# RDC Mobile v2.0 for Android

## July 2019

9bX!l gYf#7 i glrca Yf˙5[ fYYa Ybh
Ú|^æ•^Á^ææÁ6@˙Á^}åË•^¦B&˘•ɋ{ { ^¦Áæ‡¦^^{ ^}6Á^* ælåã] * Á[ -ɕ æ6^Á&R^}•^Áæ}åÁ̦æ¦æ}ĉÁ&^¦{ •Á
å˘¦ã] * Á6@˙Á6ɕ•ca|æ6ã] }Áɫ-Á6@˙Á6ɕ] ]|&R�æ6ã] }È

# Table of Contents

# Device system requirements

RDC Mobile can be installed on any device running Android 4.4.4 (KitKat) and up. Support for new versions of Android is added as soon as possible after a new release.

# Downloading and installing RDC Mobile

## Prerequisites

- Your device meets the requirements outlined in "Device system requirements" on the previous page.

## Procedure

1. Open your app store.

2. Find your RDC Mobile app, and tap **Install**.

> **Note**: If you already have the RDC Mobile app installed on your device, and an update is available, you can tap **Update** to update your app.

# Logging in and logging out of RDC Mobile

## Prerequisites

- Your device meets the requirements outlined in "Device system requirements" on page 4.

- You have downloaded and installed the RDC Mobile app.

## Procedure

### To log in to RDC Mobile:

1. Tap the RDC Mobile app icon.

2. In the **Username** field, enter your username for RDC Mobile.

3. In the **Password** field, enter your password.

4. Tap **Login**.

> **Note**: If you are logging in to RDC Mobile for the first time, you are prompted to change your password.
>
> You can change your password at any time by tapping **More Options** (▤) and tapping **Change Password**.
>
> To log in on a new mobile device, you must first unregister your old mobile device. For more information, see "Unregistering your mobile device from RDC Mobile" on page 12.

### To log out of RDC Mobile:

1. On the **Deposit History** screen, tap **More Options** (▤)  or swipe from the left edge of the screen.

2. Tap **Logout**.

# Depositing a check with RDC Mobile

## Prerequisites

- Your device meets the requirements outlined in "Device system requirements" on page 4.

- You have downloaded and installed the RDC Mobile app.

- You have logged in to RDC Mobile.

## Procedure

**Note**: Before making a deposit using RDC Mobile, keep in mind that you can only have one transaction per each deposit. You cannot separate the items you include in a deposit into different transactions later.

A transaction must include at least one check, and can include multiple checks. Remittances, virtual remittances, and general documents image capture are only available in conjunction with the RDC Treasury service.

**To start a new deposit:**

1. Open the side menu from the **Deposit History** screen, by tapping **More Options** (☰) or by swiping from the left edge of the screen.

2. Tap the name of the **Account** for your new deposit.

3. Tap the camera button to take a picture of the front of your check.

4. Flip the check, then tap the camera button again to take a picture of the back of your check.

**Note**: To ensure a usable check image for your deposit, follow the guidelines in "Image quality guidelines" on page 11.

5. (Optional) Review and enter any necessary additional data for your check.

6. Tap **Accept** (✓) to add the check to your deposit.

   Tap **Delete** (⊠) to delete the check.

## To add another item to your deposit:

**Note**: You can only add additional items to your deposit if your user account has the appropriate permissions.

1. On the **Deposit Items** screen, tap the **Add Deposit Items** (➕) button.

2. Tap the option for the type of item you want to add to your deposit.

3. Repeat steps 3-6 from the "To start a new deposit:" on the previous page for your new item.

**Tip**: RDC Mobile prompts you for any additional data or requirements needed for the item you selected.

You can add a virtual remittance to replace a paper remittance, and add information such as an account number or amount due.  Please note, this functionality is only available in conjunction with the RDC Treasury service.

You can add a general document for any item you want to include with a deposit, such a contract or envelope. General documents can be up to 20 pages in length, with any new pages added to the end of the document. You can swipe to navigate through a general document, and click **Delete** (⊠) to delete your currently selected page.

## To submit your deposit:

1. On the **Deposit Items** screen, review the information for the item or items in your deposit.

2. Tap **Submit** (  ).

# Limits and warnings in RDC Mobile

Your financial institution may have set limits on how much you can deposit:

- **Deposit limits** control the maximum dollar value of checks that you can submit in a single deposit.

- **Aggregated limits** control the maximum number of checks that you can submit during a set time period.

You may be prevented from submitting a deposit, based on the value of a deposit or aggregated limit.

# Image quality guidelines

To ensure that a photograph can be used to deposit your check, use the following guidelines:

- Before taking any check images, carefully remove any paper attached to the check, and flatten it to remove any folds or wrinkles.

- Take your photos in a well-lit area.

- Take your photos with the check placed against a solid background.

- Take your photos from directly above the check to avoid a skewed or blurry image.

- Ensure there are no shadows over the check.

- Ensure that all four corners of the check are visible in your photo.

# Unregistering your mobile device from RDC Mobile

## Prerequisites

- You have downloaded and installed the RDC Mobile app.

- You have logged in to RDC Mobile.

- You want to log in to RDC Mobile from a new mobile device.

## Procedure

**In the RDC Mobile app:**

1. On the **Deposit History** screen, tap **More Options** ()  or swipe from the left edge of the screen.

2. Tap **Unregister**.

**In a web application:**

1. In the hierarchy, select the member where your RDC Mobile user account was created.

2. Click the **Administration** module.

3. Click the **Users** tab.

4. In the **Users** list, select your username.

5. Click **User Settings**.

6. Click the **Mobile** tab.

7. Click **Unregister**.

8. Click **OK**.