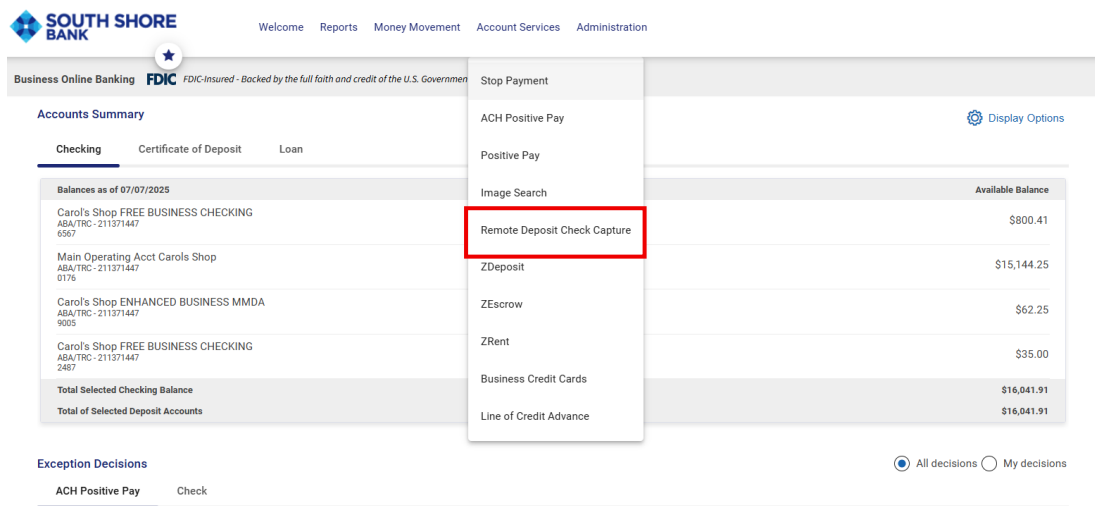


South Shore Bank

Remote Deposit Capture

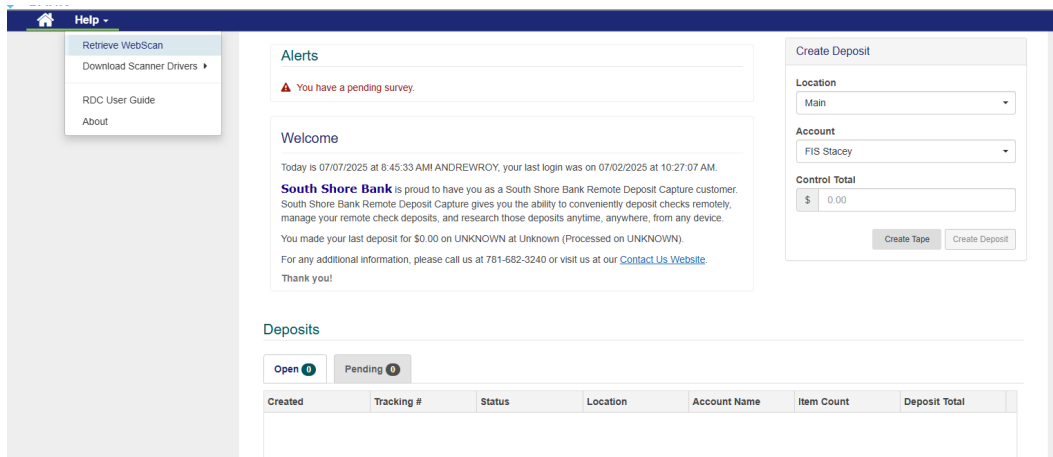
How to Access South Shore Bank's Remote Deposit Capture

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



The screenshot shows the South Shore Bank Business Online Banking interface. The top navigation bar includes links for Welcome, Reports, Money Movement, Account Services, and Administration. The 'Account Services' menu is open, displaying options such as Stop Payment, ACH Positive Pay, Positive Pay, Image Search, Remote Deposit Check Capture (highlighted with a red box), ZDeposit, ZEscrow, ZRent, Business Credit Cards, and Line of Credit Advance. The main content area shows the 'Accounts Summary' for 'Checking' accounts, listing various business checking and MMDA accounts with their balances as of 07/07/2025. A table on the right shows the 'Available Balance' for each account, totaling \$16,041.91.

- Remote Deposit Capture Welcome Screen shown below



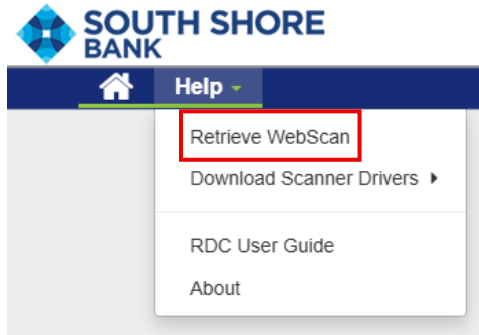
The screenshot shows the 'Remote Deposit Capture Welcome Screen'. The left sidebar contains a 'Help' menu with options: Retrieve WebScan, Download Scanner Drivers, RDC User Guide, and About. The main content area includes an 'Alerts' section with a pending survey notification, a 'Welcome' message from South Shore Bank, and a 'Deposits' section with a table showing deposit status (Open, Pending). On the right, there is a 'Create Deposit' form with fields for Location (Main), Account (FIS Stacey), and Control Total (\$ 0.00), along with 'Create Tape' and 'Create Deposit' buttons.

How to Install Scanner

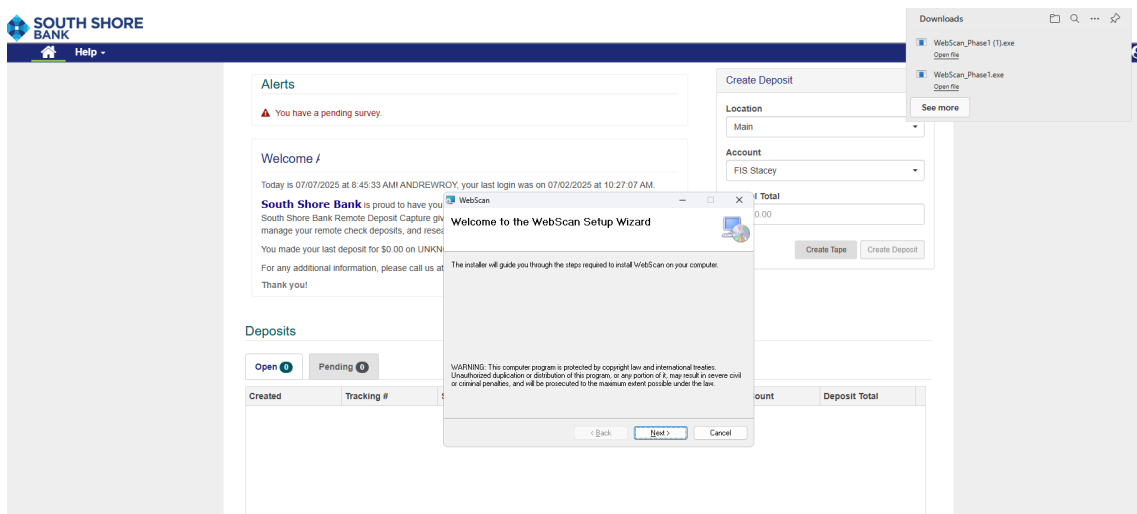
- Log into South Shore Bank Business Online Banking
- Find Account Services tab and select Remote Deposit Check Capture

- Find the Help Tab
- Select Retrieve WebScan

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



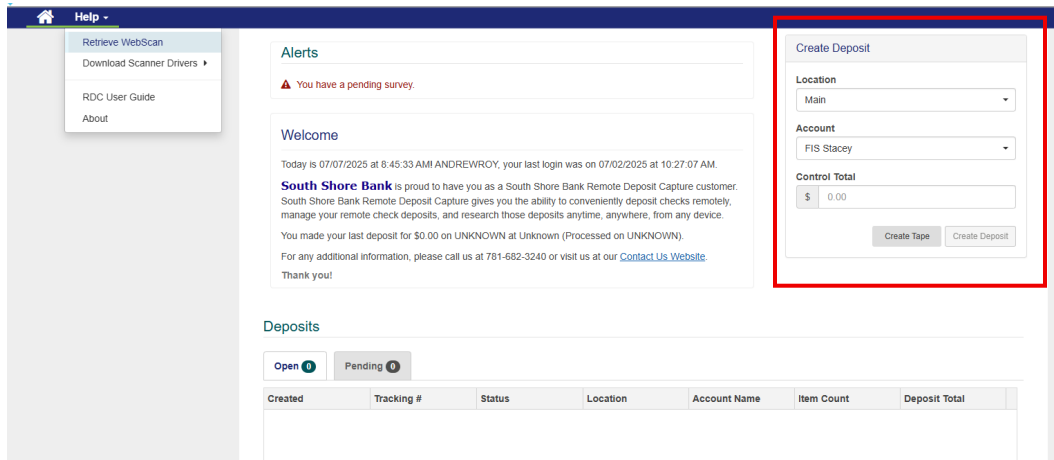
- WebScan will download to your Download folder
- Open file once downloaded



- Follow instructions as prompted

Scanner is now installed

How to Create a Deposit



Alerts

▲ You have a pending survey.

Welcome

Today is 07/07/2025 at 8:45:33 AM! ANDREWROY, your last login was on 07/02/2025 at 10:27:07 AM.

South Shore Bank is proud to have you as a South Shore Bank Remote Deposit Capture customer. South Shore Bank Remote Deposit Capture gives you the ability to conveniently deposit checks remotely, manage your remote check deposits, and research those deposits anytime, anywhere, from any device.

You made your last deposit for \$0.00 on UNKNOWN at Unknown (Processed on UNKNOWN).

For any additional information, please call us at 781-682-3240 or visit us at our [Contact Us Website](#).

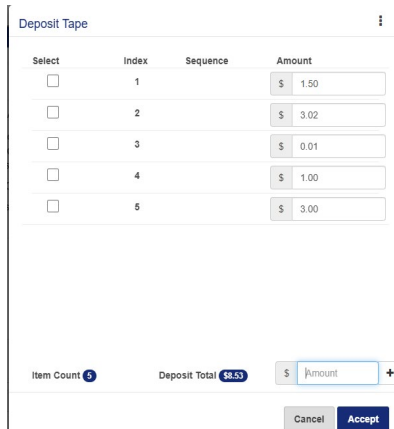
Thank you!

Deposits

Open 0 Pending 0

Created	Tracking #	Status	Location	Account Name	Item Count	Deposit Total

- 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.



Deposit Tape

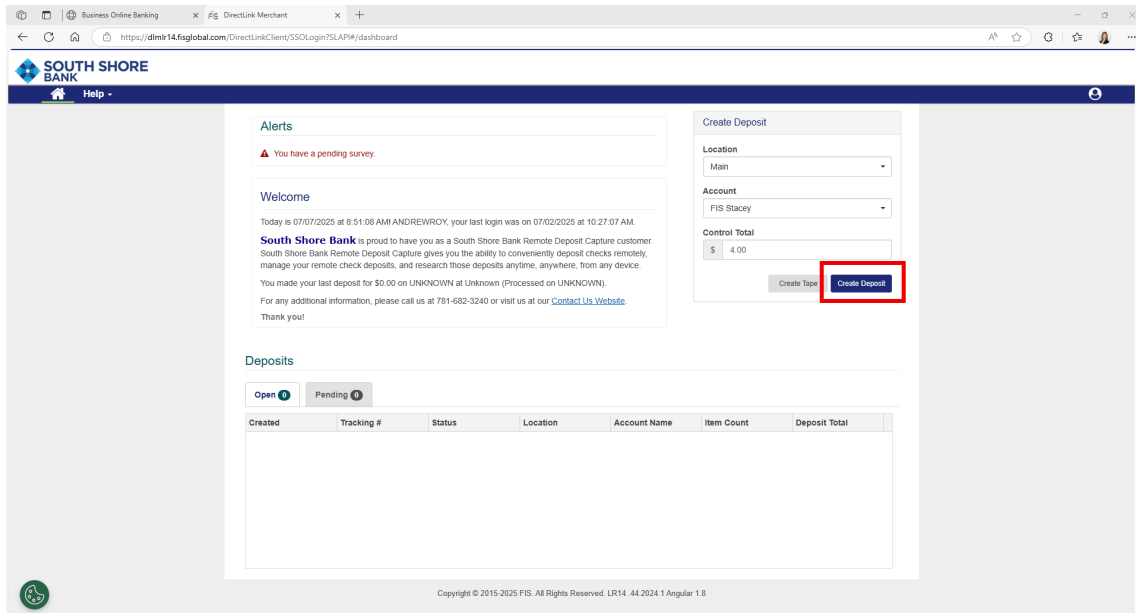
Select	Index	Sequence	Amount
<input type="checkbox"/>	1		\$ 1.50
<input type="checkbox"/>	2		\$ 3.02
<input type="checkbox"/>	3		\$ 0.01
<input type="checkbox"/>	4		\$ 1.00
<input type="checkbox"/>	5		\$ 3.00

Item Count 5 Deposit Total \$4.53

\$ Amount +

Cancel Accept

- Click Create Deposit to begin scanning process



Alerts

▲ You have a pending survey.

Welcome

Today is 07/07/2025 at 8:51:08 AM! ANDREWROY, your last login was on 07/02/2025 at 10:27:07 AM.

South Shore Bank is proud to have you as a South Shore Bank Remote Deposit Capture customer. South Shore Bank Remote Deposit Capture gives you the ability to conveniently deposit checks remotely, manage your remote check deposits, and research those deposits anytime, anywhere, from any device. You made your last deposit for \$0.00 on UNKNOWN at UNKNOWN (Processed on UNKNOWN). For any additional information, please call us at 781-682-3240 or visit us at our [Contact Us Website](#). Thank you!

Deposits

Open 0 Pending 0

Created	Tracking #	Status	Location	Account Name	Item Count	Deposit Total

Create Deposit

Location: Main

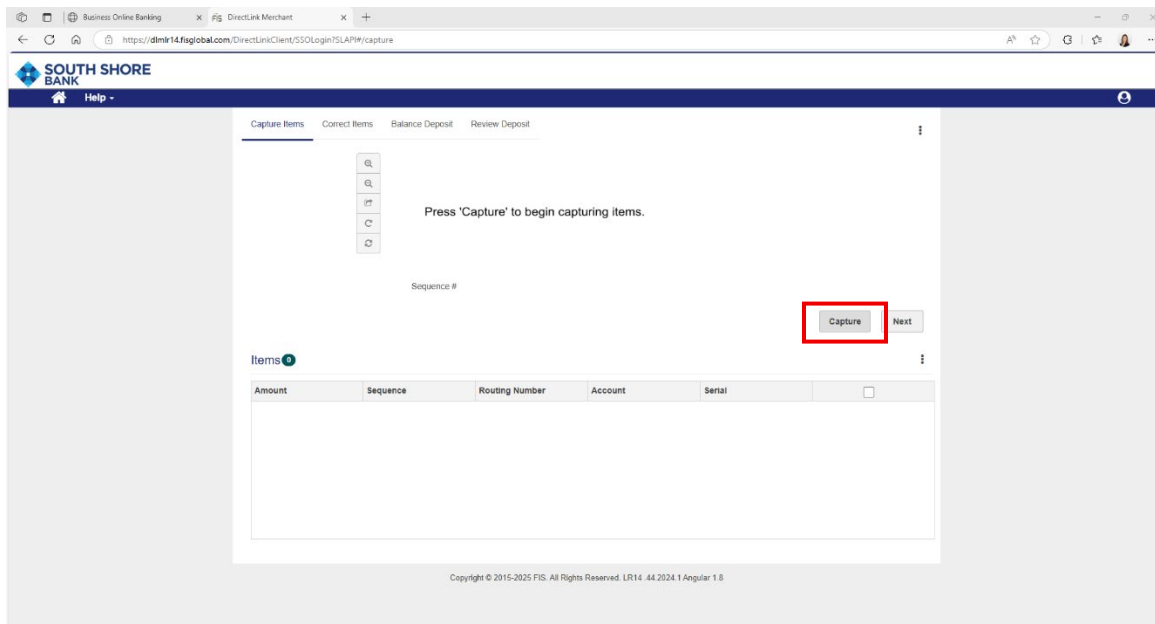
Account: FIS Stacey

Control Total: \$ 4.00

Create Type: **Create Deposit**

Copyright © 2015-2025 FIS. All Rights Reserved. LR14_44.2024.1 Angular 1.8

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



SOUTH SHORE BANK

Help -

Capture Items Correct Items Balance Deposit Review Deposit

Press 'Capture' to begin capturing items.

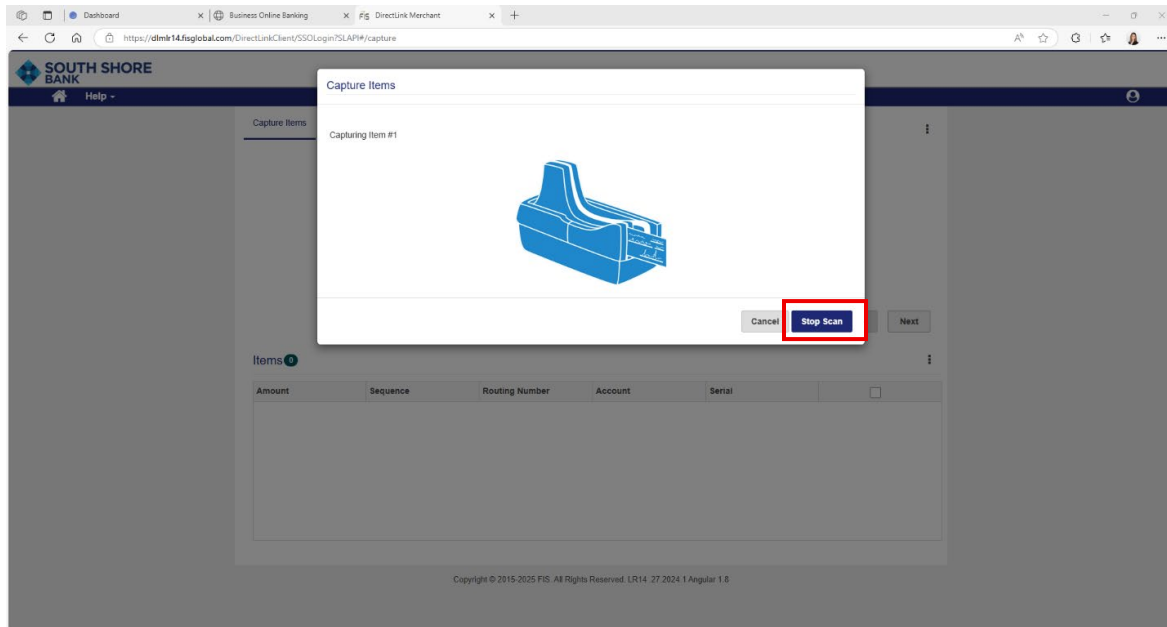
Sequence #

Capture Next

Items

Amount	Sequence	Routing Number	Account	Serial	

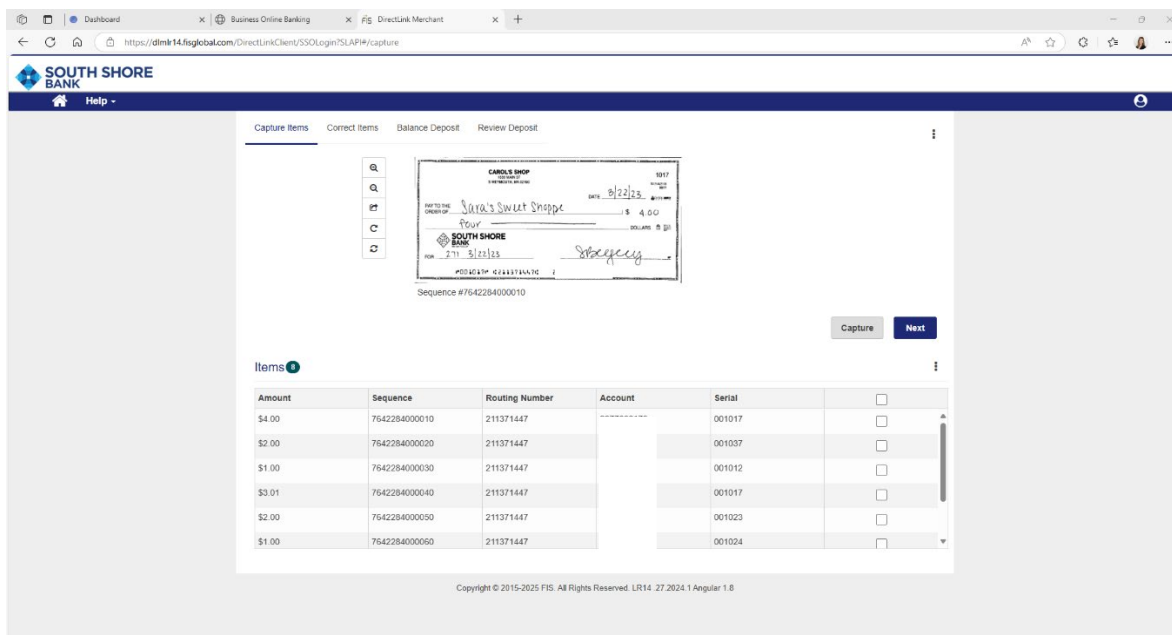
Copyright © 2015-2025 FIS. All Rights Reserved. LR14_44.2024.1 Angular 1.8



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

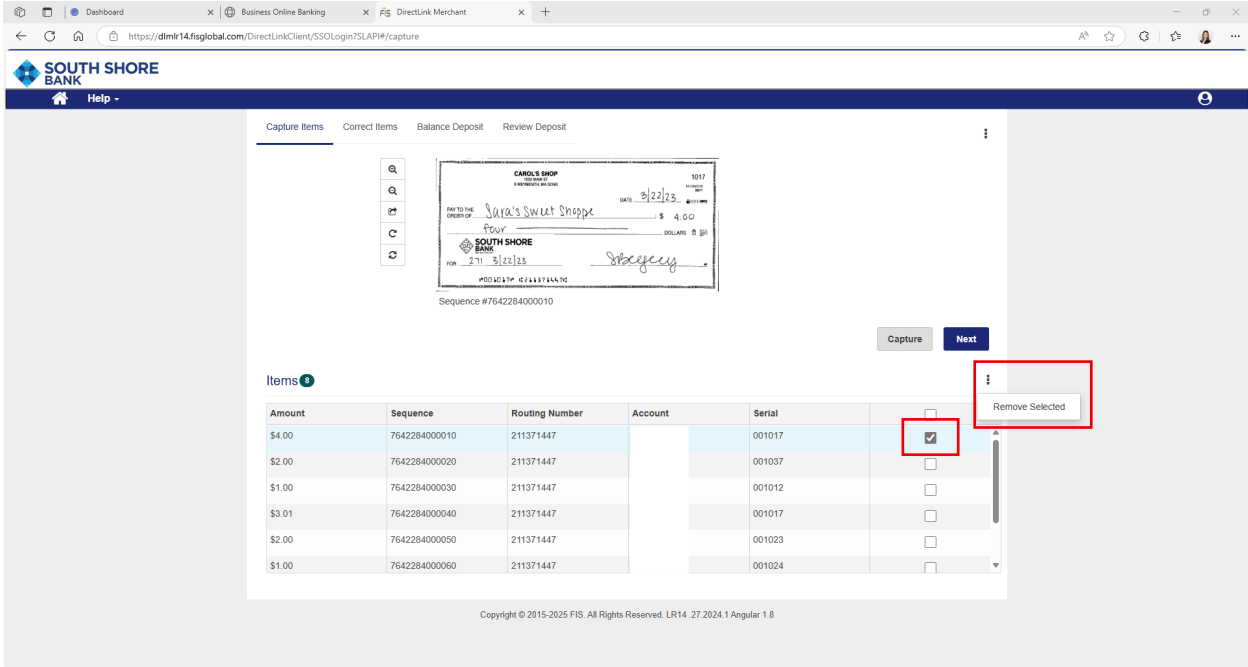
*Scanner will stop after 50 checks. If you have more than 50 checks, you will need to click ‘Cancel’ then “Capture” then “Start Scan” again to initiate the scanner and complete the deposit.

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



*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.



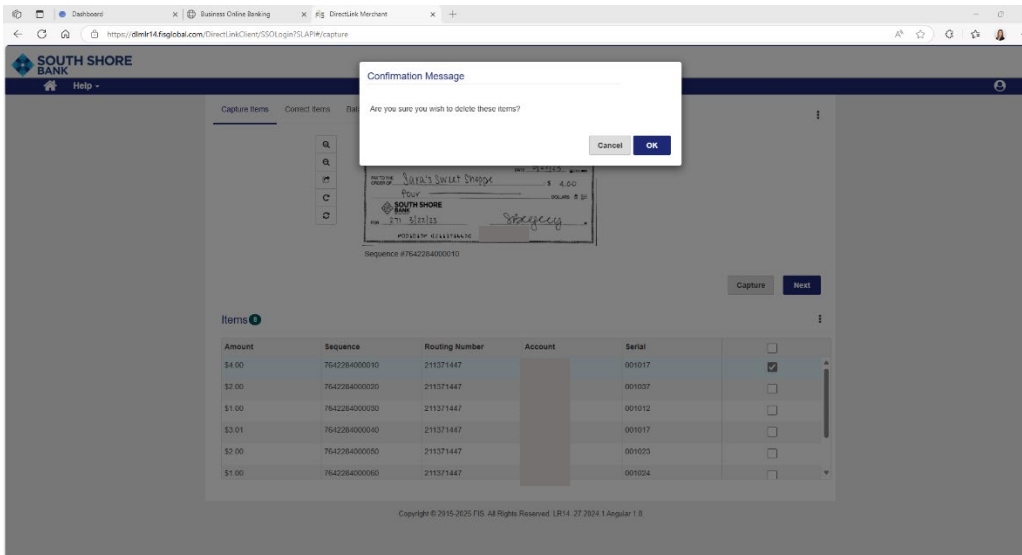
The screenshot shows the South Shore Bank DirectLink Merchant interface. At the top, there's a navigation bar with "Dashboard", "Business Online Banking", and "DirectLink Merchant". Below this is a header with the South Shore Bank logo and a "Help" link. The main content area has tabs for "Capture Items", "Correct Items", "Balance Deposit", and "Review Deposit". The "Capture Items" tab is active, showing a scanned check from "CAROL'S SHOP" dated 9/22/23 for \$4.00, payable to "Sara's Sweet Shoppe". Below the check is a table of items:

Amount	Sequence	Routing Number	Account	Serial	
\$4.00	7642284000010	211371447		001017	<input checked="" type="checkbox"/>
\$2.00	7642284000020	211371447		001037	<input type="checkbox"/>
\$1.00	7642284000030	211371447		001012	<input type="checkbox"/>
\$3.01	7642284000040	211371447		001017	<input type="checkbox"/>
\$2.00	7642284000050	211371447		001023	<input type="checkbox"/>
\$1.00	7642284000060	211371447		001024	<input type="checkbox"/>

Below the table is a "Remove Selected" button. The interface also includes a "Capture" and "Next" button at the bottom right.

**Account numbers are masked for security reasons*

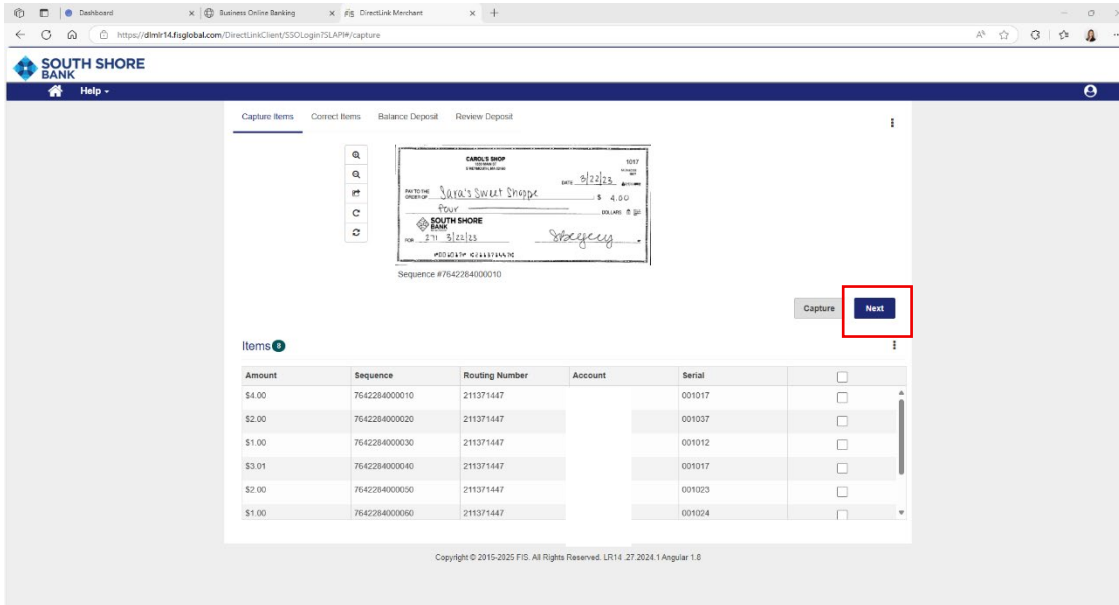
User will get confirmation message, click OK to continue the deletion process.



The screenshot shows the same South Shore Bank DirectLink Merchant interface as before, but with a "Confirmation Message" dialog box overlaid. The dialog box contains the text "Are you sure you wish to delete these items?" and has "Cancel" and "OK" buttons. The background interface is dimmed, showing the same check and table of items.

**Account numbers are masked for security reasons*

- Select Next to move through the deposit workflow

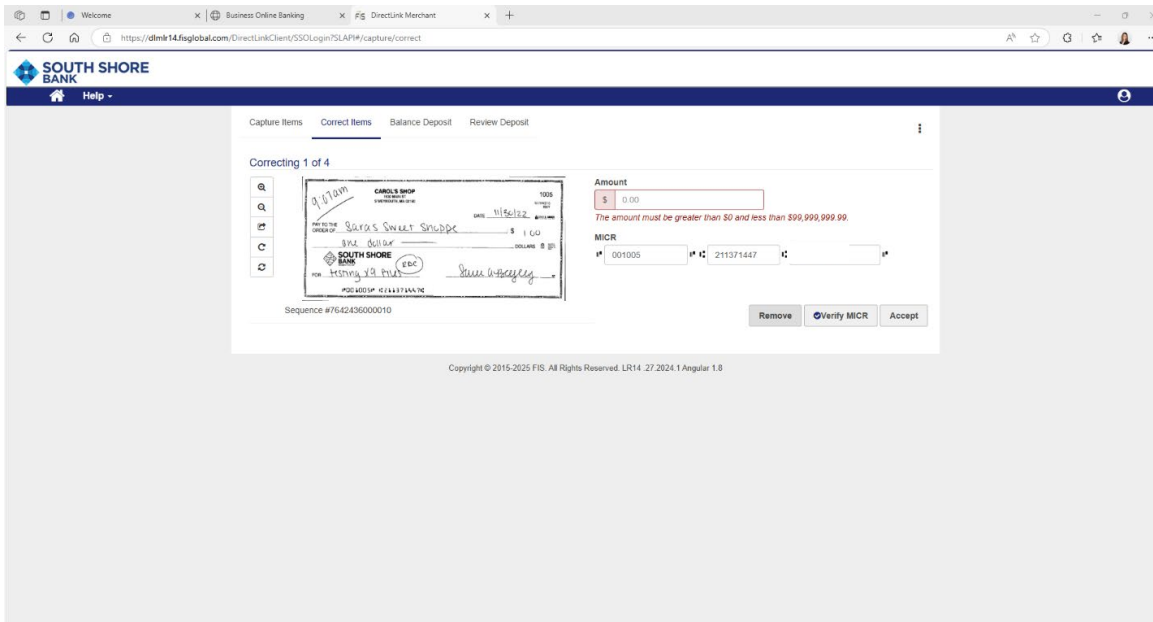


Copyright © 2015-2025 FIS. All Rights Reserved. LR14 27.2024.1 Angular 1.8

Amount	Sequence	Routing Number	Account	Serial	
\$4.00	7642284000010	211371447		001017	<input type="checkbox"/>
\$2.00	7642284000020	211371447		001037	<input type="checkbox"/>
\$1.00	7642284000030	211371447		001012	<input type="checkbox"/>
\$3.01	7642284000040	211371447		001017	<input type="checkbox"/>
\$2.00	7642284000050	211371447		001023	<input type="checkbox"/>
\$1.00	7642284000060	211371447		001024	<input type="checkbox"/>

**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.



Correcting 1 of 4

Amount: \$ 0.00
The amount must be greater than \$0 and less than \$99,999,999.99.

MICR: 001005 211371447

Remove Verify MICR Accept

Copyright © 2015-2025 FIS. All Rights Reserved. LR14 27.2024.1 Angular 1.8

**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 session will expire in 15 minutes. Please click here to continue.

Business Online Banking | DirectLink Merchant

https://dlm14.fisglobal.com/DirectLinkClient/SSOLogin?SLAPI#/capture/balance

SOUTH SHORE BANK

Home Help

Capture Items | Correct Items | **Balance Deposit** | Review Deposit

Deposit Information

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

Capture Save Changes Review

Sequence #7642284000020

All Items (12) Amount Edited (0) CAR Warnings (0)

Amount	Sequence	Routing	Account	Serial	
\$ 2.00	7642284000020	211371447		001037	<input type="checkbox"/>
\$ 1.00	7642284000030	211371447		001012	<input type="checkbox"/>
\$ 3.01	7642284000040	211371447		001017	<input type="checkbox"/>
\$ 2.00	7642284000050	211371447		001023	<input type="checkbox"/>
\$ 1.00	7642284000060	211371447		001024	<input type="checkbox"/>

Copyright © 2015-2025 FIS. All Rights 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.

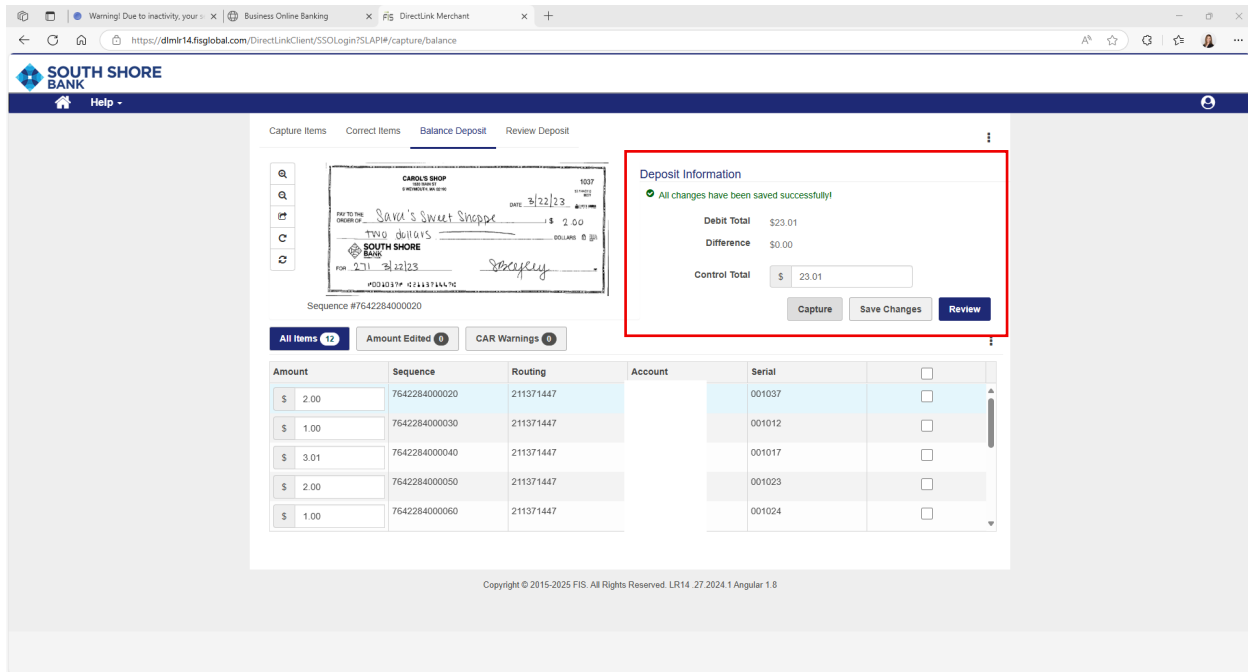
Deposit Information

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.*



Warning! Due to inactivity, your session will expire in 15 minutes. Please click here to refresh your session.

Business Online Banking | DirectLink Merchant

https://dmlr14.fisglobal.com/DirectLinkClient/SSOLogin?SLAPM#/capture/balance

SOUTH SHORE BANK

Help

Capture Items | Correct Items | **Balance Deposit** | Review Deposit

Sequence #7642284000020

Deposit Information

✓ All changes have been saved successfully!

Debit Total \$23.01

Difference \$0.00

Control Total \$ 23.01

Capture Save Changes **Review**

Amount	Sequence	Routing	Account	Serial	
\$ 2.00	7642284000020	211371447		001037	<input type="checkbox"/>
\$ 1.00	7642284000030	211371447		001012	<input type="checkbox"/>
\$ 3.01	7642284000040	211371447		001017	<input type="checkbox"/>
\$ 2.00	7642284000050	211371447		001023	<input type="checkbox"/>
\$ 1.00	7642284000060	211371447		001024	<input type="checkbox"/>

Copyright © 2015-2025 FIS. All Rights Reserved. LR14. 27.2024.1 Angular 1.8

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

Deposit Information

✓ All changes have been saved successfully!

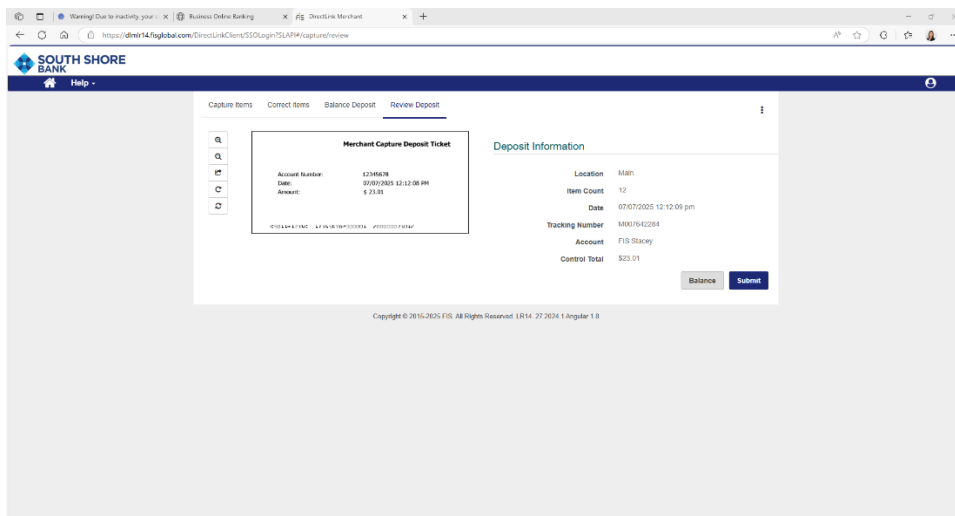
Debit Total \$23.01

Difference \$0.00

Control Total \$ 23.01

Capture Save Changes **Review**

- Here is the Review Deposit page



Warning! Due to inactivity, your session will expire in 15 minutes. Please click here to refresh your session.

Business Online Banking | DirectLink Merchant

https://dmlr14.fisglobal.com/DirectLinkClient/SSOLogin?SLAPM#/capture/review

SOUTH SHORE BANK

Help

Capture Items | Correct Items | Balance Deposit | **Review Deposit**

Merchant Capture Deposit Ticket

Account Number: 12345678
Date: 07/07/2025 12:12:08 PM
Amount: \$ 23.01

Deposit Information

Location: Main

Item Count: 12

Date: 07/07/2025 12:12:08 PM

Tracking Number: M00/7642284

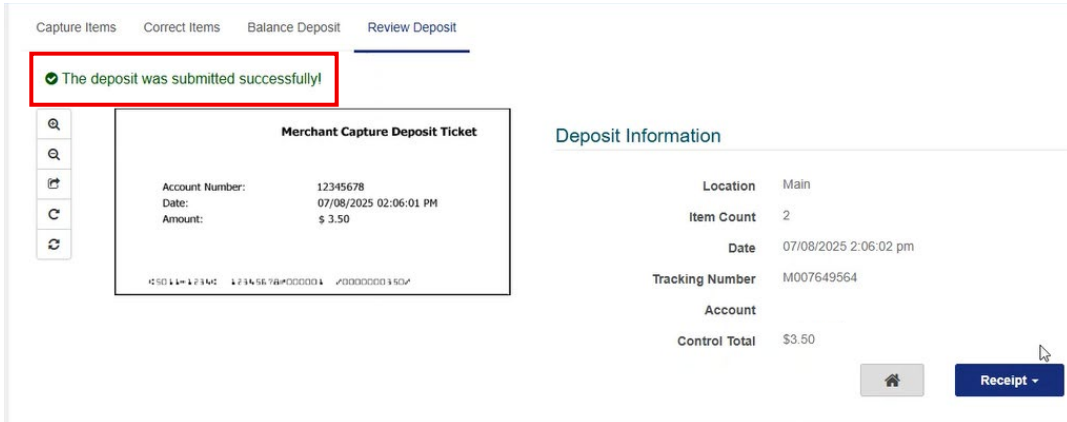
Account: FIS Stacey

Control Total: \$23.01

Balance Submit

Copyright © 2015-2025 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.



The screenshot shows the 'Review Deposit' tab selected. A green checkmark icon and the text 'The deposit was submitted successfully!' are highlighted with a red box. Below this, there is a 'Merchant Capture Deposit Ticket' section with the following details:

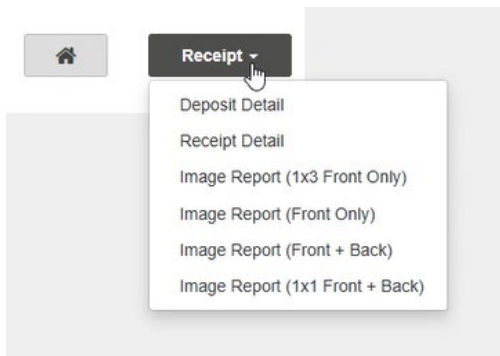
Account Number:	12345678
Date:	07/08/2025 02:06:01 PM
Amount:	\$ 3.50

Below the ticket is a barcode. To the right, the 'Deposit Information' section displays:

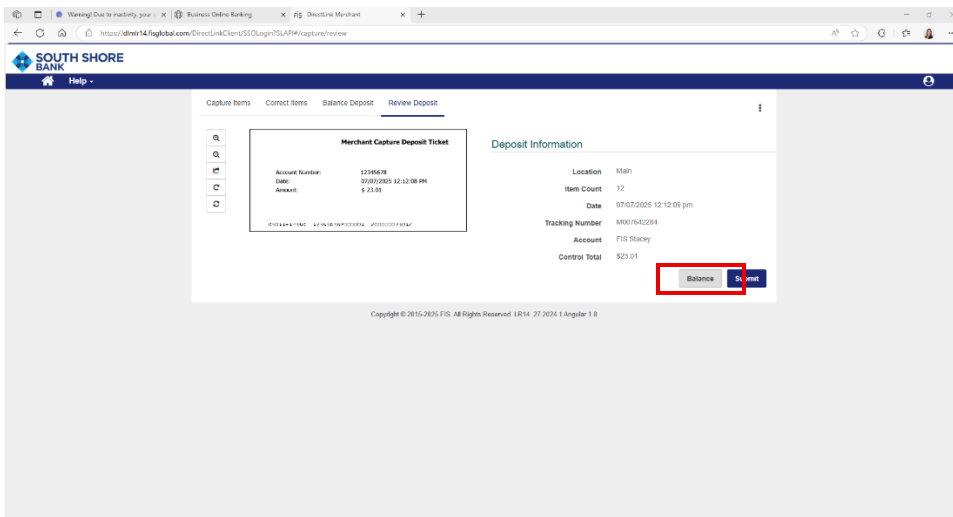
Location	Main
Item Count	2
Date	07/08/2025 2:06:02 pm
Tracking Number	M007649564
Account	
Control Total	\$3.50

At the bottom right, there is a 'Receipt' button with a dropdown arrow.

- Users 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.

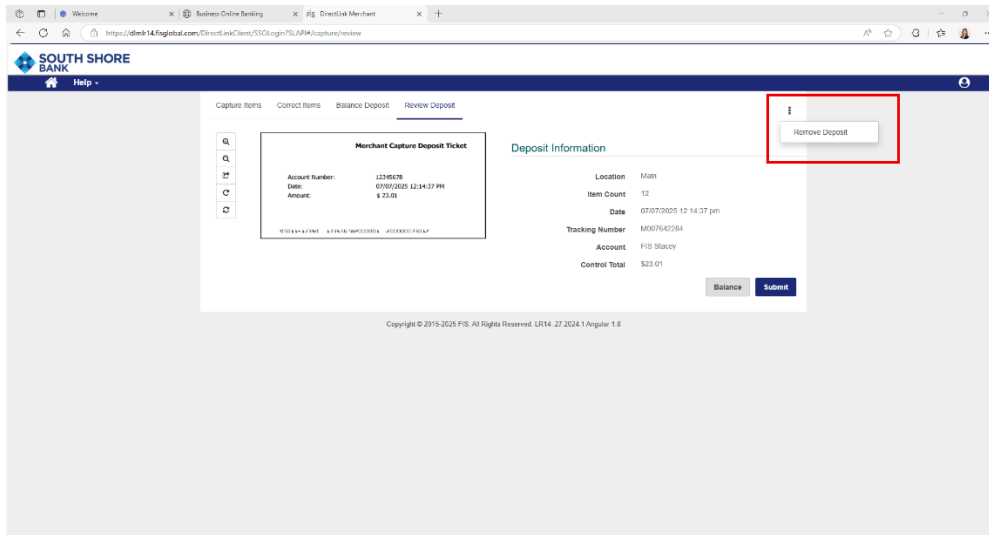


The screenshot shows the 'Review Deposit' tab selected. The 'Merchant Capture Deposit Ticket' section displays the same details as the previous screenshot. The 'Deposit Information' section displays:

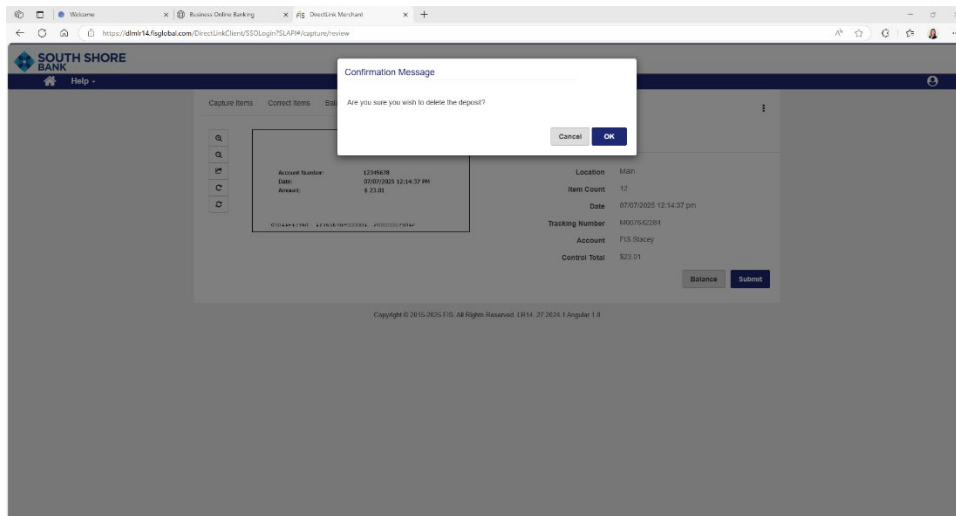
Location	Main
Item Count	12
Date	07/07/2025 12:12:09 pm
Tracking Number	M007642284
Account	FIS Stacey
Control Total	\$23.01

At the bottom right, the 'Balance' button is highlighted with a red box, and the 'Submit' button is also visible.

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



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



Report Examples from Receipt Option

Image Report (Front + Back)

Image Report (Front + Back)

Submitted Date: 01/01/100 12:00:00 AM

Deposit Account: FIS Stacy

Deposit Status: Completed

Location: Main

Customer Name: FIS Test

Deposit Total: 3.50

Deposit Tracking: M007649564

Number of Debits: 2

Merchant Capture Deposit Ticket

Account Number: 070406

Date: 01/01/100 12:00:00 PM

Amount: \$ 3.50

Sequence: 7049564000001

Item Amount: \$3.50

Check Number: 1

Back Image Intentionally Left Blank

SAVINGS DEPOSIT

Carroll's Shop

01/01/100 12:00:00 PM

\$ 3.50

Sequence: 7049564000010

Item Amount: \$3.50

Check Number: 1027

SAVINGS DEPOSIT

Carroll's Shop

01/01/100 12:00:00 PM

\$ 2.00


Sequence: 7049564000020

Item Amount: \$2.00


Check Number: 1023

Close

Reports Tab



SOUTH SHORE BANK



Research

Reports ▾

Help ▾

Create Reports

Download Reports

W

To

[Research](#)[Reports](#)[Help](#)

Report Criteria

Report

- All Deposits Detail Repor
- Deposit Detail
- Deposit Summary Repor
- Deposit Summary Repor
- Image Cash Letter Repo
- Image Report (1x1 Front
- Image Report (1x3 Front
- Image Report (Front & B

Research Tab

[Research](#)[Reports](#)[Help](#)

Research Options

Institution Name

Merchant

Saved Queries

Start Date

End Date

[Click to expand fields](#)[Export Options](#)

No item selected

Items 0

Sequenc...	Account ...	Serial	Routing ...	Amount	Tracking ...	Location ...	Account ...

Credits 0 \$0.00

Debits 0 \$0.00