Retail User Guide
Mobile Deposit

To utilize Mobile Deposit, customer must be enrolled in Internet Banking and Mobile Banking and have the CoreFirst app installed on an appropriate device. Once enrolled or if currently enrolled, complete the following steps:

Mobile Deposit Enrollment

- Visit CoreFirstBank.com
- Complete and submit the mobile deposit enrollment form
- Confirmation will be emailed once enrollment is complete, within 2 business days
- Accounts must be in good standing to qualify for Mobile Deposit
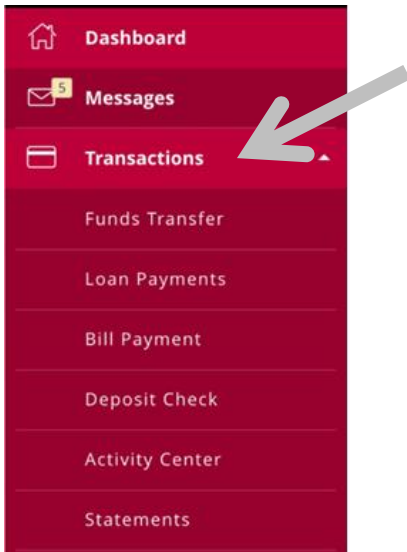- Once confirmation is received you can log into the mobile app and utilize Mobile Deposit

Navigating Mobile Deposit

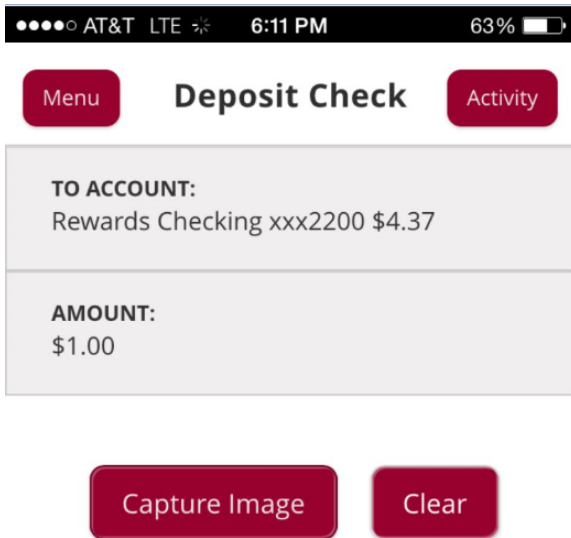Once you have received your mobile deposit approval email;

- Open the CoreFirst Banking app on your device
- Enter your username and password
- Click on Menu
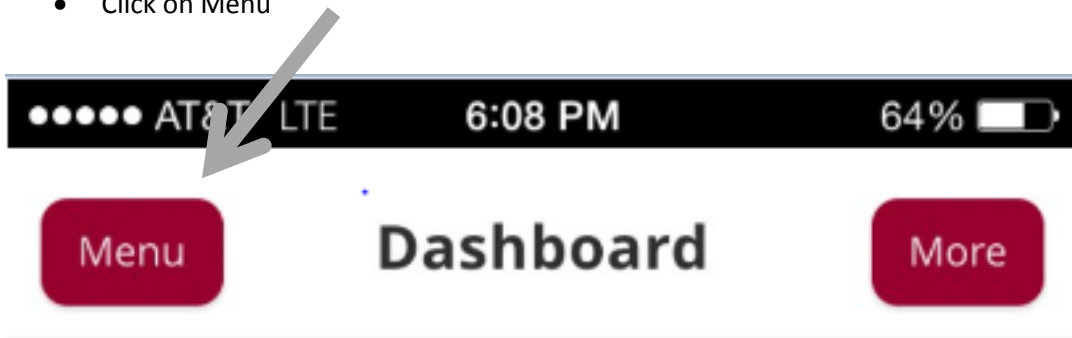
- Click on transactions
- Click on Deposit Check

- Click on TO ACCOUNT:
- Choose the appropriate account for the deposit
- Click on AMOUNT:
- Enter the correct amount of the deposit
- Hit Save

- Select the Capture Image button
- Adjust the image to fit within the screen guides for front image of check
  (Tip: place the check on a solid surface free of other materials with good lighting)
- Click Capture Front once lined up
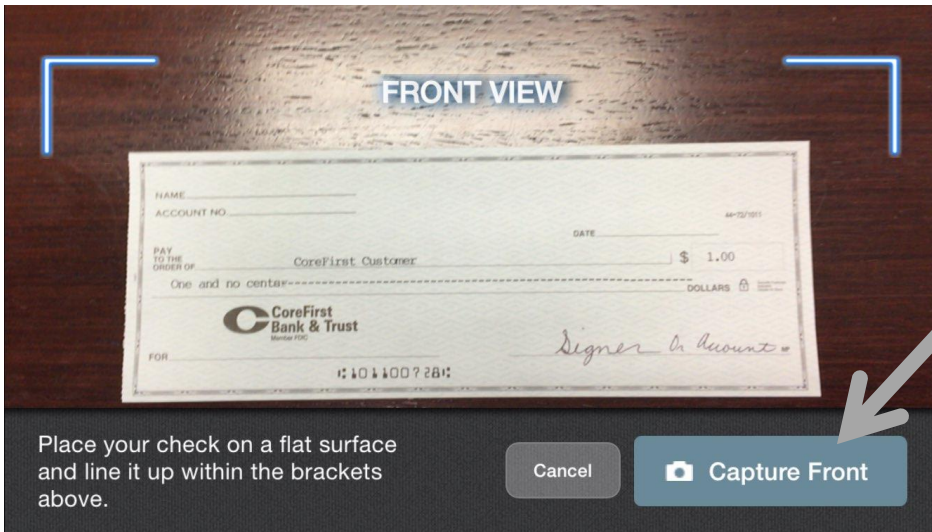
- Adjust the image to fit within the screen guides for back image of check
- Click Capture Back once lined up

- Once the check is taken review image and hit (Retake Front or Retake Back) or Submit Deposit
- You will receive the following messages:
    - Deposit Submitted
    - Check Deposited Successfully
    - Click the Close button