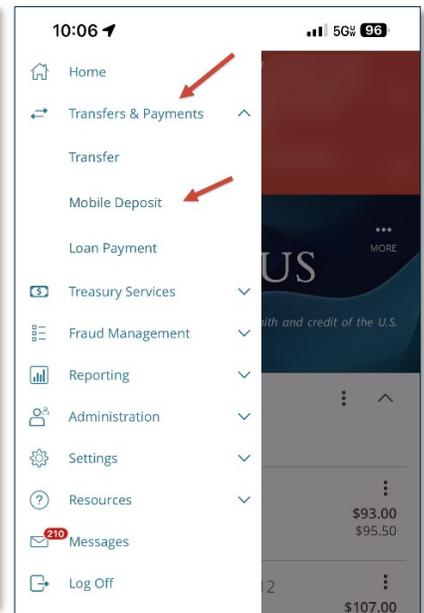
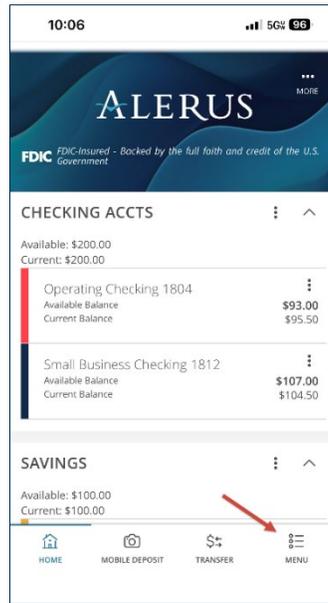
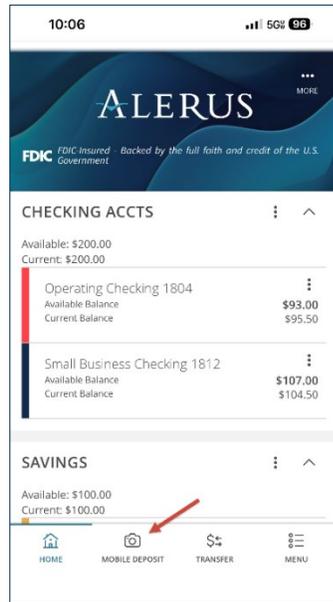


BUSINESS MOBILE DEPOSIT

User Guide

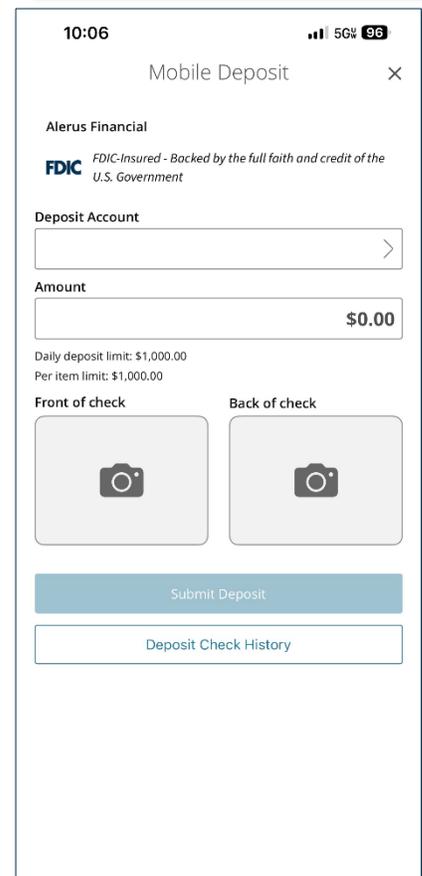


To submit a deposit through the mobile app, select **Mobile Deposit** from the thumb bar, or select **Transfers & Payments > Mobile Deposit** from the **Menu**.



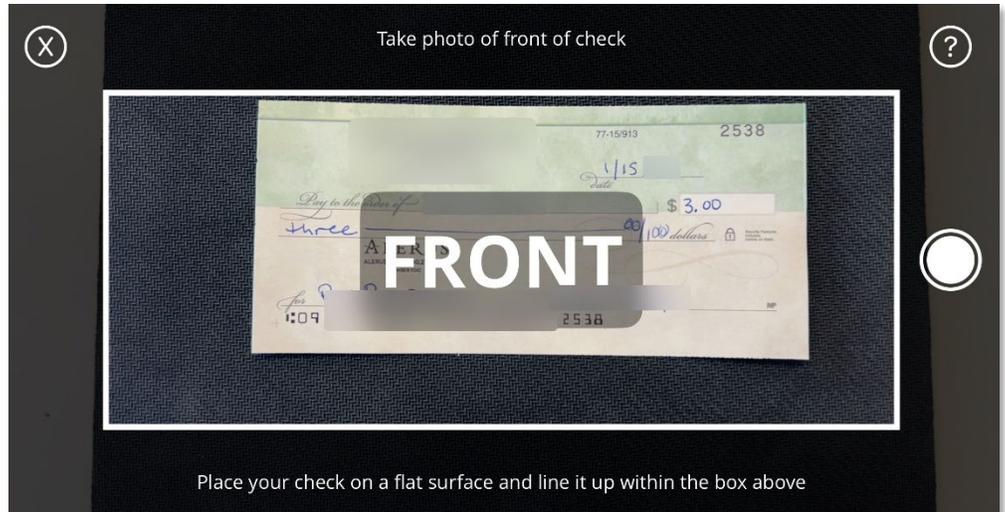
Select the **deposit account** and enter the check **amount**.

Select the **front of check** camera icon.



Place the check on a flat surface with a neutral background behind the check.

Select the button to take a picture of the front of the check.



Choose to **Use Image** or **Retake**.

Select the **back of check** camera icon.

Flip the check over and take a picture of the back of the check.

Select the button to take a picture of the back of the check.

Choose to **Use Image** or **Retake**.



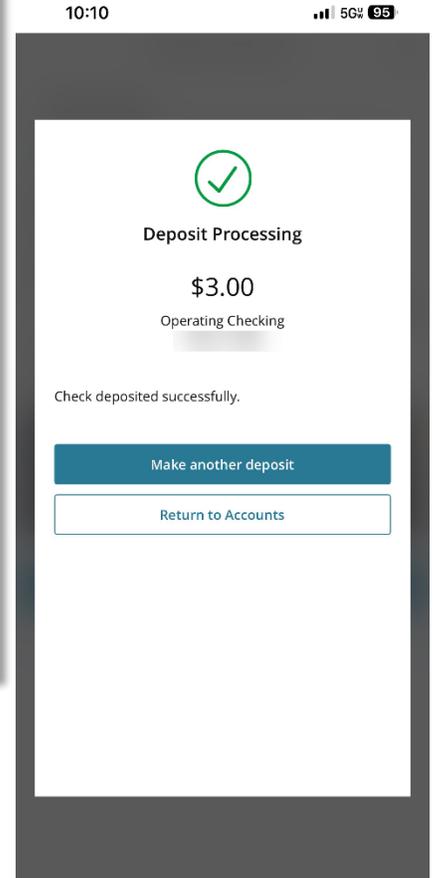
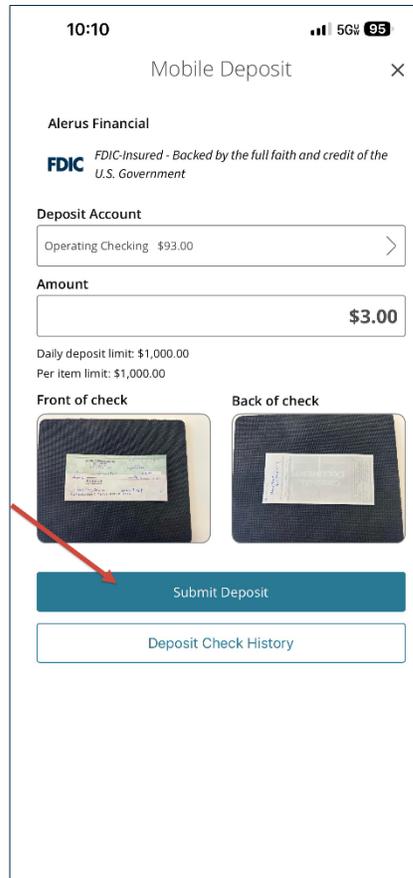
Note: Be sure to endorse the back of the check and include "Alerus Mobile Deposit — pay to the order of (name/business name)" in the endorsement.

Example 1: Alerus Mobile Deposit — pay to the order of Jane Doe

Example 2: Alerus Mobile Deposit — pay to the order of ABC Company

Verify the information is complete, then select **Submit Deposit**.

Once the deposit is complete, you will receive confirmation on the screen. Select to either **Make another deposit** or **Return to Accounts**.

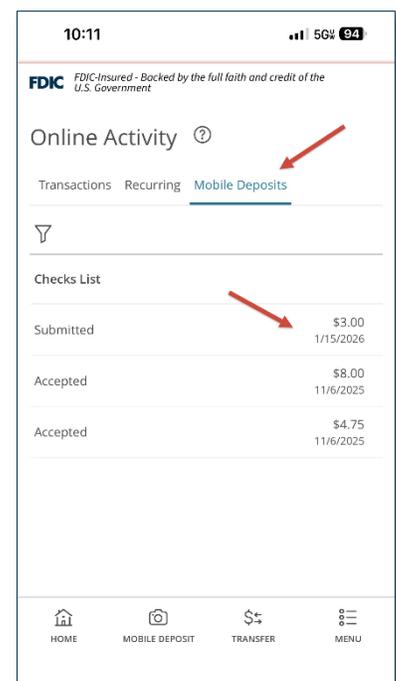
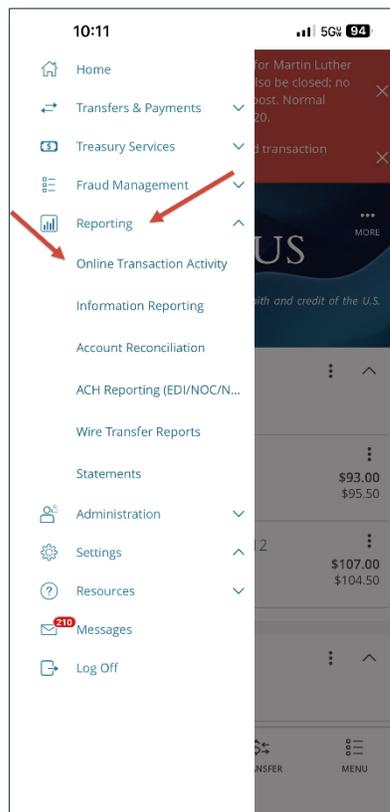


To view previously deposited checks, navigate to **Reporting > Online Transaction Activity**.

Select **mobile deposits** to view the deposits you have previously made.

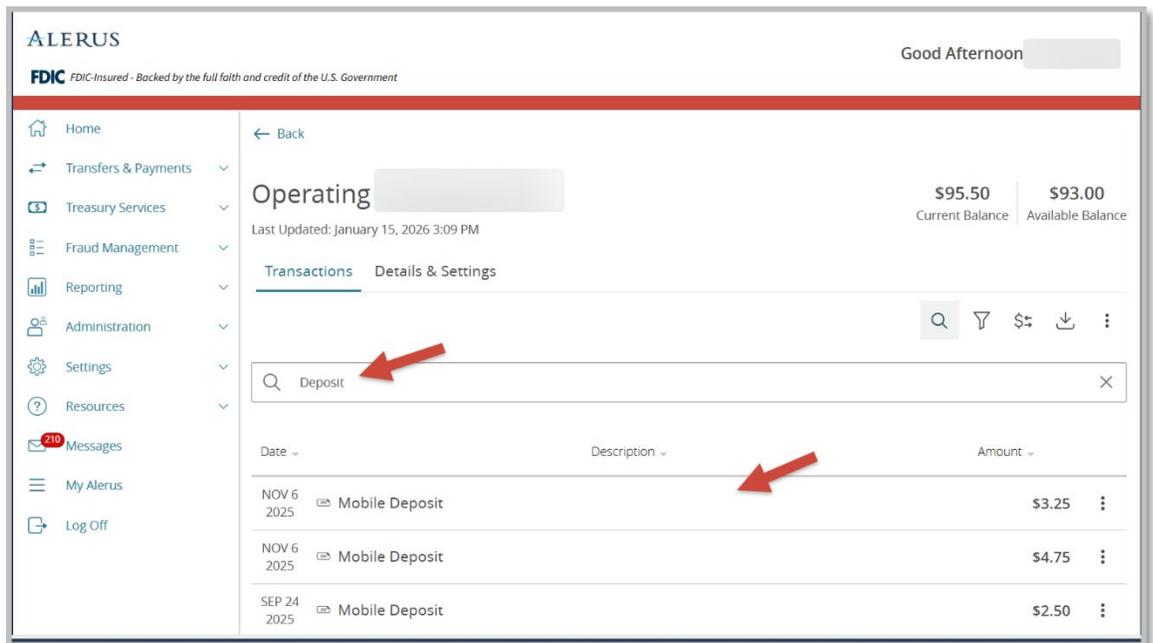
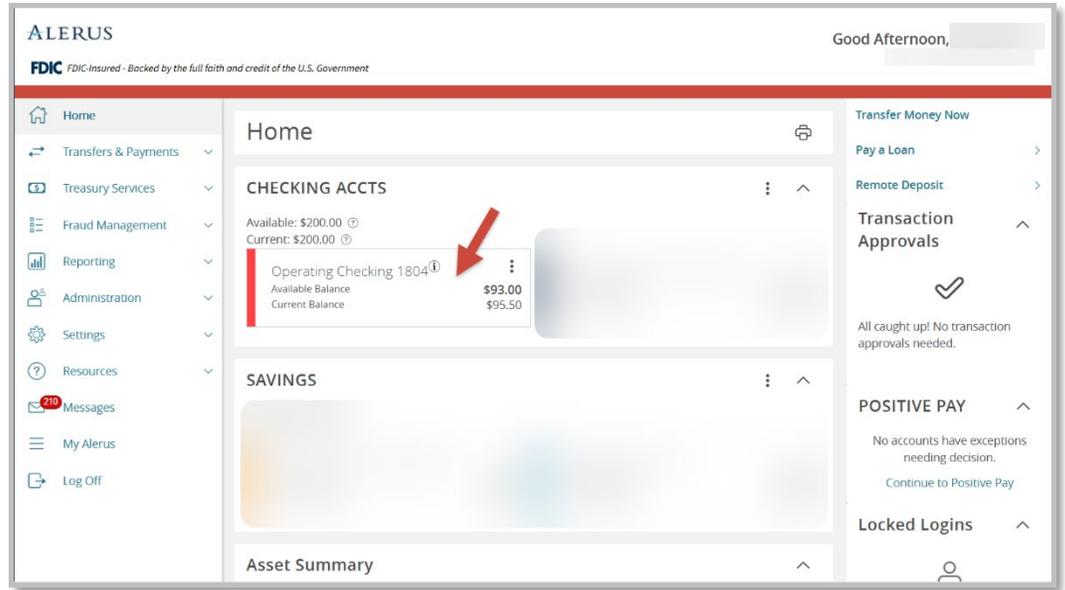
Note: You will only be able to view your own deposits in this location.

Click on the deposit row to expand the deposit and see the deposit details.

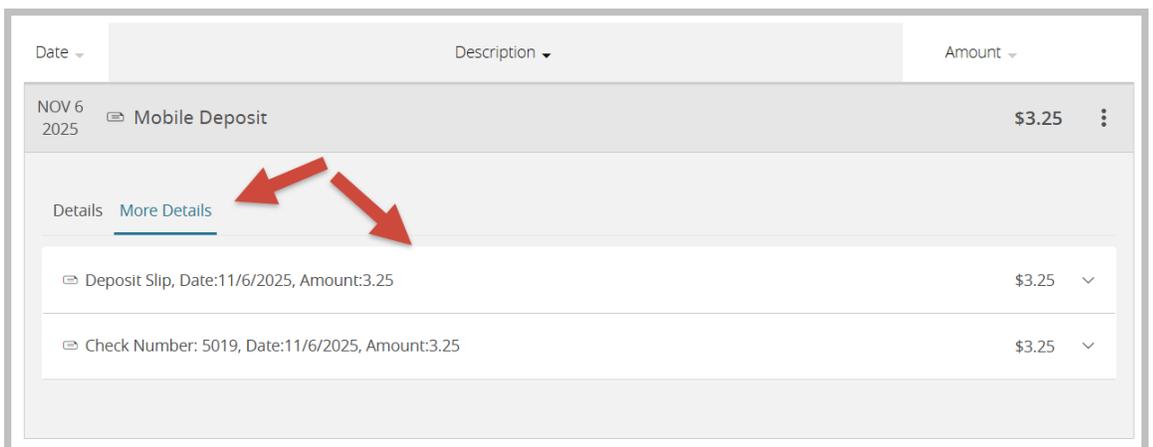


Deposits can also be viewed by any users for the company by navigating to the account from your dashboard and searching for the deposit.

Select the deposit to view, then select **More Details** to gain access to the deposit ticket and check image. Users can see images of the front and back of the check.



Alerus does not charge fees to download or use the app. Availability may be affected by your mobile carrier's coverage area. Your carrier's message and data rates may apply.



Member FDIC.