

**Tips on using Mobile Check Deposit**  
**(You must have a checking account with KEMBA Louisville Credit Union, Online Banking, the Mobile Money/TouchBanking app and have completed the Enrollment Form with Rules and Agreement)**

- Before logging into the Mobile Deposit app, close all other apps running in the background on your mobile phone.
- Sign/Endorse the back of your check, and label it “**For Mobile Deposit only to KEMBA Louisville CU**”
- When prompted for the amount, carefully enter the check amount to ensure it matches the amount written on your check.
- Flatten folded or crumpled checks before taking your photos.
- Keep the check within the view finder on the camera screen when capturing your photos.
  - o Try not to get too much of the areas surrounding the check.
- Take the photos of your check in a well-lit area. No glare.
- Place the check on solid dark background before taking the photo of it.
- Keep your phone flat and steady above the check when taking your photos.
- Hold the camera as square to the check as possible to reduce corner to corner skew.
- Make sure that the entire check image is visible and in focus before submitting your deposit.
  - No shadows across the check
  - All four corners are visible
  - Check is not blurry
  - The MICR line (numbers on the bottom of your check) is readable.
  - Maximum Deposit Per Item Limit is \$500.00.
  - Maximum Daily Deposit Limit is \$1,000.00.
  - Allow 2 to 3 days for check amount to be available. Keep your actual check until you see it has been processed, at least.

The credit union reserves the right to amend the above information at any time.

Thank you for using your credit union and its online services!