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Welcome to Chase QuickDeposit℠, where you can scan and deposit checks at your own convenience. First, you’ll have to activate your accounts and set up your locations.

Go into your account dashboard. Choose **Collect & deposit** from the top level navigation then select the **Deposit checks** option in the drop-down menu.
Once you’re on the **Deposit checks** page, there will be a secondary navigation bar. From there, go to the **More** drop-down menu. Then select **Manage accounts** for a list of eligible accounts.

Activate your accounts on the **Manage account activation** page using the slider in the **Status** column. Move the slider toggle from the **Not active** to the **Active** position to activate the account.
On the Manage locations page you can organize and set up your check deposit locations to track your deposit history. For a new location, select the Add new location link and name the new location. Then, choose the Update remittance link to edit details for that location.

Make any necessary changes on the Remittance page and then choose the Save button.
Complete activating any accounts and managing your locations. If you already have a scanner, you can now begin to Deposit checks.
Order a scanner

Your first scanner is included with this service. Follow this process to order any additional scanners.

Go to your account dashboard. Choose **Collect & deposit** from the top level navigation, then **Deposit checks** in the secondary navigation bar.

After you choose **Deposit checks**, select the **More** drop-down menu. Then go to **Order a scanner** to see scanner specifications and choose the scanner that best suits your business needs.
Choose a scanner type and confirm your shipping address. Use the radio button to specify which scanner type you want, then tell us the location and the shipping address. If you need to ship to multiple addresses, be sure to choose the Ship to multiple addresses option. Note that the scanners shown on this page are EverneXt and ml:Deal, which are trademarks of Panini®.

After you’ve picked a scanner review your order and shipment details. If everything looks correct use the Place order button.
You’ve successfully placed your order for another scanner. If you want to see your order details, go to the More drop-down menu in the secondary navigation bar and select See scanner orders.

On the Your scanner orders page use the See details link to see the order date, status, shipment date, tracking number and more.
Deposit checks

Once you’ve activated your accounts and managed your locations follow these instructions to deposit your checks.

Go to your account dashboard to Collect & deposit from the top navigation. Then choose Deposit checks from the secondary navigation bar.

Choose the location from the Location drop-down and then tell us your deposit details. Make sure the Deposit to, Location, Remittance details and Deposit total fields are correct. Please note, if you don’t enable virtual endorsements you’ll have to manually endorse your checks. Use the check calculator tool to confirm the correct deposit total before scanning your checks.
Once you’ve filled out the accurate deposit information and loaded the checks in the scanner, choose the **Start scanning** button.

After you’ve chosen the **Start scanning** button, you’ll be at **Deposit checks** page. Allow time for all the checks to scan then use the **I’m done scanning** button.
You can now review or revise your checks before finalizing the deposit. All scanned checks will be shown on this page. If you need to correct errors, use the Show/Change link.
The **Show/Change** link will take you to the **Check details** page, where you can edit the check number, amount and account number. After any corrections, use the **Send corrections** button. There will also be a **Remove check** button. If you choose **Remove check**, the check will be removed from the current deposit.
Back on the Deposit checks page you can select the Save and finish later link if you don’t have the information you need to initiate a deposit, or the Scan more checks button. If you’re done scanning and making changes use the Next button to proceed.

Review your deposit information then use the Send deposit button. Note that deposits sent before 11 PM ET/8 PM PT on a business day will be processed that same day. Deposits sent after that or on a non-business day will be processed the following business day.
Deposit activity

You can view deposits made over the last 120 days.

From your account dashboard choose **Collect & deposit**, then select **Deposit checks**. Then in the secondary navigation bar, select **Deposit activity**. There will be a list of all submitted and posted deposits. Submitted transactions reflect deposits that have been submitted but the funds aren’t yet available for use. Posted transactions are submitted deposits and the funds are available for use. You can also filter transactions by the deposit-to account or location. Every deposit will have a **Details** link for additional information.
In the Details link, there will be deposit details such as date, location, amount and description, as well as the image of and details for each check. You can download and/or print this information for your records.
Returns and adjustments

There will be a list of regular and non-conforming image (NCI) returns—and the reasons for the returns—made in the last 60 days.

Go to your account dashboard and after you choose Collect & deposit, select Deposit checks, then go to Returns & adjustments in the secondary navigation bar. You can choose to look at Regular returns or NCI returns. For more information on a returned check and why it was returned, use the Details link.
Search and reporting

You can search for deposits and individual checks. You can also save the search criteria for future use.

Go to **Collect & deposit** from your account dashboard. After choosing **Deposit checks**, go to **Search & reporting** in the secondary navigation bar.

On the **Search for deposits or checks** page you can search by telling us the location, the type, the date range, and/or the amount; using multiple search criteria will help us provide the best search results. If you want to save a particular search for future use, tell us a **Search name** before using the **Search** button.

From the **Search results** page, you can use the **Details** link for more information.
From the search results or in the details page you can create a PDF to export check images using the Create PDF button. If you want to export your information as a CSV file, use the Download icon.

Use the Download activity page to choose and arrange what information you want on your report. Use the Create report button to get your document.
Set up a scanner

Follow these steps to connect and test your scanner from your computer. Go to **Collect & deposit** on your account dashboard, then choose **Deposit checks**. From the **More** drop-down menu in the secondary navigation bar, select **Set up scanner**.

The **Set up scanner** page will walk you through the required steps. Make sure the scanner is at least 18 inches away from your computer and other electronic devices for a better connection. If this is the first time you’re testing the scanner, you’ll need to follow the instructions for a secure socket layer (SSL) certificate. When you choose **Test scanner** a file will be downloaded to your download folder.

Go to your desktop **Downloads** folder and open the file called “PaniniV2CA-Cert.crt.”
From the pop-up window choose the **Open** button.

Choose the **Install Certificate** button.

Next, choose the **Local Machine** radio button then use the **Next** button.
Choose the **Place all certificates in the following store** radio button and then the **Browse** button.

In the **Select Certificate Store** pop-up choose **Trusted Root Certification Authorities**, then the **OK** button, then the **Next** button. After that use the **Finish** button.
Finally, choose OK on the **Certificate Import Wizard** pop-up.

Now you’re ready to test your scanner. Choose the **Test scanner** button again on the **Set up scanner** page.

Once the scanner test is completed successfully you’ll be able to use the **Deposit checks** button to start depositing your checks.