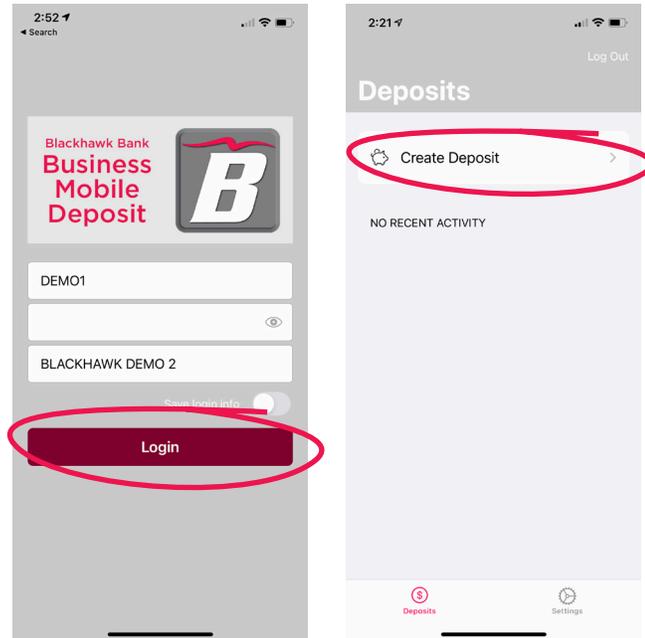


Blackhawk Bank Business Mobile Deposit

Login to the Business Mobile Deposit app.

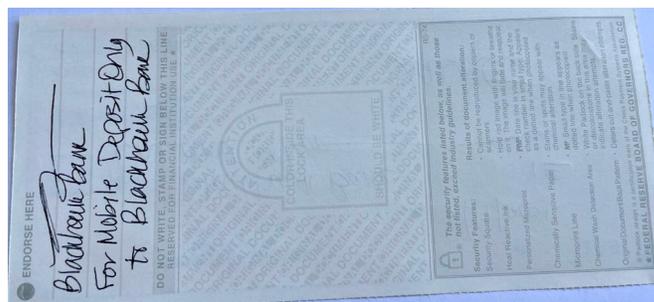
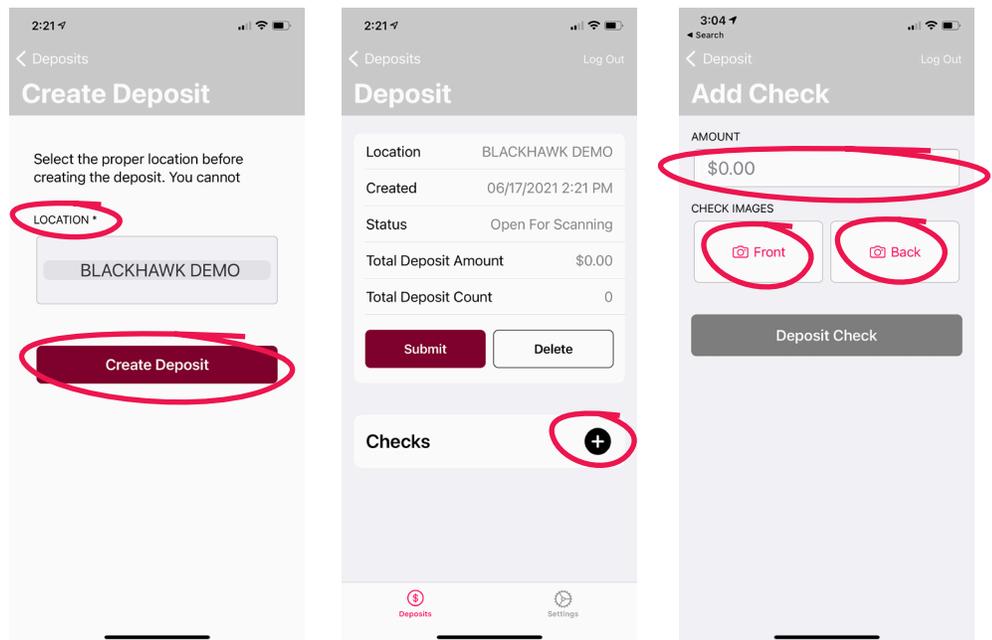
You will land on the home screen, also called the **Deposits** Screen. Click on **Create Deposit** to start a new Deposit.



Choose the **Location (account)** where you wish to deposit checks and click **Create Deposit**.

To begin scanning checks, click the **+ sign** next to **Checks**.

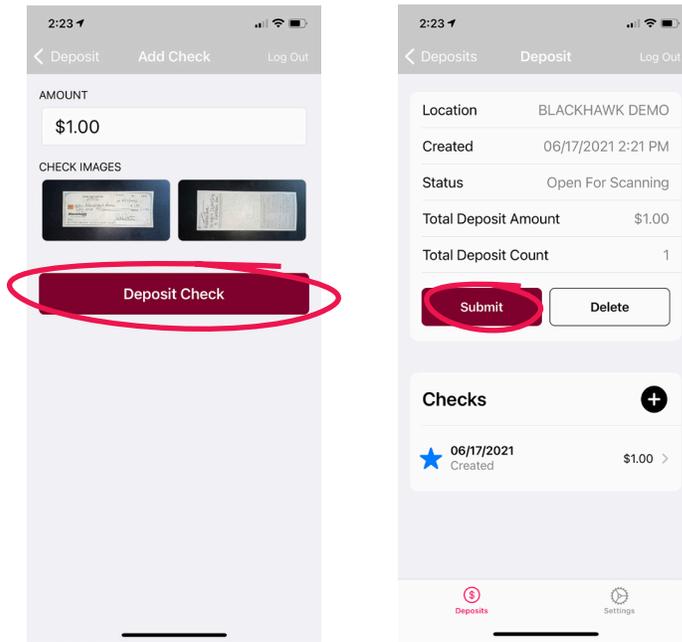
Enter the Check **Amount**. Choose **Front** to take a picture of the front of the check. Choose **Back** to take a picture of the back of the check, ensuring it has been properly endorsed with **For Mobile Deposit only to Blackhawk Bank**.



Sample of a correctly endorsed check.

Once finished, choose **Deposit Check**.

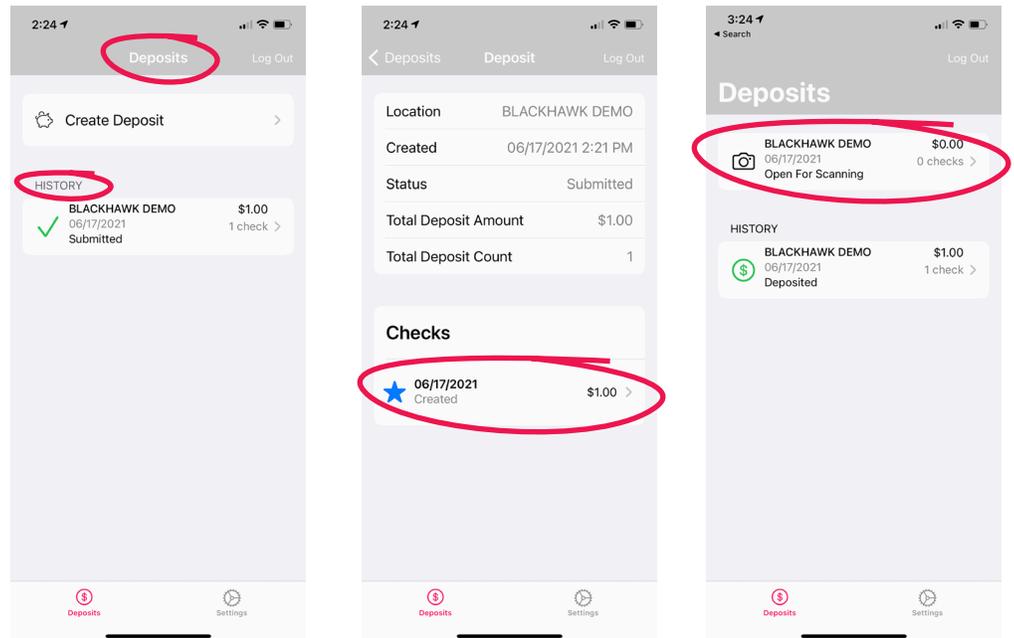
Please note: Choosing **Deposit Check** uploads the check into the system. It **does not** deposit the check into an account. You will want to repeat the previous steps until all checks have been uploaded. Once all checks have been uploaded, click on **Submit**. Clicking **Submit** deposits the checks into an account.



From the **Deposits** Screen you can click on **Deposits** under **HISTORY** to view transaction history.

To view check details, click on the **> arrow** next to the **starred check** you want to view.

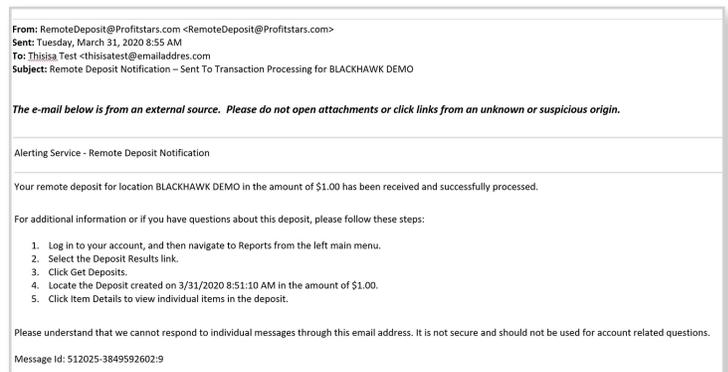
If a Deposit has not been submitted and is still pending, it will say **Open for scanning**.



After your deposit is complete, you will receive an email from **RemoteDeposit@Profitstars.com**, providing details of your deposit and if it successfully processed.

For additional information and detailed instructions on how to login to Smart Pay Business (where you are able to manage users, view deposits, pull reports, and more), please reference Blackhawk Bank's Smart Pay Business User Administrator guide.

If you have any questions, please contact us at:
608.364.8924, or Toll-free 866.771.8924
8:00 AM - 6:00 PM Monday - Friday
8:30 AM - 12:30 PM Saturdays



Blackhawk Bank
800.209.2616 | www.blackhawkbank.com

MEMBER FDIC EQUAL HOUSING LENDER

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