



**Simply Deposit Mobile**  
**Installation & User Guide**

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# Downloading And Installing Simply Deposit Mobile

## For Android Devices

Simply Deposit Mobile can be installed on any device running Android 7.0 and up. Support for new versions of Android is added as soon as possible after a new release. The app can be found in the [Google Play Store](#) under the name **Capital Bnk Mobile Business**. The app icon will have a black background with a red chevron and “dlx” in white text. It should look similar to this icon:



Once the app is downloaded, users can login with their supplied credentials and will then be asked to create and confirm a new password.

## For Apple iOS Devices

Simply Deposit Mobile can be installed on iPhones or iPads running iOS 10 and up. Support for new versions of iOS is added as soon as possible after a new release. The app can be found in the [App store](#) under the name **Capital Bk Business Mobile Dep.** The app icon will have a black background with a red chevron and “dlx” in white text. It should look similar to this icon:



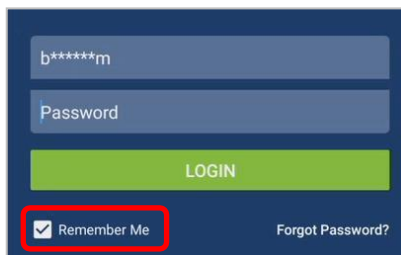
Once the app is downloaded, users can login with their supplied credentials and will then be asked to create and confirm a new password.

# Logging In And Out Of Simply Deposit Mobile

## To Log In To Simply Deposit Mobile

1. Tap the Simply Deposit Mobile app icon.
2. In the Username field, enter your username for Simply Deposit Mobile.
3. In the Password field, enter your password.

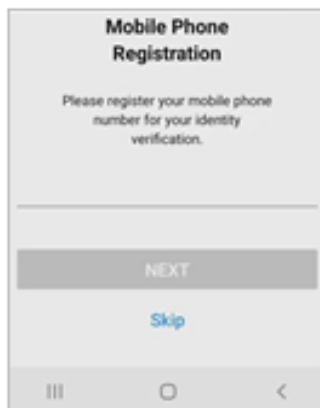
NOTE: A Remember Me feature allows you to save your username for login to avoid entering that information every time at login. The username is masked displaying only the first and last characters.




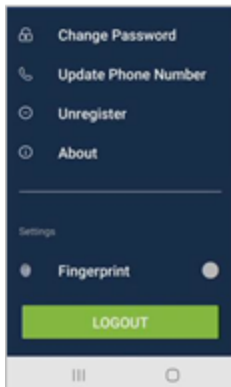
NOTE: Biometric login can be used to login if the feature is configured and enabled on the device. In addition, users can now login with Face ID which is available on the iPhone X and newer versions as well as the iPad Pro.

4. Tap **Login**.

NOTE: If you are logging in to Simply Deposit Mobile for the first time, you are prompted to change your password and register a mobile phone number. A mobile phone number must be entered to utilize the Forgot Password feature.



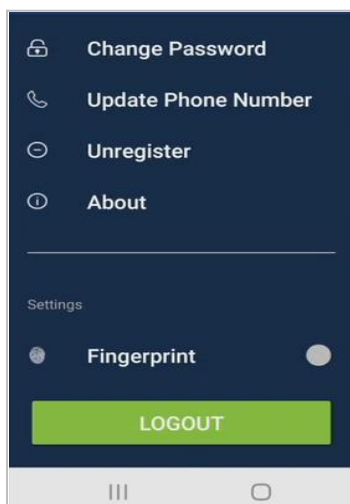
You can change your password or update your mobile phone number at any time by tapping **More Options**  and tapping Change Password or Update Phone Number.



To log in on a new mobile device, you must first unregister your old mobile device. For more information, see [Unregistering your mobile device from Simply Deposit Mobile](#).

## To Log Out Of Simply Deposit Mobile

1. On the **Deposit History** or **Landing** screen, tap **More Options**  or swipe from the left edge of the screen.
2. Tap Logout.



# Forgot Password Reset

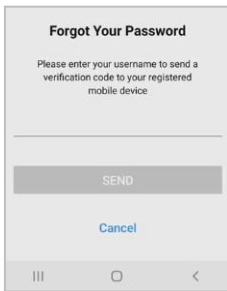
This feature requires the user to have a mobile phone number configured.

1. Tap Forgot Password link on the Simply Deposit Mobile login screen.



2. Enter your username to send a verification code to your registered mobile device.

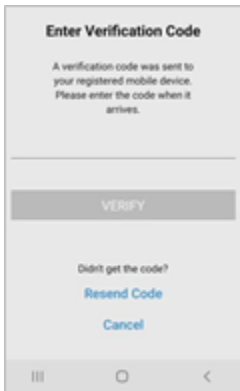
3. Tap Send.



4. Obtain verification code from the text message.

5. Enter the verification code on the Enter Verification Code screen.

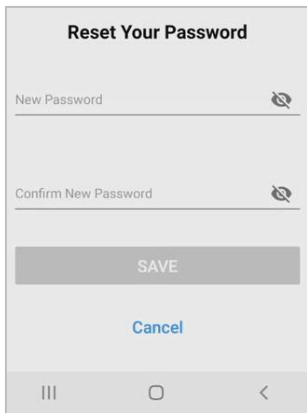
6. Tap Verify.



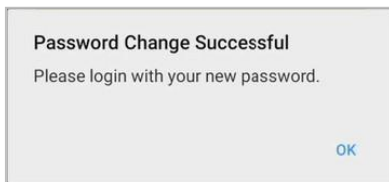
NOTE: Tap Resend Code to resend the verification code. Tap Cancel to cancel out of the Enter Verification Code screen.

7. Enter a new password and confirm password on the Reset Your Password screen.

8. Tap Save.

A screenshot of a mobile application screen titled "Reset Your Password". The screen features two text input fields: "New Password" and "Confirm New Password". Each field has a small eye icon to its right, used for toggling password visibility. Below the input fields are two buttons: a grey "SAVE" button and a blue "Cancel" button. At the bottom of the screen, there is a standard Android navigation bar with three icons: a home button, a back button, and a recent apps button.

NOTE: Tap the eye icon to unmask the New Password or Confirm New Password.



9. A message displays indicating the password change was successful.

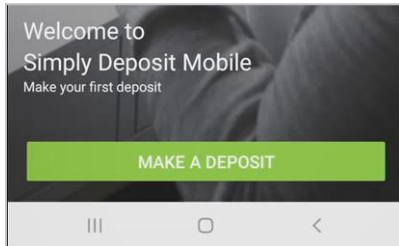
10. Login to Simply Deposit Mobile with your username and new password.

# Depositing a check with Simply Deposit Mobile

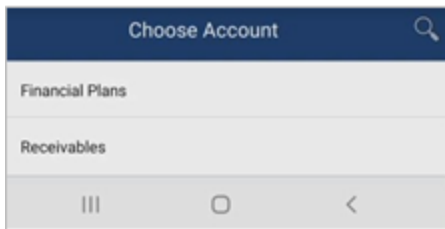
Simply Deposit Mobile allows multiple transactions per deposit. A transaction must include at least one check and can include multiple checks, remittances, virtual remittances, and general documents.

## To Start A New Deposit

1. Tap Make a Deposit from the Deposit History or Landing screen.





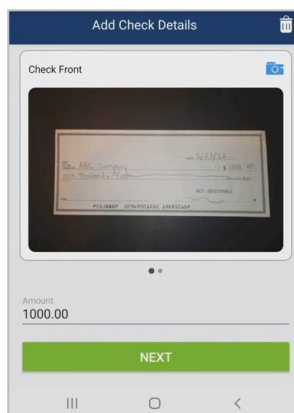
2. Search for and/or tap the name of the Account for your new deposit.



3. Simply Deposit Mobile automatically engages the device's camera.
4. Take a picture of the front of your check.
5. Flip the check to take a picture of the back of your check.


NOTE: To ensure a usable check image for your deposit, see [Image quality guidelines](#).

6. (Optional) Tap the image of the item to use the full screen image viewer to review the image of the item.
7. Tap the camera icon  to retake the image.
8. Tap **Next** to add the check to your deposit.
9. Tap **Delete**  to delete the check.



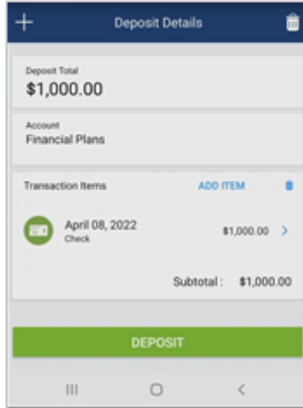


## To Add Another Transaction Or Item To Your Deposit

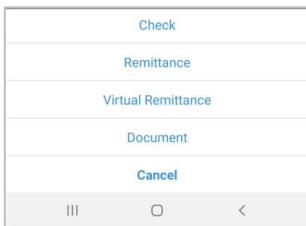
On the **Deposit Details** screen, tap the **Add Transaction**  icon to add another transaction to the deposit.

OR

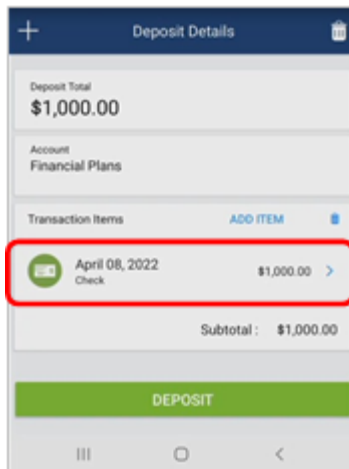
1. On the **Deposit Details** screen, tap **Add Item** to add another item to the transaction.



2. Tap the option for the type of item you want to add to your deposit. Skip to [Step 4](#) if adding a new transaction to your deposit.



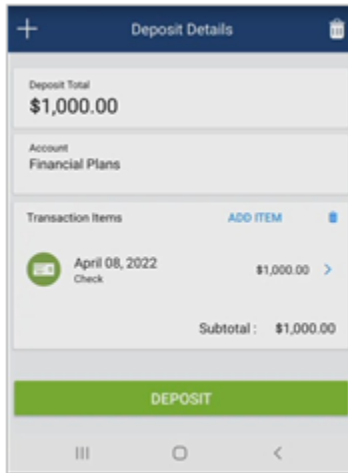
3. Repeat steps 2-6 from [To start a new deposit](#) for a new transaction.
4. Repeat steps 3-6 from [To start a new deposit](#) for a new item.
5. Tap the transaction item to view the image in the full-page image viewer or add additional information to the item.



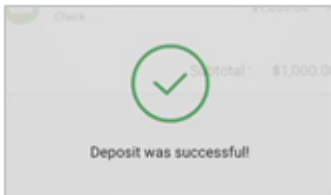
**Tip:** Simply Deposit Mobile prompts you for any additional data or requirements needed for the item you selected.

## To Submit Your Deposit


1. Tap Deposit to submit your deposit.

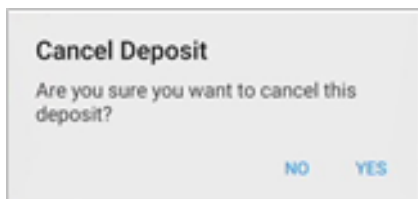


2. A message displays indicating the deposit submission was successful.



## To Cancel Your Deposit

1. Tap Delete  to cancel the deposit.
2. Tap Yes.



# Image Quality Guidelines

To ensure that a photograph can be used to deposit your check, use the following guidelines:

1. Before taking any check images, carefully remove any paper attached to the check and flatten it to remove any folds or wrinkles.
2. Take your photos in a well-lit area.
3. Take your photos with the check placed against a solid background.
4. Take your photos from directly above the check to avoid a skewed or blurry image.
5. Ensure there are no shadows over the check.
6. Ensure that all four corners of the check are visible in your photo.