

# **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



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Username

Password

Remember me

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

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### Change your password.

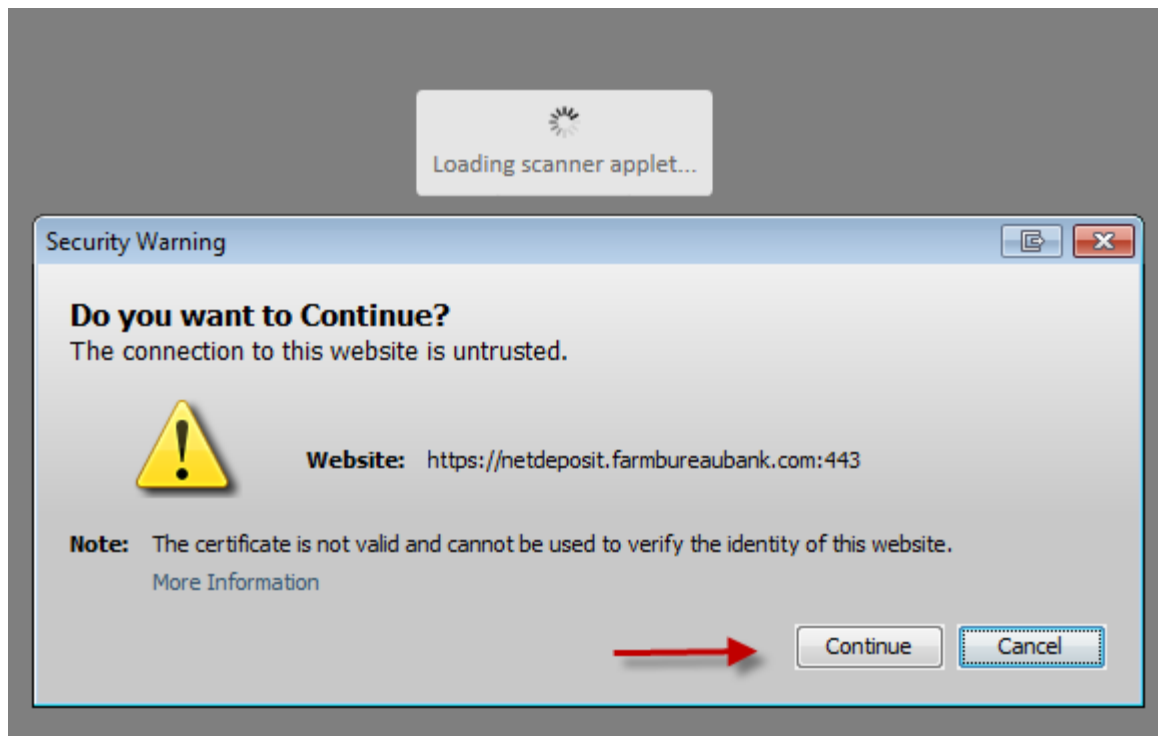
You will need to create a new password in order to proceed to use this application.

Old Password

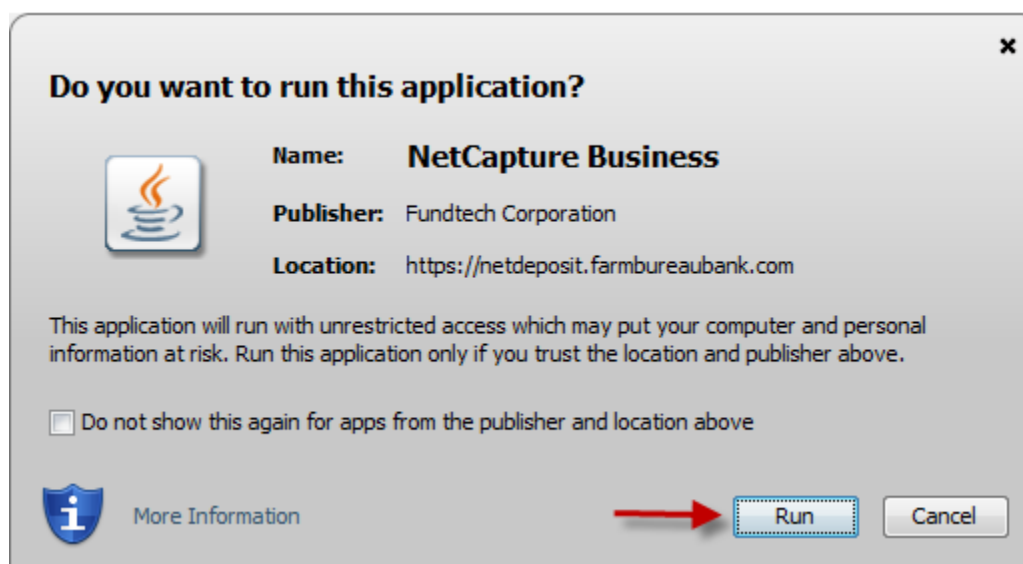
New Password

Confirm New Password

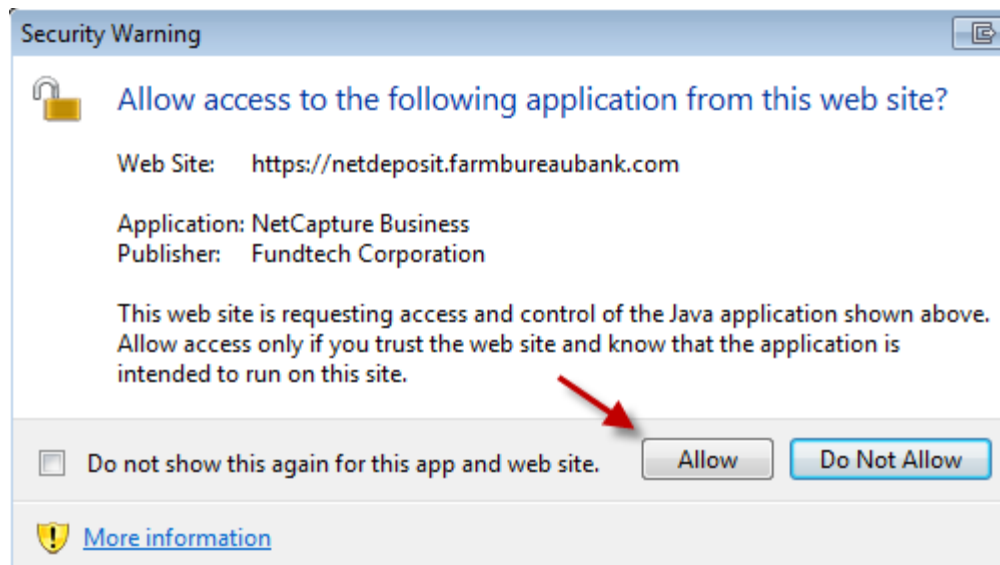
Click Continue to the Security Warning pop up



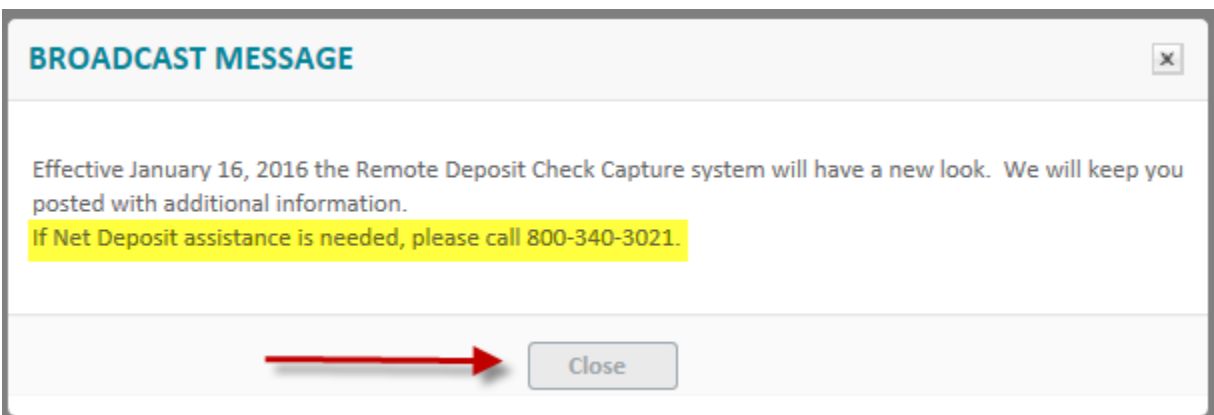
Click Run on the Net Capture Business Pop Up



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.

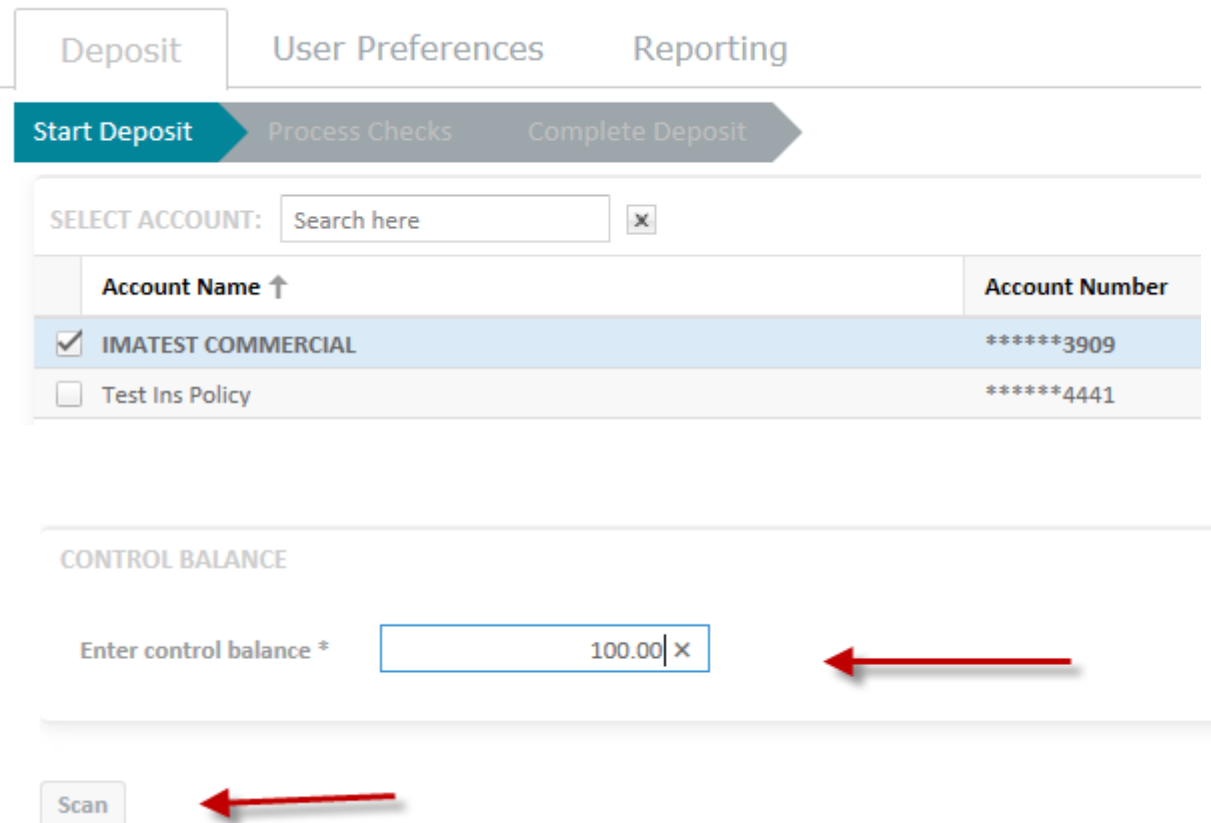
If you are able to make deposits to more than one account, choose the account to which you are making this deposit by placing a checkmark next to the account.



The screenshot shows the 'Deposit' tab selected in a navigation bar. Below the navigation bar, there are three steps: 'Start Deposit' (highlighted in teal), 'Process Checks', and 'Complete Deposit'. A search bar labeled 'SELECT ACCOUNT:' is present. Below it is a table with three columns: 'Account Name', 'Account Number', and 'Customer Name'. Two accounts are listed: 'IMATEST COMMERCIAL' and 'Test Ins Policy', both with their respective account numbers and customer names.

| Account Name ↑                              | Account Number | Customer Name                             |
|---|----------------|---|
| <input type="checkbox"/> IMATEST COMMERCIAL | *****3909      | ZZ old FBB Test Farm Bureau County Office |
| <input type="checkbox"/> Test Ins Policy    | *****4441      | ZZ old FBB Test Farm Bureau County Office |

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



The screenshot shows the 'Deposit' tab selected. The 'Start Deposit' step is highlighted. The account selection table is shown with 'IMATEST COMMERCIAL' selected (checked) and 'Test Ins Policy' unselected. Below the table, there is a section labeled 'CONTROL BALANCE' with the text 'Enter control balance \*' and an input field containing '100.00'. A red arrow points to the input field. At the bottom left, there is a 'Scan' button with a red arrow pointing to it.

| Account Name ↑   | Account Number |
|--|----------------|
| <input checked="" type="checkbox"/> IMATEST COMMERCIAL | *****3909      |
| <input type="checkbox"/> Test Ins Policy               | *****4441      |

CONTROL BALANCE

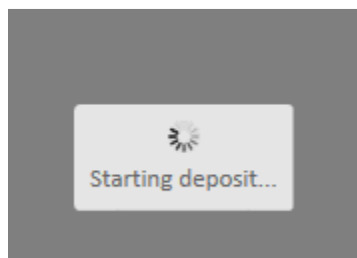
Enter control balance \*

Scan

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.

**Deposit Dashboard**

Annotations:

- Zoom in and out of the check image
- View front or back of check image
- Deposit-level custom fields

Scanned Items Grid:

| Status | Item | Type | Aux On-Us | EPC       | R/T | Bank On-Us | Amount  | Messages                          | Invoice Number | Invoice Date | Customer ID |
|--------|------|------|-----------|-----------|-----|------------|---------|-----------------------------------|----------------|--------------|-------------|
| OK     | 1    | DR   |           | 091501204 |     |            | \$71.07 |                                   |                |              | 112233      |
| ✖      | 2    | DR   |           | 091501204 |     |            | \$71.49 | Customer ID is a required field.  |                |              |             |
| ✖      | 3    | DR   |           |           |     |            | \$0.00  | The MICR Amount field value is 1. |                |              |             |

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

**Deposit Dashboard**


Scanned Items Grid:

| Status | Item | Type | R/T       | Bank On-Us        | Amount   | Messages |
|--------|------|------|-----------|-------------------|----------|----------|
| OK     | 1    | DR   | 256078446 | 4083273 021/ 1278 | \$300.00 |          |

Submit Deposit button highlighted with a red arrow.

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

**COMPLETE DEPOSIT?** ✕

 Are you sure you want to complete this 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.


**Deposit**    User Preferences    Reporting

Start Deposit    Process Checks    **Complete Deposit**

DEPOSIT 506180 HAS BEEN SUCCESSFULLY SUBMITTED

You may want to print this confirmation for your records. You can also retrieve details about submitted deposits using the Reporting tab.

Customer                    ZZ old FBB Test Farm Bureau County Office  
Account                    IMATEST COMMERCIAL  
Account Number            \*\*\*\*\*3909  
Deposit Total              \$300.00  
Items in the Deposit        2  
Submitted Date             2016-01-17 1:17 PM  
Submitted By                Gina Tirado

    Download ▼

DEPOSIT ITEMS

| Item ↑  | Type | R/T       | EPC | Bank On-Us                           | Amount   |
|---------|------|-----------|-----|--------------------------------------|----------|
| 2176562 | DR   | 256078446 |     | <input type="text" value=""/> / 1278 | \$300.00 |
| 2176586 | CR   | 121281892 |     | <input type="text" value=""/>        | \$300.00 |