Version 1.0

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FULTON FINANCIAL

CORPORATION

Contents

Scanner Install Information Notes

Only done at the implementation of the service and not done again once completed.

Scanners Available for service:

1) Digital Check Express 30 (Single Feed)	
2) TellerScan TS240 (Batch/Multi-Feed)	

PLEASE HAVE THE SCANNER UNPACKED, PLUGGED INTO POWER, DO NOT PLUG SCANNER USB CORD INTO THE COMPUTER UNTIL THE SYSTEM TELLS YOU AT THE END OF THE INSTALL!

Note: The print cartridge will not be installed and can be left in the box or thrown away.
Note: The install may require Admin access from your IT group to complete the install

Please note: In order to complete the install of the service device control and scanner drivers you may need administrative permissions for your computer. This could be through your IT group or a manager that has been given these permissions.

Login Instructions

Single Sign-On for Remote Deposit Service through BOSS

If you have been setup to access the Remote Deposit Service through a Single Sign-On through BOSS please follow the below instructions to get to the main dashboard screen of Remote Deposit Capture to move forward:

1. Log into the BOSS online banking system as normal.
2. From the main Home screen select Payments & Transfers then select Remote Deposit Capture.
   PLEASE NOTE: You must select Remote Deposit Capture to access the new platform. The option labeled Remote Deposit Capture SCO refers to the legacy platform and will be removed from the drop-down menu soon.
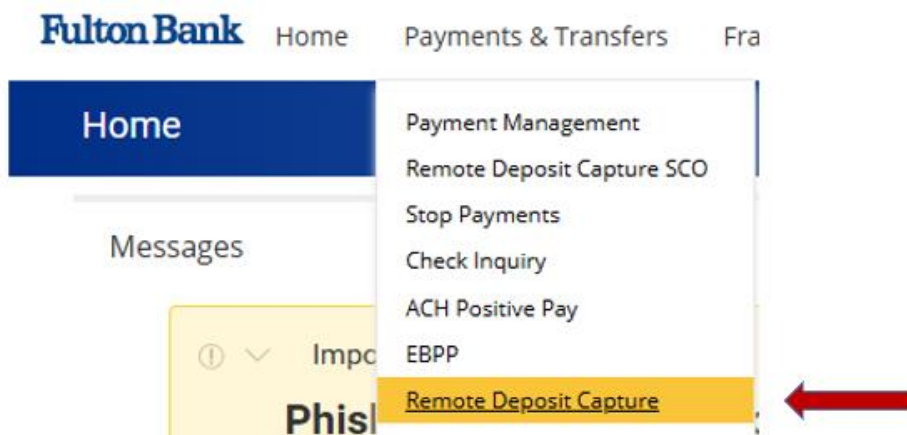
This will then re-direct you to the Main Dashboard of the Remote Deposit Capture service so you can then begin making deposits.

URL Login for direct Sign-On Procedures to Remote Deposit Capture Service

Your Implementation Specialist should send you login credentials as the administrator to the service.
URL link to login page: Remote Deposit Capture   **OR**
Fulton Bank website: www.FultonBank.com   From here click on Secure Login and select Remote Deposit Capture then click Go To Login and it will take you to the same page.

This URL can be saved to your computer as a Favorite if you would like for easier access.

Upon first login through the URL you will need to:
- Update password – Password Expired – Enter New Password and Confirm New Password – Needs to be at least 8 characters in length, should contain at least 1 Capital, 1 Number and 1 Special Character
- Set up security question and Authorized caller ID Phrase –
  - Type in any security question you would like to use (Example: What is my favorite car?) then type the answer an confirm the answer again.

- o Select an Identification Phrase from the box and then type the phrase response and confirm the phrase response again.
  - o Once done click OK
- You are now logged into the system and can follow the below instructions to install and setup the scanner.

Installing Device Control and Scanner drivers

If you are accessing Remote Deposit Complete for the first time, you will need to install EPS Device Control, an application used to manage your check scanner. Device Control must be installed before you can begin making deposits.

We recommend maximizing your browser window to best reflect the screenshots included in this document.
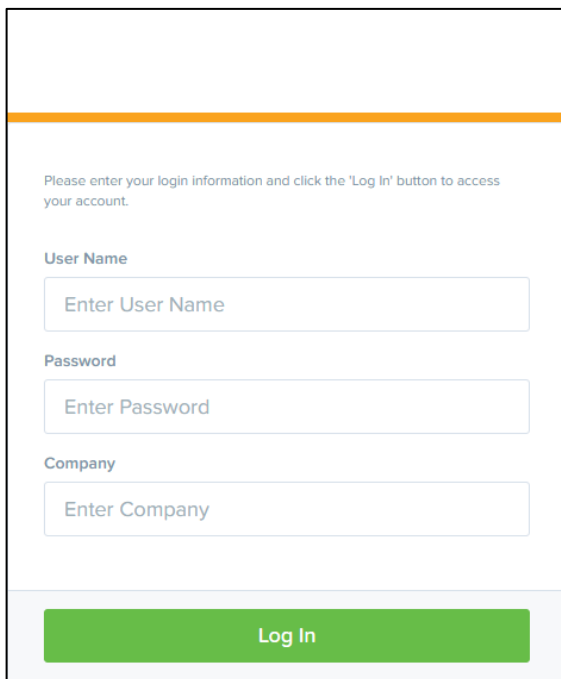

Reminder: Single sign-on users through BOSS will not sign in via SmartPay Business; rather, they will follow the Bank's instructions on how to gain access. This comes from your Implementation Specialist.

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1. Navigate to SmartPay Business and complete the **User Name**, **Password**, and **Company** fields as shown in the image below.

   ==(Only used if you DO NOT use Single Sign On through BOSS. If using Single Sign On skip to # 3 below to move forward)==


Please enter your login information and click the 'Log In' button to access your account.

User Name

Enter User Name

Password

Enter Password

Company

Enter Company

Log In

LOGIN

2. Click **Login**.

NOTE: If this is your first time logging in to the application, you will be prompted to update your password. A password must be between 8-15 characters, contain at least one uppercase letter, one lowercase letter, and one number.
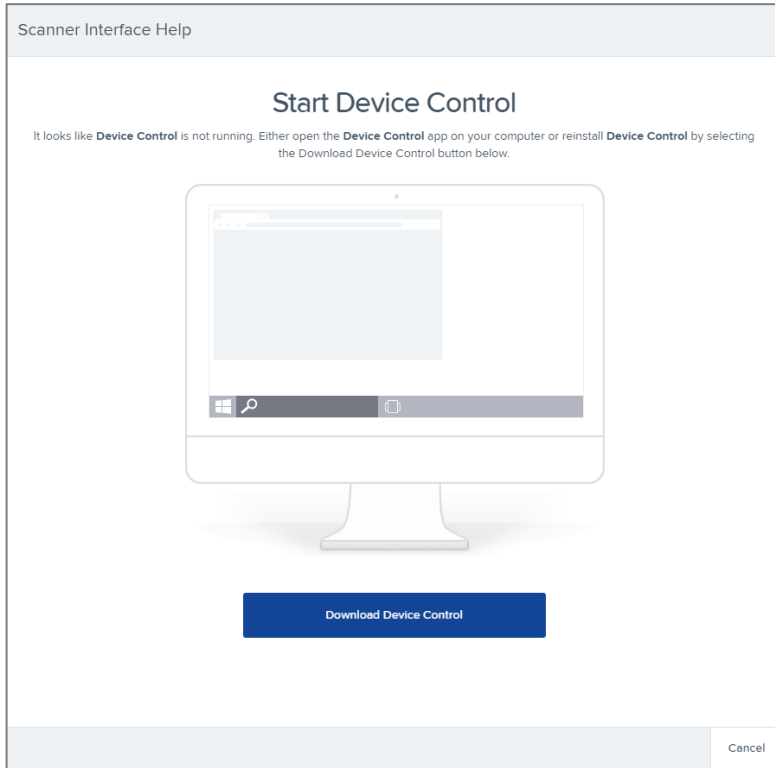
3. Select **Transactions** from the main sidebar menu.
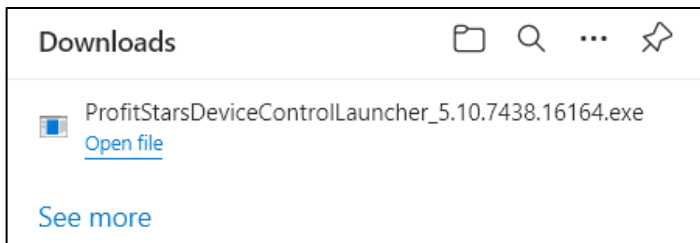4. Under *Check Processing,* select **Remote Deposit Complete**.
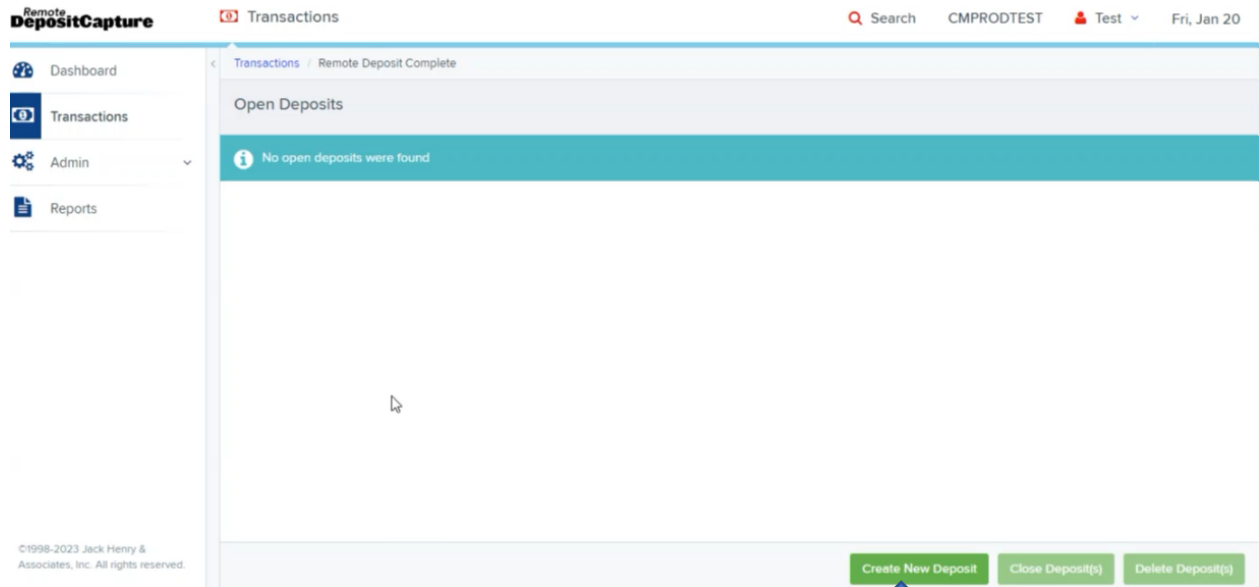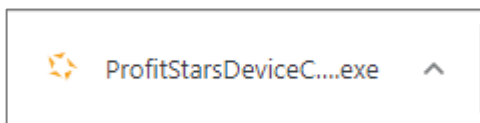

5. Select CREATE NEW DEPOSIT

6. The *Start Device Control* prompt appears, informing you that Device Control is not running. Click **Download Device Control** to continue.

6. Depending on your browser, you will see one of the following downloads to click:
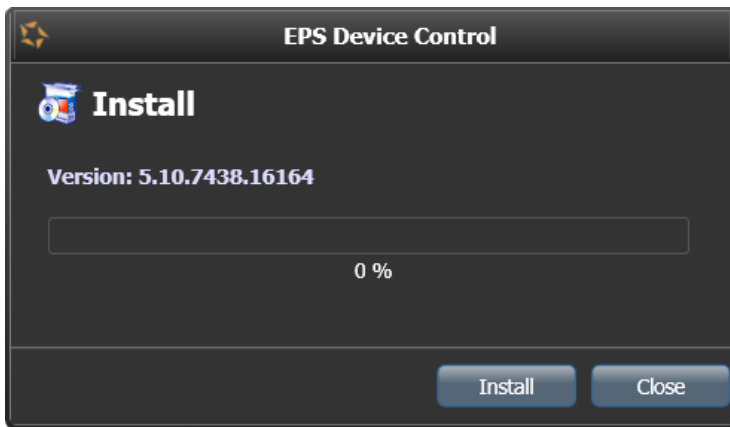

MICROSOFT EDGE (UPPER RIGHT)
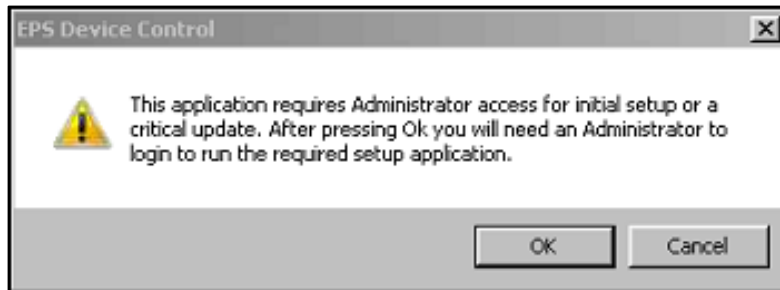

GOOGLE CHROME (BOTTOM LEFT)

7. The system will prompt you to install EPS Device Control. Select **Install** to continue. This may take several minutes.
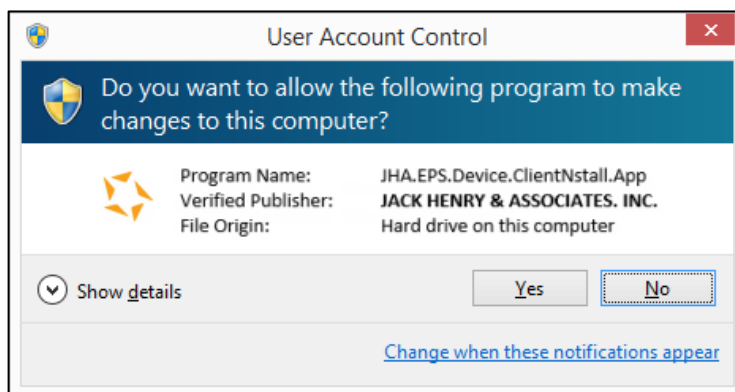
PROMPT TO INSTALL DEVICE CONTROL

7. A prompt may appear stating that a user with Administrator rights will be required to complete the installation. Select **OK** to continue.

ADMINISTRATOR ACCESS PROMPT

8. A *User Account Control* prompt may appear, asking permission for the application to make additional changes. Select **Yes** to continue. **NOTE: IF YOU ARE UNABLE TO SELECT YES THIS MEANS YOU NEED TO HAVE ADMIN PERMISSIONS TO YOUR COMPUTER. YOU WILL NEED TO CHECK WITH YOUR IT OR MANAGER TO SEE WHO HAS THESE PERMISSIONS FOR YOUR COMPANY. THIS IS NOT FOR THE SERVICE THIS IS SPECIFIC TO YOUR COMPANY AND MAKING CHANGES TO YOUR COMPUTER.**
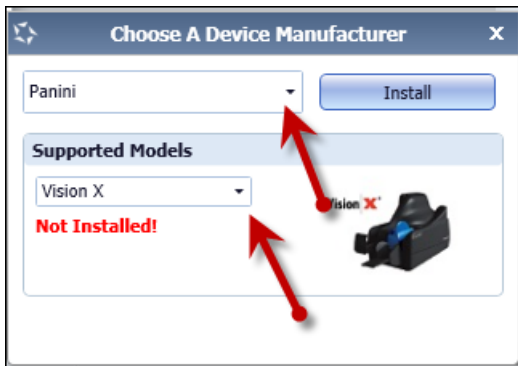

USER ACCOUNT CONTROL PROMPT

Installing Your Check Scanner drivers

Installing Your Check Scanner

1. Once Device Control has been installed, the application should automatically initialize. Choose the scanner you wish to use, and then click **Install** from the popup at the bottom right corner of the screen.
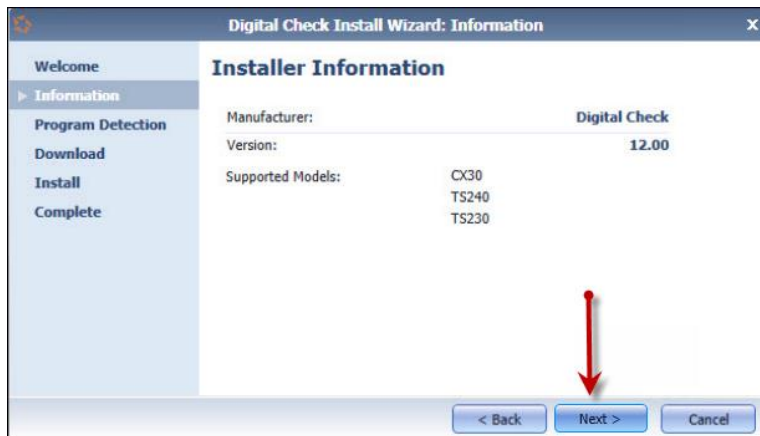

CHOOSE A DEVICE MANUFACTURER

2. The *Add/Remove Devices* window appears. Select the scanner manufacturer from the device list, and then click **Install**.

3. The *Install Wizard* appears. Make sure the scanner's USB cable is not connected prior to moving forward. Click **Next** to continue.
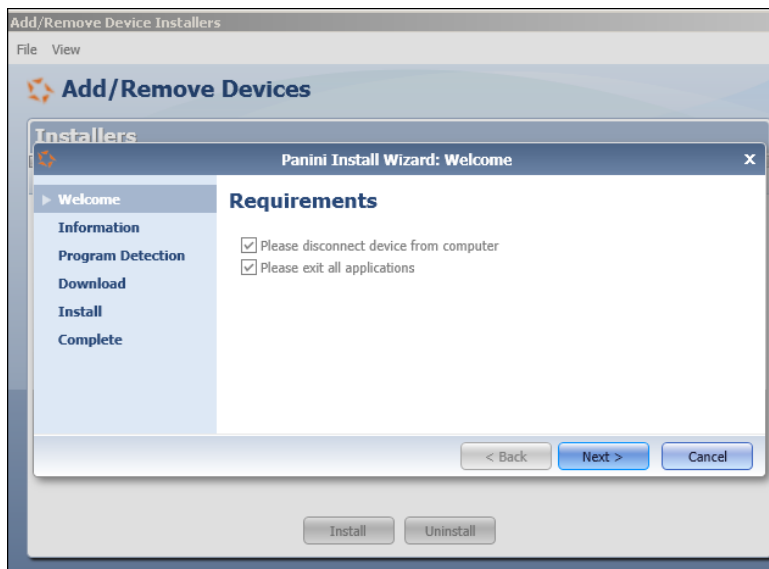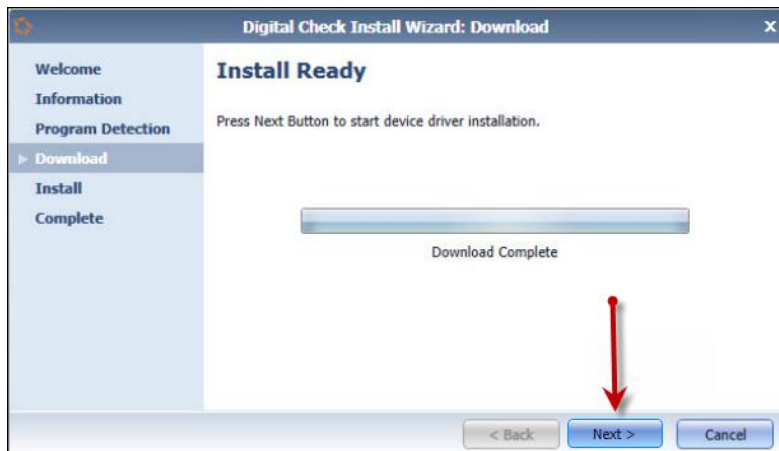

INSTALL WIZARD

4. The *Install Wizard* displays the *Installer Information* prompt. Choose **Next** to continue.
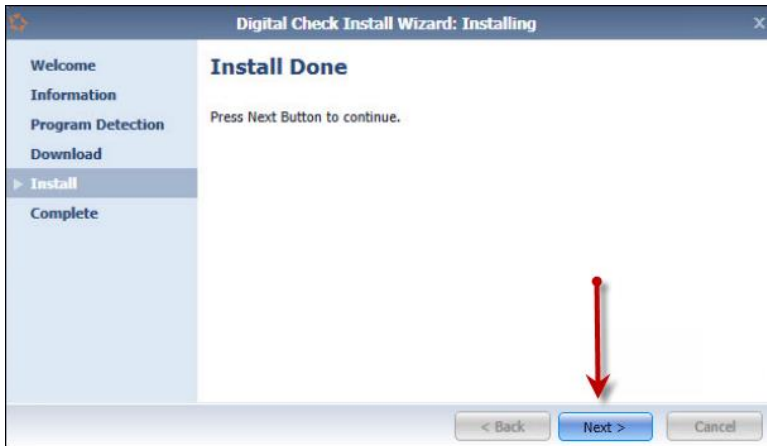
INSTALLER INFORMATION

5. The *Install Wizard* displays the *Install Ready* prompt. Click **Next** to continue.

INSTALL READY

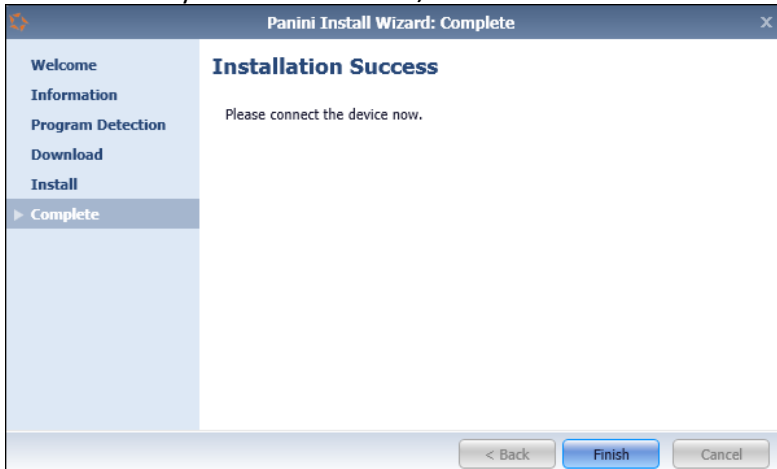6. The *Install Wizard* displays the *Install Done* prompt. Select **Next** to continue.

INSTALL DONE

Once the *Install Wizard* has completed, **Now connect the scanner USB to your computer** and click **Finish**. You may now close the *Add/Remove Devices* window.

INSTALLATION COMPLETE

When you return to the Create Deposit screen to begin making deposits, you will now see the scanner's serial number is identified in the **Scanner Terminal Number** field. Once connected, you are ready to begin scanning checks. Please see below instructions on how to scan checks and make deposits.

SCANNER TERMINAL NUMBER

Support Needed:

Any questions or assistance needed with the Remote Deposit Service or scanner please contact our Cash Management Customer Support group at **866-943-8739 option 4** or email
CASupportFFC@fultonbank.com

Version Control

Date Updated	Document Version	Author Name	Change Description
01/20/2023	Initial Document Version 1.0	Ginger Frola	Initial document