

Registration

1. Log in to Glass City Federal CU's Mobile Banking app.
2. Tap the menu button (stack of 3 orange horizontal lines in the upper left corner of the app) and tap **Mobile Deposit**.
3. Read through the Mobile Deposit Terms and Conditions. Upon your acceptance, tap the **I agree** checkbox and then tap **Next**.
4. Your registration will be sent to the credit union for review. Once a decision has been made, you will be sent an email to let you know if your registration was approved or denied.

**** NOTE: To assure that you get emails from the Mobile Deposit service, please make sure your current email address is on file with the credit union. You can update your email address by logging in to the Mobile Banking app, tapping the menu button, and tapping Profile.**

Making a Mobile Deposit

1. Log in to Glass City Federal CU's Mobile Banking app.
2. Tap the menu button (stack of 3 orange horizontal lines in the upper left corner of the app) and tap **Mobile Deposit**.
3. Tap **Start New Deposit**.
4. Select which deposit account you want the funds to be deposited into, as well as the amount of the check, and tap **Next**.
5. Place the front of the check on a dark/neutral background in a well-lit area, and tap **Take Front Image**.
6. Adjust your device so that the entire check fits into the boundaries shown on the app. Tap the screen of your device to take the picture. If you are satisfied with the picture, tap the checkmark in the bottom right corner of the screen. If you want to retake the picture, tap the trash can in the bottom left corner of the screen. Once you are satisfied with the picture, tap **Next**.
7. Turn over the check and sign the back of the check. Underneath your signature, write **For Mobile Deposit Only**. You **MUST** have this written or else the deposit will be denied.
8. Tap **Take Back Image**.
9. Adjust your device so that the entire check fits into the boundaries shown on the app. Tap the screen of your device to take the picture. If you are satisfied with the picture, tap the checkmark in the bottom right corner of the screen. If you want to retake the picture, tap the trash can in the bottom left corner of the screen. Once you are satisfied with the picture, tap **Next**.
10. Tap **Complete Deposit**. This will send the deposit request to the credit union for review. Once a decision has been made, you will be sent an email to let you know if your deposit was approved or denied.

****NOTE: Funds from approved deposits are posted 2-3 times throughout the day. They are not available immediately upon approval.**