



### 1. DOWNLOAD THE STILLMAN BANK APP

Download the Stillman Bank app from your device's app store. If you already have the app, make sure it's the latest version.



### 2. LOG INTO THE APP

Log into the app using your online banking User ID and password. Not enrolled in online banking? Visit us at [stillmanbank.com](http://stillmanbank.com) to enroll today!

### 3. GETTING STARTED

To get started, choose **"Mobile Deposit."** If you are using the service for the first time, you will need to enroll. Tap **"Enroll"** to get started. Fill out the necessary information and tap **"Enroll."** Then you will need to agree to the terms and conditions.\* By tapping enroll, Stillman Bank will review your submission. You will receive an email within one business day confirming your enrollment. Once you receive the confirmation of enrollment email, you will then be able to continue with the mobile deposit process.

### 4. TAKE A PHOTO OF THE FRONT OF THE CHECK

From the Deposit Menu choose **"Deposit Check."** On the next screen you will select **"Take Pictures."** Choose **"Front of Check,"** and your device's camera will automatically turn on. Place the check on a flat surface. Make sure the area has plenty of light with no shadows so that the check stands out. Turn your mobile device sideways and then snap the picture.

### 5. REVIEW YOUR CHECK

If you need to retake the photo, touch **"Retake"** and try again. If the photo is clear, select **"Use."**

### 6. TAKE A PHOTO OF THE BACK OF THE CHECK

Before photographing the back, be sure to endorse the check with your signature and write **"For Mobile Deposit"** underneath. Then you'll need to capture the back of the check, repeating the steps you did for the front. When you are satisfied with the pictures, select **"Save Images."**

### 7. CHOOSE AN ACCOUNT

Review the **"Account"** field and make sure to choose which account you'd like to deposit your check into.

### 8. ENTER THE AMOUNT

Next enter the value of the check in the **"Check Amount"** box. Below the amount value, there is also the option to enter a memo if you so choose.

### 9. VERIFY ALL INFORMATION

Review all the information. If everything is correct, select **"Submit Deposit."**

### 10. CONFIRMATION SCREEN

On the confirmation screen you will have the option to deposit another check. You will get an email confirmation when your deposit has been accepted. If the transaction is rejected, you'll also receive an email notification. If deposited by 5 p.m. on a business day, funds will be available in your account the next business day. **After you complete the transaction, retain the check for one week after your deposit and then destroy it.**

**Stillman**  
Member FDIC  
**BANK**

