$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			
		Coj	yright © 2015-2025 FIS. All Ri	hts Reserved. LR14 .27.20	124.1 Angular 1.8			

*Account numbers are masked for security reasons

SOUTH SHORE BANK Help -		Confirm	ation Message				
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	\$4.00	7642284000020	211371447		001037		
			211371447 211371447		001037 001012		
	\$2.00	7642284000020					
	\$2.00 \$1.00	7642284000020 7642284000030	211371447		001012	0	
	\$2.00 \$1.00 \$3.01	7642284000020 7642284000030 7642284000040	211371447 211371447		001012 001017		

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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7642284000060 2113	71447		001024	· · ·		
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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.

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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

👘 🔲 🕒 Warning! Due to inactivity, your 🕫 🗙 🛱 Busine	ess Online Banking 🛛 🗙	FIS DirectLink Merchant	× +				- o ×
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	\$ 3.01	7642284000040	211371447		001017		
	\$ 2.00	7642284000050	211371447		001023		
	\$ 1.00	7642284000060	211371447		001024		
		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.

Debit Total	\$23.01	
Difference	\$11.01	
Control Total	\$ 12.00	

• 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.



🕼 🔲 Naming! Due to inactivity, your 🕫 🗙 🖨 Bus	siness Online Banking X	FIS DirectLink Merchant	× +					-	ð ×
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	Capture Items Correct	Items Balance Deposit	Review Deposit			1			
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• Select Review to move to the final step within the workflow.



• Here is the Review Deposit page

SOUTH SHORE BANK Halp - Capi	pture items Correct items Balance Deposit Review Deposit		i	
Q.		Deposit Information		
2 2 2	Account Number: 12345628	Location Item Count Date	Main 12 07)07/3025 12:12:09 pm	
	03019495340 953438384000000 V00000058094	Tracking Number Account	M007642284 FIS Stacey	
		Control Total	S23.01 Balance Submit	
	Copyright @ 2015-2625 FIS. A	II Rights Reserved 1.R14 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 Capture Deposit Ticket		
Ł	Perchant capture Deposit ficket	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 20000003502	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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A Help -						ļ,	0
	Capture items	s Correct Items Balance Deposit. Review Deposit Merchant Capture Deposit Ticket	Deposit Information	I Remove Depr	osit		
	8	Account Number: 12345678	Location	Man			
	C	Date: 07/07/2025 12:14:37 PH Amount: \$ 23.01	Item Count	12			
	0		Date	07/07/2025 12:14:37 pm			
		45014+123M2 123456784000001 20000023014	Tracking Number	M007642284			
			Account	FIS Stacey			
			Control Total	\$23.01			
				Balance			
		Cuyyrign © 2015-2025 PIS. AI 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

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		D	eposit Detail Rep	ort		
PROPOSED DATE: DEPOSIT STATUS; CREATED BY; SUBMITTED BY;	07.08/2025 2:07:17 PM Completed andrewnoy andrewnoy		MERCHANT NAME: LOCATION: DEPOSIT ACCOUNT: TRACKING NO.:	FTS Test Main FTS Stacey M007649564-5000		
CAPTURE SEQUENCE 764956400001 7649564000010 7649564000020	EXPORT SEQUENCE 700002910678 700002910679 700002910680	ITEM TYPE CREDIT DEBIT DEBIT	SFRIAL NO. 1 1027 1033	ACCOUNT NO.	ROUTING NO. 5011-1234 211371447 211371447	TTEM AMOUNT \$3.50 \$1.50 \$2.00
				Deposit Summary: M007649	DEBIT COLN 64 2	
Created By: ANDREWROY			Page 1 of 1		0	rated On: 07/08/2025 2:08:34 PM

Image Report Example





Image Report (Front + Back)

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		Deposit In	nage Report			
	mitted Date:	01/01/100 12:00:00 AM	Customer Name:	FIS Test		
	osit Account: osit Status:	FIS Stacey Completed	Deposit Total: Deposit Tracking:	3.50 M007649564		
	ation:	Main	Number of Debits:	2		
	[1	
		Merchant Capture Deposit Ticket				
	Account Number: Date:	12345678 47508(2925.02.06/0) FM	Back Image	Intentionally Left Blank		
	Anout	\$3.50				
	COLUMN SON	16.16.4000006 /0000000155/				
		Sequence: 7649564000001 Item Amount: \$3.50 Check Number: 1				
100						
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	South shore	Sam arbeigen .		100		
L	40010194 42111	Sequence: 76495640000	20	,		
		Item Amount: \$2. 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	

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 Chick to expand fields Clear Add Field Search	Rems Items Items
Export Options	