WEB CLIENT

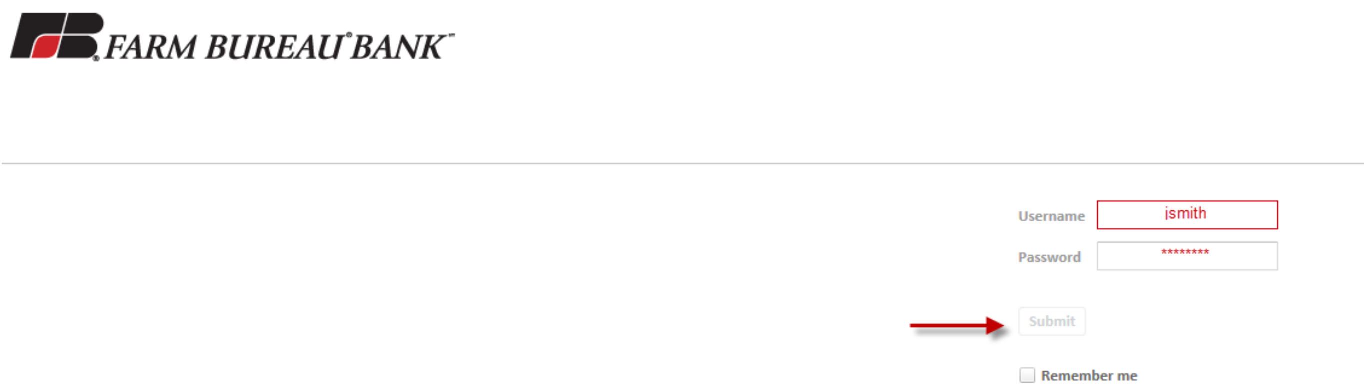
Quick Reference Guide V 8.0

Getting Started

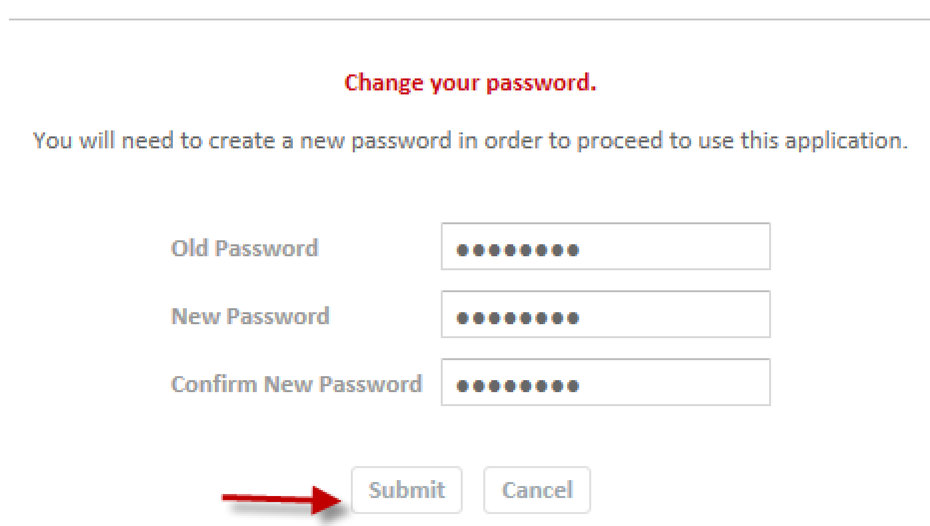
Web Client lets you capture checks and create electronic deposits, which are securely transmitted to Farm Bureau Bank for processing. Use this guide to help you locate the menus and options you will use to create deposits

Use the following URL to login and start transmitting checks:
https://netdeposit.farmbureaubank.com/webclient/login.do

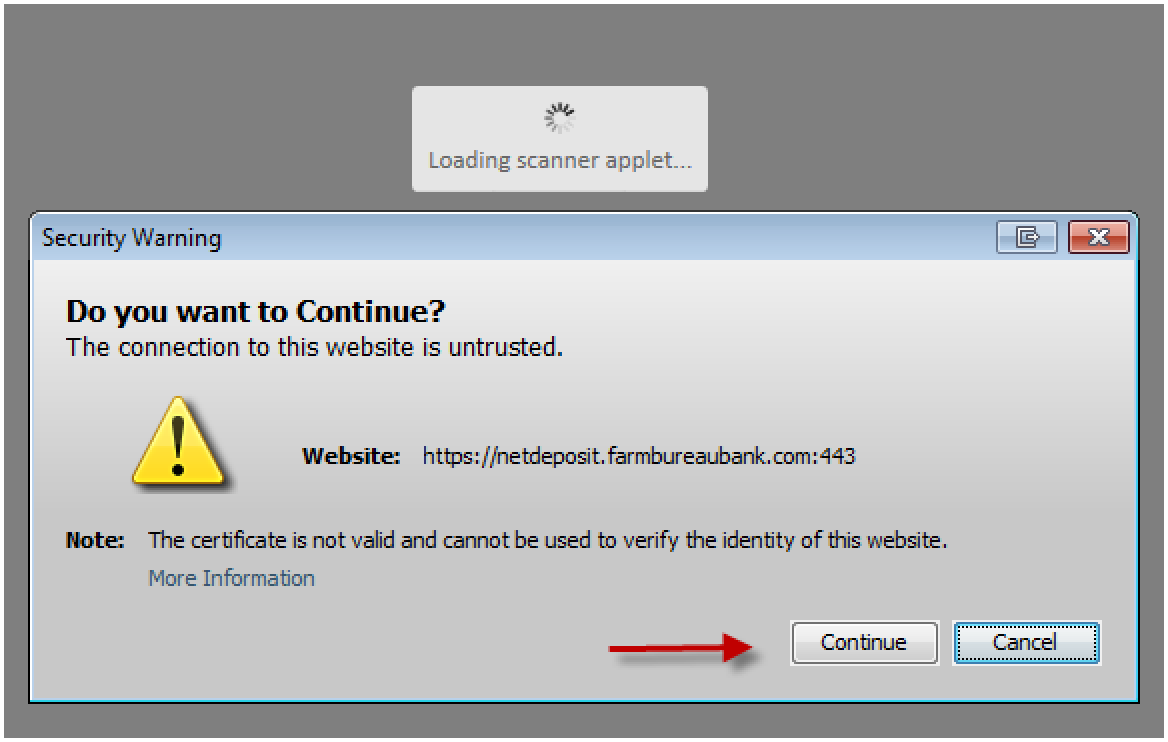
On the landing page, enter your credentials as provided by Farm Bureau Bank



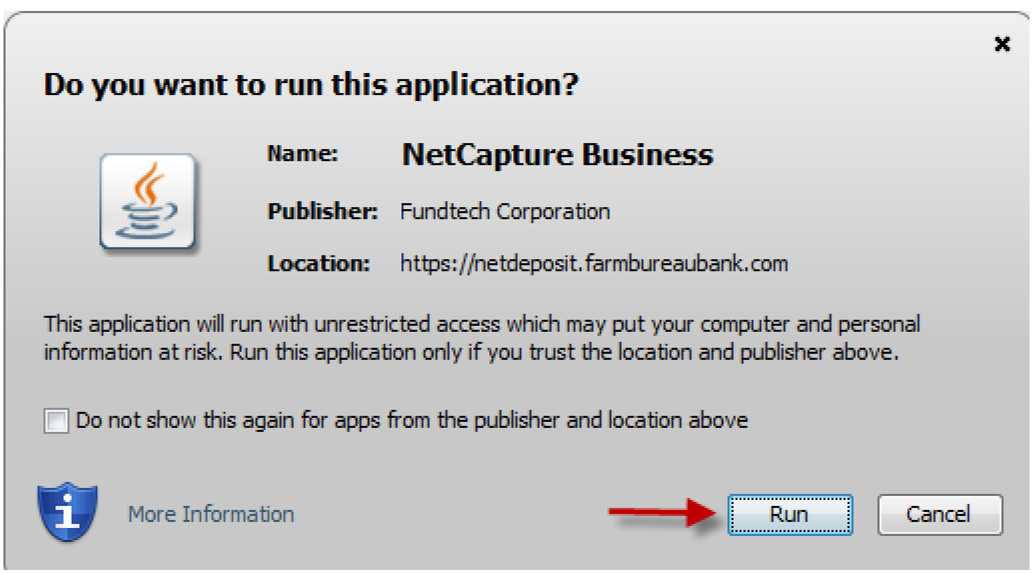
It this is the first time login in you will be prompted to change your password. Click the Submit button after updating your password.



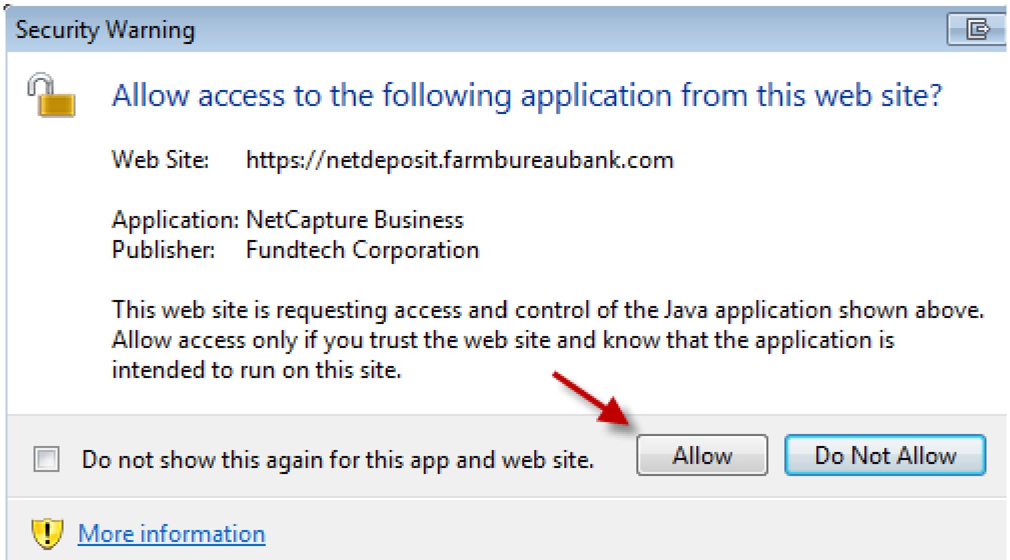
Click Continue to the Security Warning pop up



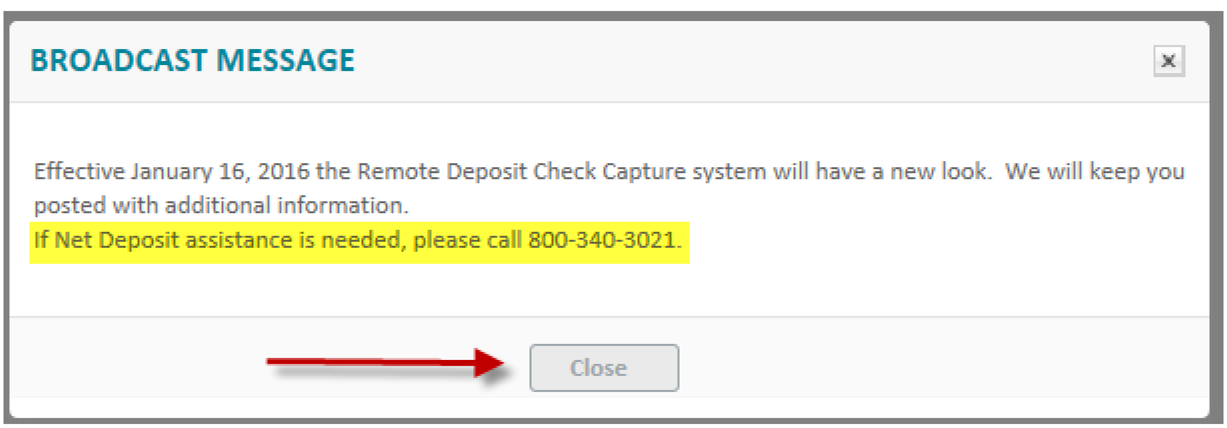
Click Run on the Net Capture Business Pop Up



Click Allow to the Security Warning Pop –up



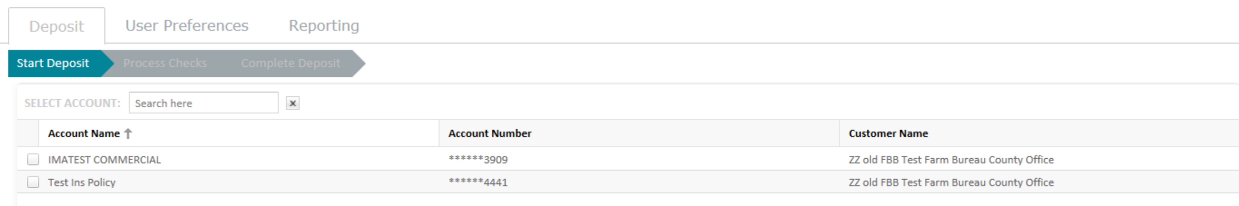
Read the Broadcast message and click close



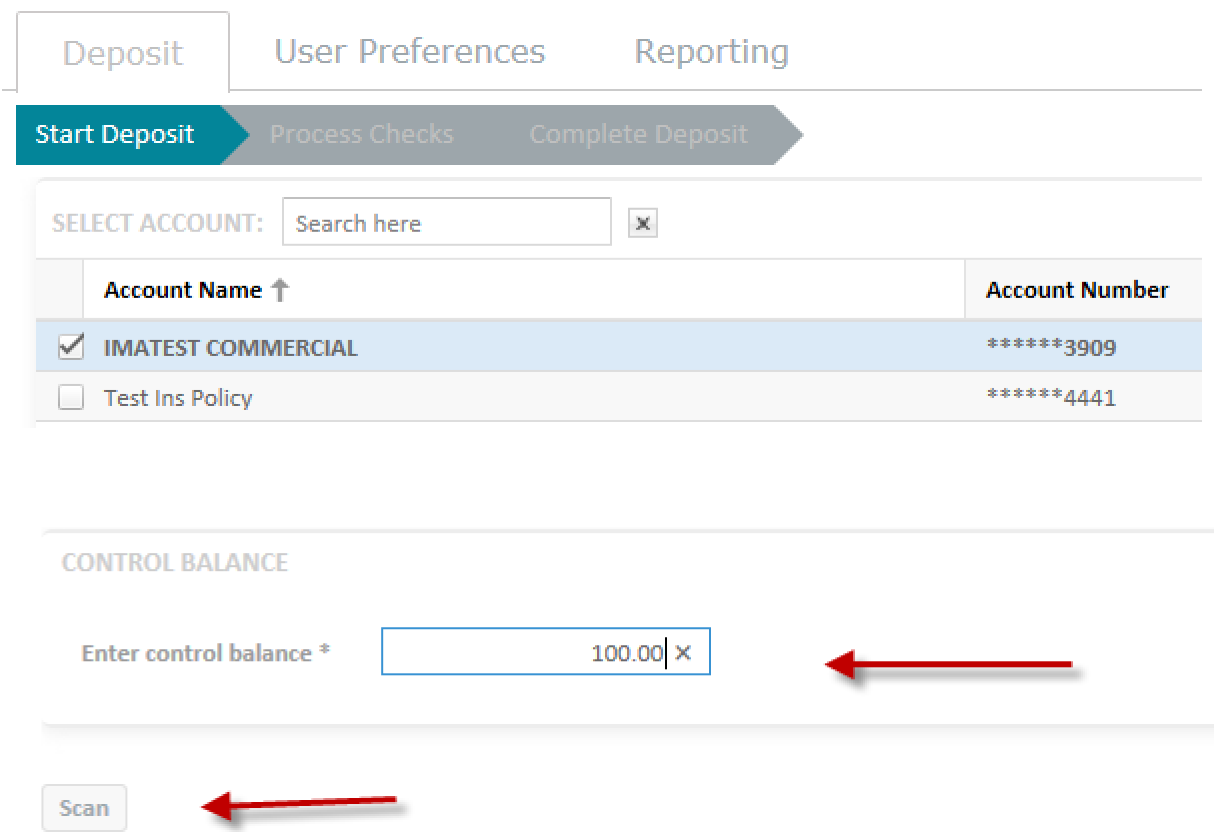
Deposit Screen

Group the checks together for the deposit and prepare them for scanning. Sum up the checks to obtain the deposit total or control balance.

If you are able to make deposits to more than one account, choose the account to which you are making this deposit by placing a checkmark next to the account.

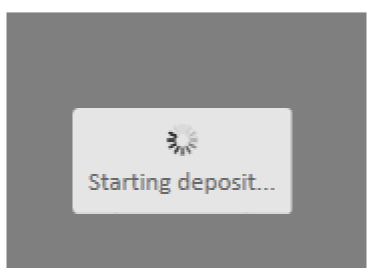


At the bottom of the screen, enter the control balance (total of all the checks)

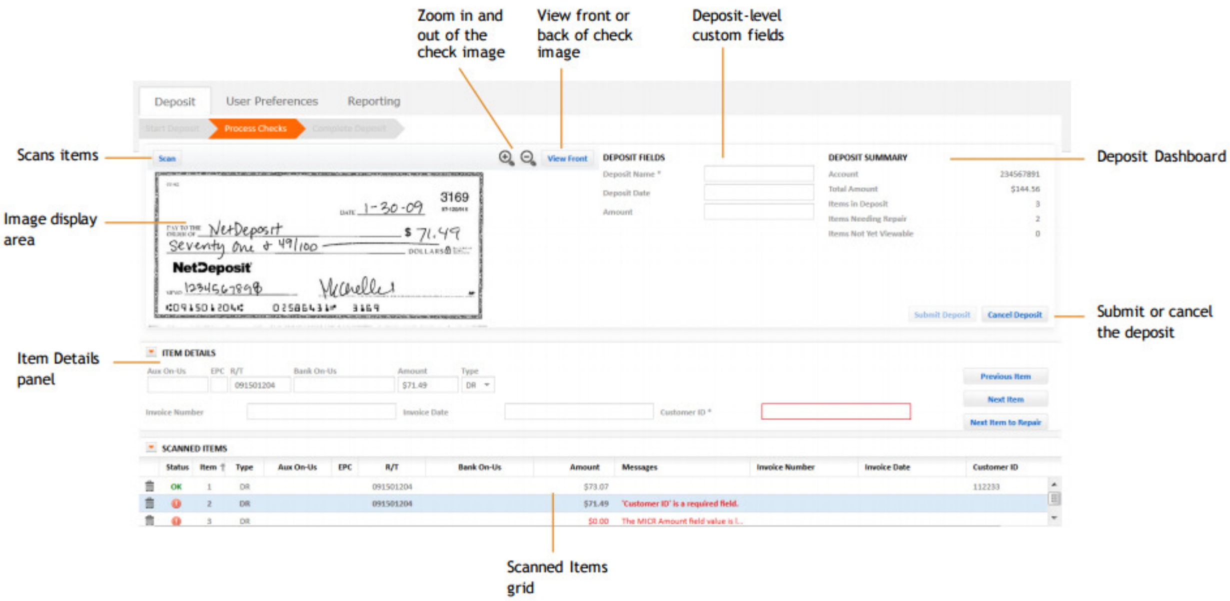


Place check on the scanner and click the scan button on the screen above

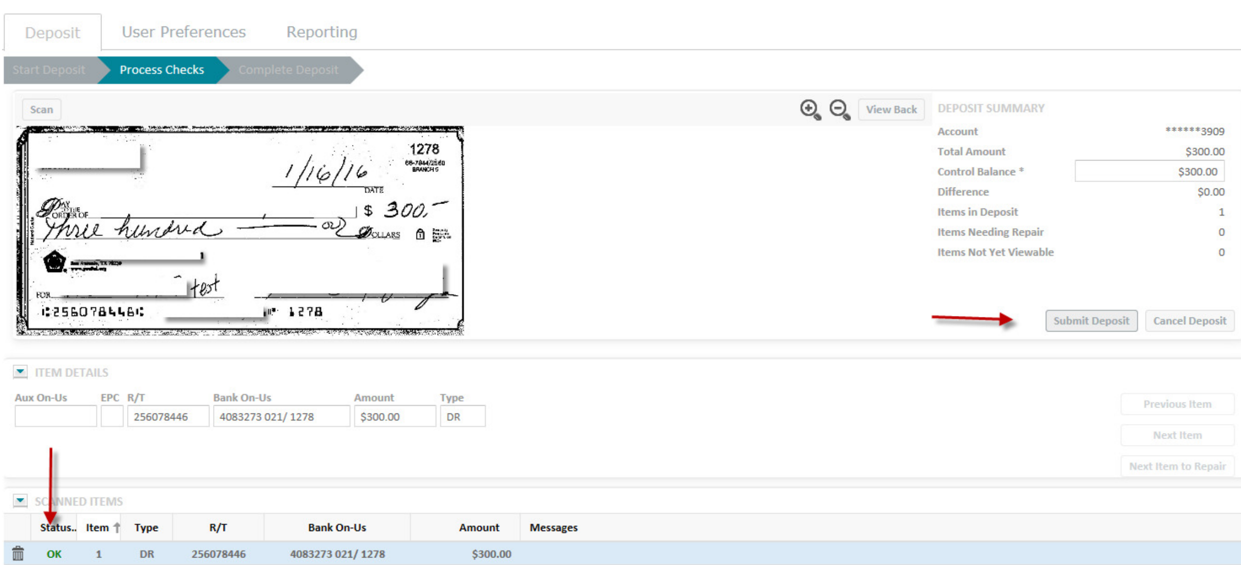
A message will display indicating that the scanner is starting the deposit



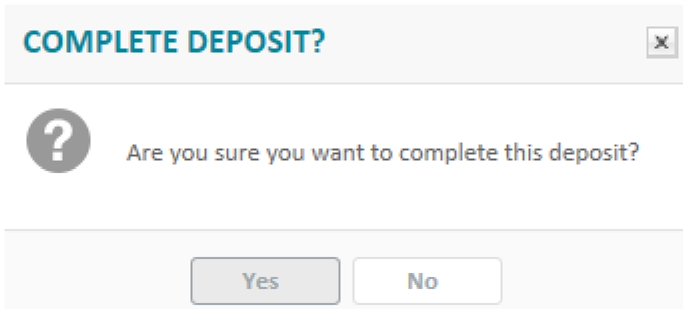
Once all items have been scanned, verify f any errors occurred, edit any erroneous fields, and enter any information that was not automatically read. Errors will be highlighted in red.



Once all errors have been corrected, the Scanned items Status will read **OK.** You may now submit the deposit



Click yes or no to the next Pop-up after reviewing your deposit.



A confirmation will be displayed indicating that the deposit was successfully completed. From this screen you may download a report of the deposit or start a new deposit. You may also use the reporting tab at the end of the day to confirm all the deposits were accepted.