**IDD Mobile Check Scanning Tutorial**

**Initial set up (requirements are iPhone or Android):**

Go to app store, search and download “IDD Mobile”.

Open app and enter your user name – ex. jsmith010180

Password – welcome123

You will be prompted to change your password. *Create one that you will remember. It has to be at least 8-characters long and include both numbers and letters.*

**Once logged onto App:**

Select “Deposit Check”

Select “Customer Account” – **Next >**

Enter the check amount – **Next >**

In camera mode, take a picture of the entire front of the check - **Next >**, then take a picture of the entire back of the check – **Next >**. *You have the option to retake if you think the image quality was poor but it’s pretty smart and will capture it well.*

Review your file – Submit.

Continue as needed or logout.