

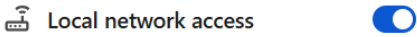



Remote Deposit Capture

Guide for Self-Installation of WebScan

Installation

- Prior to logging on, unplug scanner.
- Open your internet browser (such as either Google Chrome or Microsoft Edge) and go to www.huntington.com
- Once on the site go to the right where it says login. Click on the Commercial tab and enter your Business Online Company id, User id, Password, and click the Login button to display the Security Token screen.
- On the Security Token screen, enter the following information depending on whether you are using a Digital Token or Hard Token.
 - If you are using a Digital Token, enter the 6-digit number from your Authenticator App on your phone.
 - If you are using a Hard Token, enter your four-digit pin followed by the 6-digit number on your Hard Token and click Continue.
- Click the Receivables tab at top of screen, then from drop down menu, Remote Deposit Capture II. This will take you to Remote Deposit Capture screen for Direct Link Merchant.
- If the customer receives a pop up to Allow or Block local network access. Have them click Allow
 - If the customer does not receive this pop up. Ask them to click the View site information icon in the left-hand corner of the URL bar. This will look like a little lock in Microsoft Edge , or 2 lines with dots at the end in Google Chrome .
 - Have the customer turn on the slider to enable Local Network Access or select Allowed in the dropdown depending on the browser.
 Local network access
 - Have the customer log out and close out of the browser completely and then have the customer open a fresh browser and log back in. When they return to the Remote Deposit Capture II homepage, they may receive the popup to hit Allow or Block local network access. Have the customer hit Allow.
- Click the User Profile  Icon to the right of screen and select User Profile and verify that the information and scanner selected is correct.
 - If the information is not correct or the wrong scanner type is selected, make the appropriate change(s) and click Save.

- Click the Help menu at the top of the screen and select **Retrieve Web Scan** and download, click on folder icon a window will pop-up, right click on web scan run as administrator and click next all the way through, then close
- Go to the task bar on the bottom right and click the ^ to check for web scan. (If web scan does not show in hidden icons tool bar check desktop and double click on icon to run and go back to hidden icons to locate).
- If you are using the scanner on a computer, you have not scanned on before, click the Help, select Download Scanner Driver, and choose the appropriate scanner type click on folder icon a window will pop-up, right click on the scanner driver download, run as administrator, and follow the install shield screens.
- Log out of both Remote Deposit Capture II and Business Online and restart your computer.,
- After your computer comes back up, plug your scanner back in.
- Log back in to www.huntington.com go to Receivables and select Remote Deposit Capture II.
- Go to the right of the screen to create deposit pick the location, select the account you will be making the deposit into, enter the total amount of the checks in the Control Total field and press the Create Deposit button.
- Place the check(s) into your screen and click the Capture button and another box will come up to scan the items.
- Once all of your checks have been scanned, click the **Stop Scan** button and click **Next**. Proceed to Correct Items and Balance Deposit.
- Then review the deposit and click the **Submit** button to transmit your deposit to Huntington. You will be provided with the option to print out your deposit report.
- Under the Help option, there is a User Guide that you can download for the new Remote Deposit Capture II system.
- If you should have any installation issues, please call Huntington Bank RDC Conversion Support Center at Superior 855-202-7225 we will be more than happy to assist you.