



## HOW TO MAKE A REMOTE DEPOSIT

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### **Step 1** Visit [mstreetbank.com](https://mstreetbank.com) and click on “Log In to MainStreet Connect”

Enter your login credentials.

### **Step 2** After signing in, click “Transactions” on the left hand side of your screen to access MainStreet Connect.

### **Step 3** Click on “Remote Deposit Complete”

- You’ll be taken to your “Open Deposits” screen. To continue, click “Create New Deposit” at the bottom.
- Your computer will start communicating with your scanner and the Scanner Interface will say that the “Device is Busy” for a couple seconds.
- The Scanner Interface Column will disappear once connected with your scanner.

### **Step 4** Input requested information

- Click “Create” when finished.  
After creating your deposit, you’ll be brought to your deposit view.
- The LED indicator on your scanner should turn green, and you can feed your check through. There is a small guide embossed on the scanner next to the check track showing how to deposit the check properly.

## **Step 5 Place the check upright and facing outward through the check feeder**

- The check will then be ejected and your screen will update with a front and back image of the check
- Once you're finished scanning all of your checks, click "Complete Deposit" to be taken back to your Open Deposits

## **Step 6 Check the box to the left hand side of your deposit, and click on "Close Deposit" and the bottom of the screen**

- It is very important to close your deposits after scanning your checks through because this will send the deposit to MainStreet Bank.
- A message will then appear confirming whether or not you would like to close your selected deposits. After you select "Close" your deposit will be completed and sent to MainStreet Bank.

If you have any questions or concerns, please contact the  
Connect Support Department at (703) 481 - 4589  
Mon - Fri | 9AM - 5PM