

Prior to the transition to the new Remote Deposit system you may want to download your records. Below are instructions on how to create a report with your deposit information.

Sign On to Merchant Services.

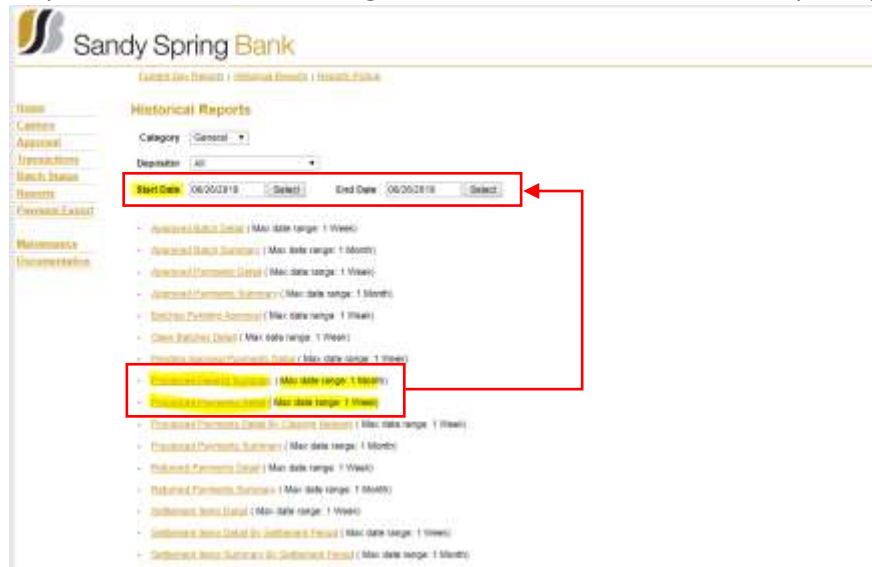
From your remote deposit home page, select **Reports** from left menu.



Then select **Historical Reports** from top menu

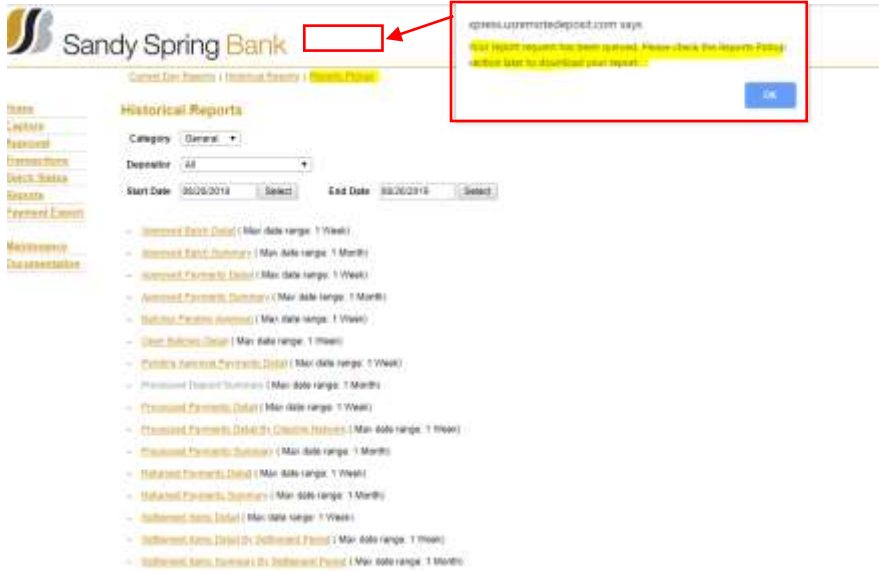


In addition to choosing your report type, you will need to select your **Start and End Date** for the report you are attempting to download. Twenty four months of history is available for all reports, but can only be pulled in the **Max date range** increment detailed next to the report option.

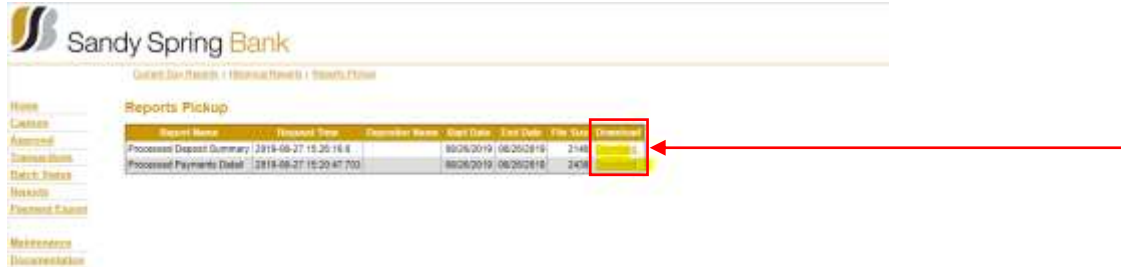


*\*\*Remote Deposit History will be available on Merchant services platform until December 2, 2019. Deposit Transactions and images of deposit tickets and deposited items can also be accessed through ebiz online banking for up to 18 months.*

After selecting your report option, you will receive a pop up message alerting you that the report is available in Reports Pickup. You can select **Reports Pickup** from the top menu.



You can then select download next to the **Report Name** to open the report in a .pdf format.



Sample report shown below:

Report Run Time:

Run By:

## Processed Deposit Summary

### Processing Period

From 08/26/2019 To 08/26/2019

| Client:  |              |       |              |           |         |            |                |
|--|--------------|-------|--------------|-----------|---------|------------|----------------|
| Process Date   | Payment Date | Batch | Deposit Name | Account # | Network | Item Count | Amount         |
| <b>Subtotal For</b>                                    |              |       |              |           |         | <b>0</b>   | <b>\$ 0.00</b> |
| <b>Date Range Summary For 08/26/2019 To 08/26/2019</b> |              |       |              |           |         | <b>0</b>   | <b>\$ 0.00</b> |