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.

Change your password.

You will need to create a new password in order to proceed to use this application.
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

![Security Warning pop-up]

Read the Broadcast message and click close

![Broadcast Message]

Effective January 16, 2016 the Remote Deposit Check Capture system will have a new look. We will keep you posted with additional information.

If Net Deposit assistance is needed, please call 800-340-3021.
**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)

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMATEST COMMERCIAL</td>
<td>******3909</td>
</tr>
<tr>
<td>Test Ins Policy</td>
<td>******4441</td>
</tr>
</tbody>
</table>

**CONTROL BALANCE**

Enter control balance * 100.00
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 if 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.