

## Granting Business Mobile Deposit Access to Users

Company Administrators will have automatic access to Business Mobile Deposit using the CSB Business Mobile Banking app. The Company Administrator will need to permit Users' access before they are able to deposit checks using the Business Mobile Deposit service. Instructions for how to grant Business Mobile Deposit access to Users are outlined below.

### Step 1:

From the Business Online Banking dashboard, click the **Administration** tab and select **User Admin** from the dropdown menu. Locate the User that you want to grant Business Mobile Deposit access to and click the **Edit** icon for that User.

The screenshot shows the 'User Administration' page with the 'Administration' tab selected. Below the navigation tabs, there are filters for Target Market (Default), Market Segment (Corporate Market Segment), and Customer Name (John Smith Company). A table lists three users: jsmith (Admin), mjones (User), and ssullivan (User). The 'Edit' icon for the 'mjones' user is highlighted with a red box and a red arrow.

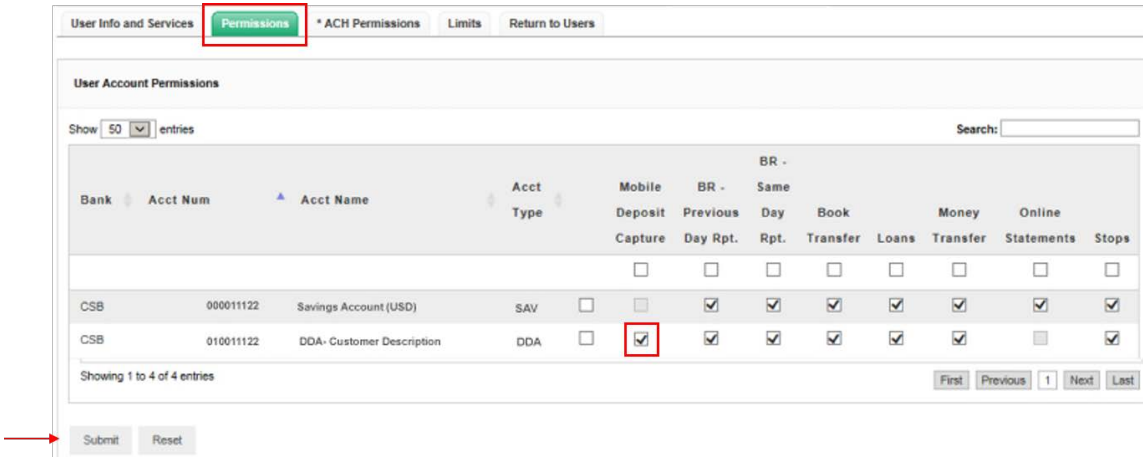
### Step 2:

From the **User Info & Services** tab on the **Edit User Information** screen, select the **Mobile Deposit Capture** service options under **Service Info** and click **Submit** to permission the User.

The screenshot shows the 'Edit User Information' screen for user 'jsmith'. The 'User Info and Services' tab is selected and highlighted with a red box. Under the 'Service Info' section, the 'Mobile Deposit Capture' option is checked and highlighted with a red box. At the bottom, the 'Submit' button is highlighted with a red arrow.

**Step 3:**

From the **Permissions** tab on the **Edit User Information** screen, select the **Mobile Deposit Capture** box next to the account(s) to which you want the User to be able to make mobile deposits and click **Submit**.



The screenshot shows the 'Permissions' tab selected. Below the tabs, there is a 'User Account Permissions' section with a table of accounts and their permissions. The 'Mobile Deposit Capture' checkbox is checked for the 'DDA - Customer Description' account. The 'Submit' button is highlighted with a red arrow.

Bank	Acct Num	Acct Name	Acct Type	Mobile Deposit Capture	BR - Previous Day Rpt.	BR - Same Day Rpt.	Book Transfer	Loans	Money Transfer	Online Statements	Stops
CSB	000011122	Savings Account (USD)	SAV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CSB	010011122	DDA - Customer Description	DDA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries

Submit Reset

**Step 4:**

Once the Business Mobile Deposit service is added to the User's permissions, the User will be able to make mobile deposits using the Cambridge Savings Bank Business Mobile Banking app.

If you have any additional questions about how to grant Business Mobile Deposit access to Users, please contact our Customer Contact Center at **888.418.5626** or Treasury Management Department at **617.441.7051**.