Remote Deposit Anywhere (RDA)

Contents

Completing RDA Self-Registration from your Mobile Device

This requires that you have installed the Southern Bank of Tennessee Mobile App on your mobile device.
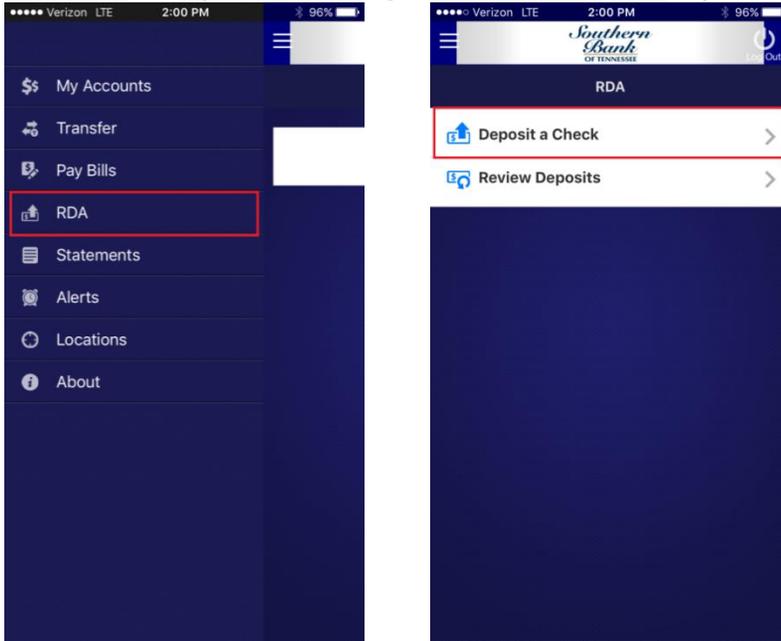
1. From the navigation menu, tap RDA.
2. Enter your user information, and then tap Continue.
3. Select which accounts you would like to have access to deposit into.
4. View the registration submitted message, and then tap OK.

You are now in a pending RDA approval status. Once the Bank approves your request, you will be prompted to accept the RDA Terms and Conditions upon next log in to your mobile app. Once you agree to the Terms and Conditions, you will have immediate access to the RDA menu screen to submit deposits.
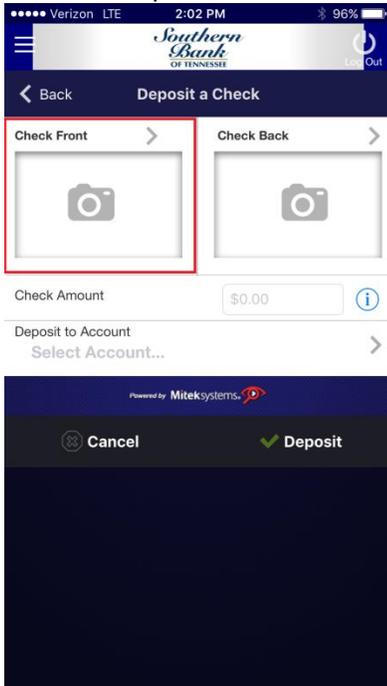
IMPORTANT NOTE: You should register each account you would want to remotely deposit checks into at the time of your initial self-registration for RDA. In the event that you do not register a particular account, or if you open a new account at a later date then you will need to contact the bank and the Bank will have to add the account to your RDA access.

Depositing a Check

1. Be sure to properly endorse the back of the check you want to deposit:
   "Southern Bank of Tennessee FOR MOBILE DEPOSIT ONLY" and the account number with your signature

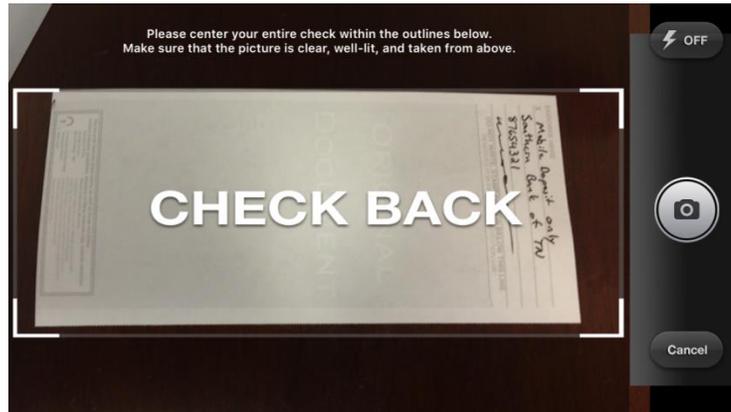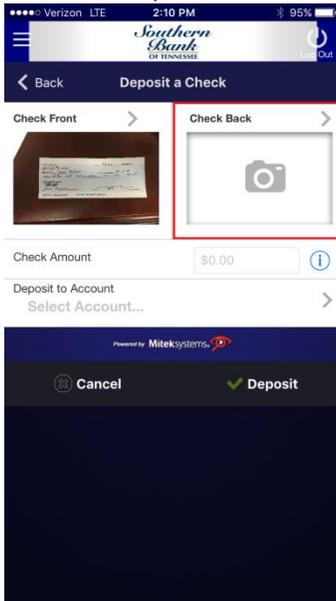2. Select the RDA option from navigation menu and select **Deposit a Check**.

3. Tap **Check Front**
4. Take a clear picture of the entire check front by lining it up within the brackets. Tap **Use.**
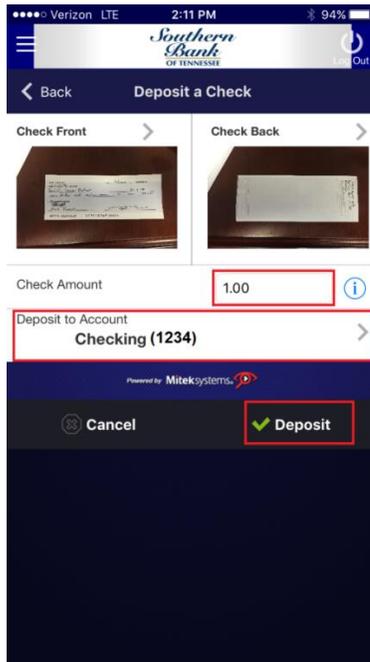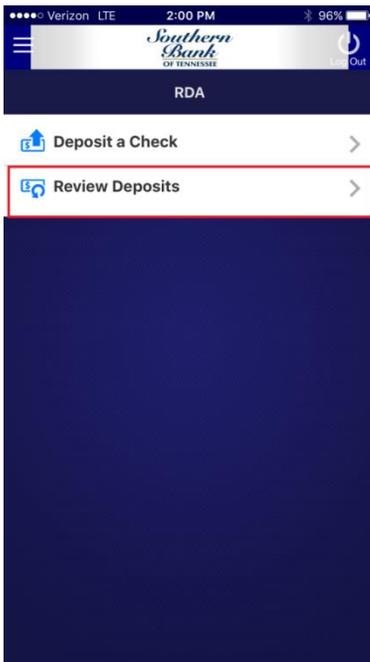
5. Tap **Check Back**
6. Take a clear picture of the entire check back by lining it up within the brackets. Tap **Use**.

7. Enter **Check Amount** and **Select Account** for Deposit. Tap **Deposit.**

Reviewing a Deposit

Select **Review Deposits** and tap Detail next to the desired deposit.

Information such as deposit date, amount, and account displays along with options to view front and back check images.