

MOBILE DEPOSIT CAPTURE

Depositing Checks Has Never Been Easier!

1. Log into Norstar FCU App on your smart phone.
2. Click on the **Deposit** Tab on the bottom of the screen.
3. Click on the **Deposit a Check** and choose which CHECKING account you would like to deposit in. (Remember: You can only deposit into a Checking Account and not a Savings or Money Market Account).
4. Follow the three steps on the screen by
 - a. Enter the amount of the check.
 - Endorse the check according to the below requirements.
 - Write “For Mobile Deposit Norstar”
 - Make sure to sign the back of your check with your signature.
 - EXAMPLE:

Your Signature

FOR MOBILE DEPOSIT NORSTAR

(*Do NOT check the box*)

- b. Take a clear picture of the front of the check.
 - c. Take a clear picture of the back of the check.
 - While taking a picture, make sure the image is clear and contains all four corners of the check.
 - Also, make sure you are following the Deposit Limits of:
 - \$5,000.00 per check
 - \$5,000.00 in total deposit per day (Please contact us if you need your daily total deposit limit raised higher than \$5,000.00.)
5. Watch the status of your deposit on the App under the **View Mobile Deposit History** to be sure your deposit was either accepted or rejected. Please keep your paper check until the funds are posted to your account. If your deposit gets rejected, contact us for more details.
6. Mobile deposits made *before* 3:00 p.m. CST on business days will be credited after 5:00 p.m. CST on that same business day. Deposits made *after* 3:00 p.m. on business days will be credited the following business day, after 5:00 p.m. CST. Credit union holds may apply.