

# Remote Deposit Capture Guide



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## System Minimum Requirements & Department Contact Information

### System Minimum Requirements

- ✓ Compatible operating systems
  - PC - Windows 10, Windows 8.1, MAC OS X 10.7.3 or higher
- ✓ Browser
  - On Windows:
    - Internet Explorer 11 or later
    - Chrome
    - Firefox
    - Edge
  - On MAC OS X:
    - Safari 7 or later
- ✓ USB Port
- ✓ User Permissions
  - Administrator or administrative rights

### Department Contact Information

#### **Cash Management Department**

Hours: M-F 9:00AM – 5:00PM PST

Phone # (844) 265-7622 Option 3

Email: [rdc@banksocal.com](mailto:rdc@banksocal.com)

RDC Login Site: <https://banksocal.itms-online.com/>


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## Scanner Setup Process

1. Uninstall existing scanner drivers
2. Configuring Your Browser

This section is for **Internet Explorer** browser only.

**Not a recommended browser.** Note: Microsoft will end support for Internet Explorer on August 2021.

- Configuring Internet Explorer
  1. Open Internet Explorer
    - a. Right-click you shortcut for Internet Explorer are click “Run as Administrator”
  2. Click the Tools button .
  3. Select Internet Options
  4. Disable the popup blocker:
    - a. In the internet options, open the Privacy Tab
    - b. Under Pop-up Blocker, click Settings
    - c. In the Address bar, enter each URL that you use to access ITMS, and then click Add. For example, add <https://banksocal.itms-online.com/>
  5. Create trusted sites:
    - a. In Internet Options, open the Security Tab
    - b. Select Trusted Sites
    - c. Click Sites
    - d. In the Address field, enter each URL that you use to access ITMS, and then click Add. For example, add: <https://banksocal.itms-online.com/>
    - e. Close the Trusted sites dialog box
    - f. Leave the Internet Options window open
  6. Enable copying and pasting for your trusted sides:
    - a. On the Security Tab, with Trusted Sites selected, click Custom Level. The “Security Settings – Trusted Sites Zone” dialog opens
    - b. Scroll to the Scroll to the Scripting section
    - c. Set “Allow Programmatic Clipboard Access” to enable
  7. If you use the RDC EC9600I series network scanner (EX96XX), enable data sources across domains:
    - a. Scroll to the Miscellaneous section
    - b. Set “Access data sources across domains” to Enable



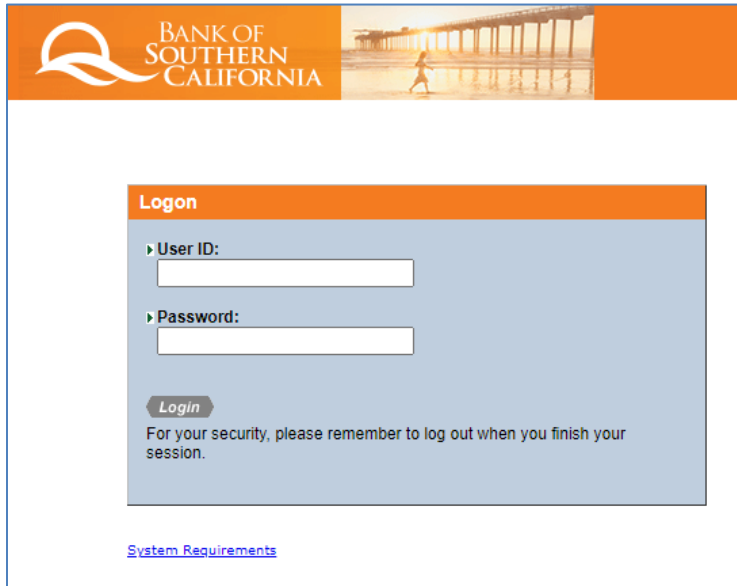
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**IMPORTANT!**

Please make sure to download and install the most up-to-date versions of browsers to ensure the successful installation.

## Edge – Firefox – Chrome – Internet Explorer

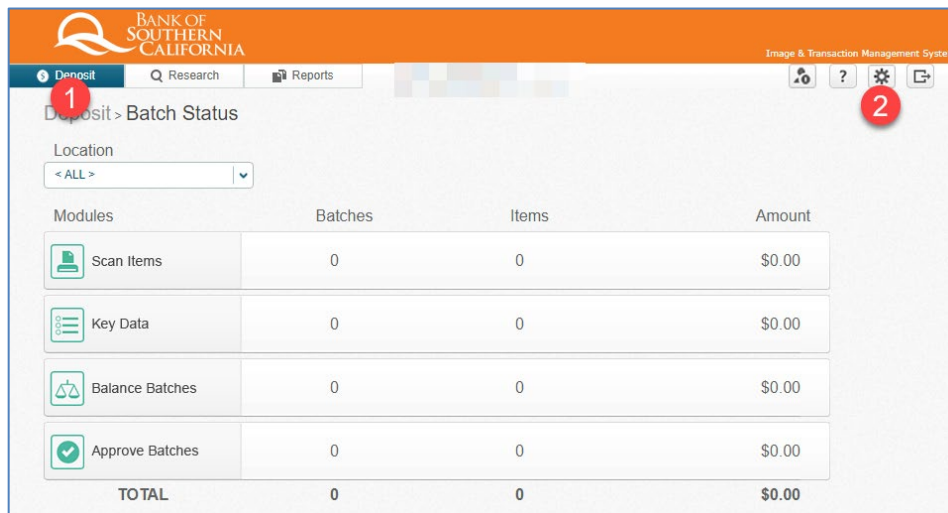
Navigate to [www.banksocal.com](http://www.banksocal.com) → Client Login → Remote Deposit Capture



The login screen features the Bank of Southern California logo and a background image of a person walking on a pier. The login form is titled "Logon" and includes fields for "User ID:" and "Password:". Below these fields is a "Login" button. A security notice states: "For your security, please remember to log out when you finish your session." A link for "System Requirements" is located at the bottom left of the form.

### Step 1 of 5: Begin Installation

- Click the deposit module
- Select the gear icon

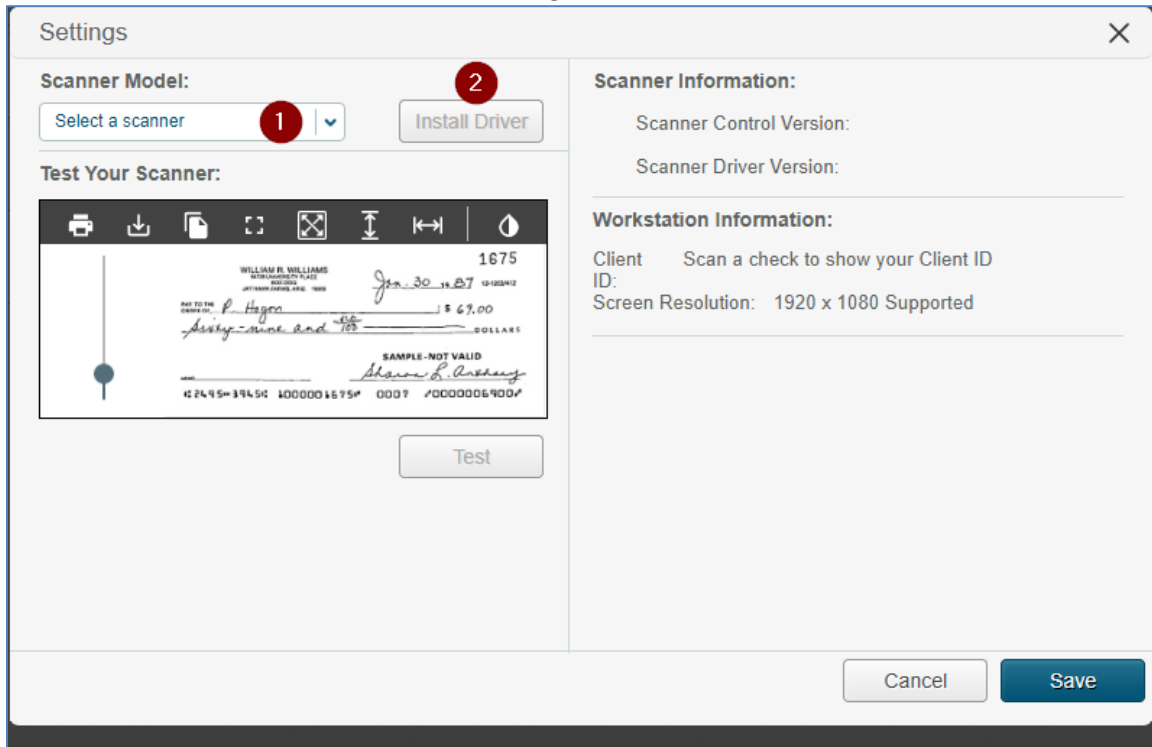


The "Batch Status" screen displays a table with columns for Modules, Batches, Items, and Amount. A red circle with the number "1" highlights the "Deposit" tab in the top navigation bar. Another red circle with the number "2" highlights the gear icon in the top right corner of the page header.

Modules	Batches	Items	Amount
Scan Items	0	0	\$0.00
Key Data	0	0	\$0.00
Balance Batches	0	0	\$0.00
Approve Batches	0	0	\$0.00
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>

## Step 2 of 5: Select Scanner

Select a scanner from the list below. Note: Digital Check Scanner or Panini



- Click install drivers

## Step 3 of 5: Launch Installer

Follow the prompts and allow Scanner Service to make changes to your device.

## Step 4 of 5: Verify Connection

Make sure that all the cables are connected. This step may take some time.

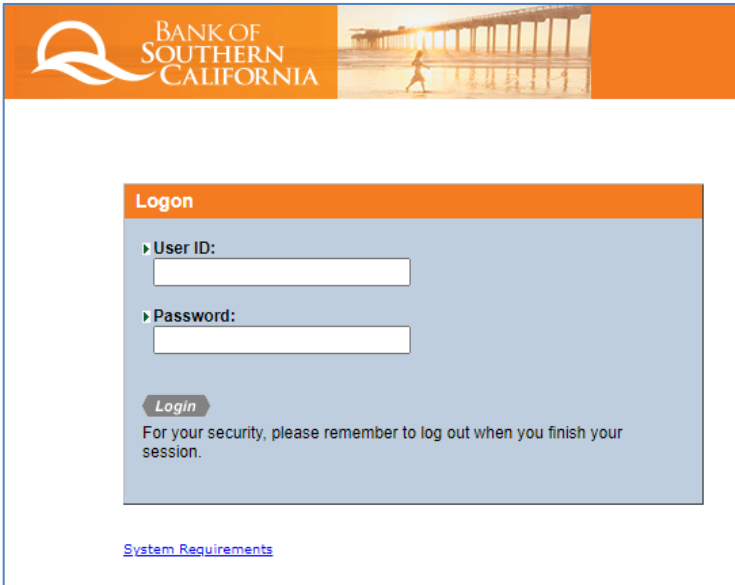
## Step 5 of 5: Installation Complete

Refresh your browser -> Deposit Module -> Gear Icon  -> Ensure the scanner is connected.

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## Apple Safari

**Step 1 of 3:** Navigate to [www.banksocal.com](http://www.banksocal.com) → Client Login → Remote Deposit Capture



**Logon**

▶ **User ID:**

▶ **Password:**

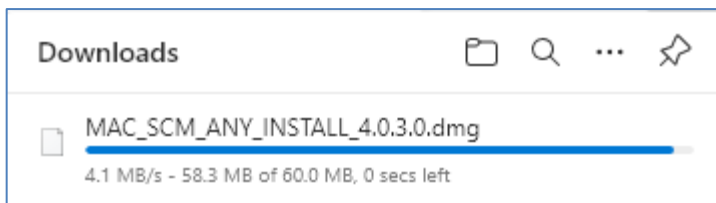
**Login**

For your security, please remember to log out when you finish your session.

[System Requirements](#)

**Step 2 of 3:** Copy and paste the Manual Install URL to your Safari Web Browser

[https://files.rdmcorp.com/?u=8J1q&p=6mWm&path=/MAC\\_SCM\\_ANY\\_INSTALL\\_4.0.3.0.dmg](https://files.rdmcorp.com/?u=8J1q&p=6mWm&path=/MAC_SCM_ANY_INSTALL_4.0.3.0.dmg)

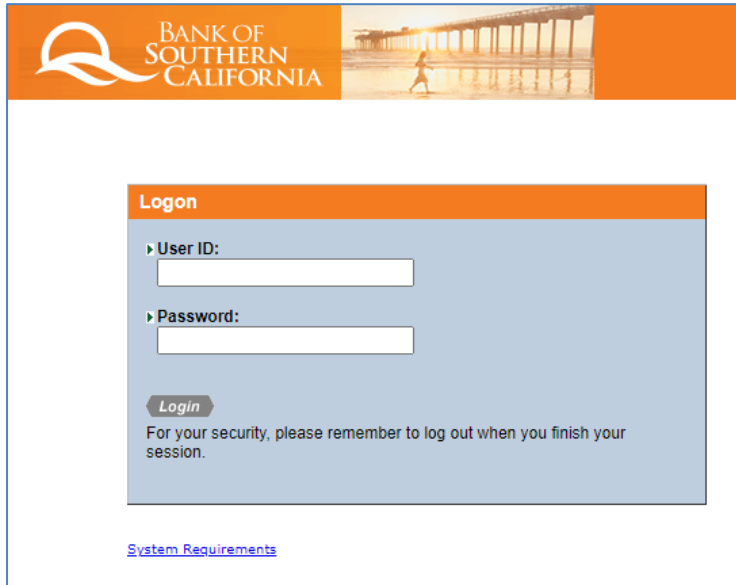


**Step 3 of 3:** Follow the Manual install instructions.



## Processing a Deposit

1. Access [www.banksocal.com](http://www.banksocal.com) → Client Login → Remote Deposit Capture

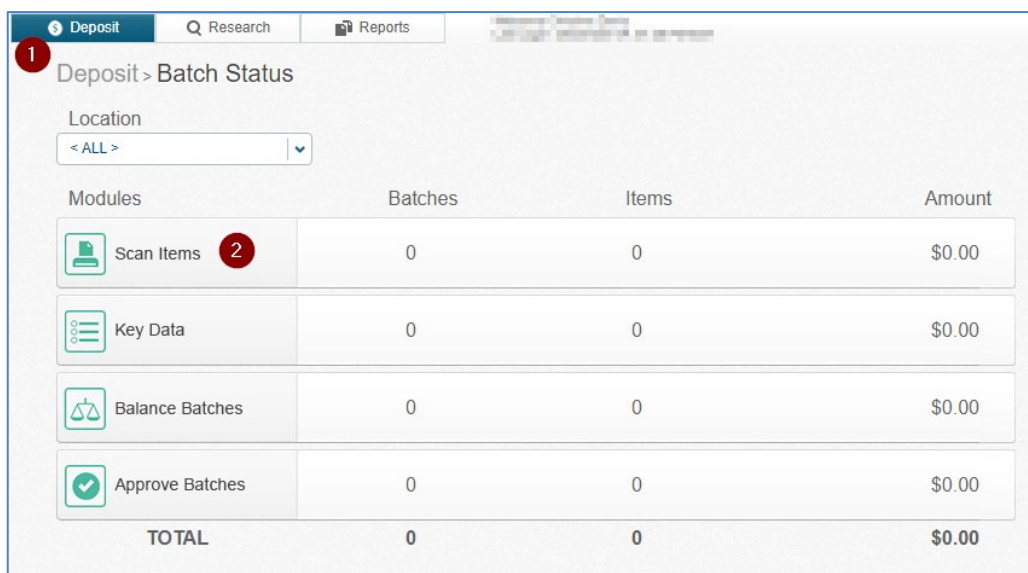


The screenshot shows the Bank of Southern California Remote Deposit Capture login interface. It features the bank's logo and name in the top left corner. The main content area is titled "Ligon" and contains a "User ID:" field, a "Password:" field, and a "Login" button. Below the login fields, there is a security reminder: "For your security, please remember to log out when you finish your session." At the bottom left, there is a link for "System Requirements".





2. Starting a new deposit

Select Deposit Tab

- Scan items
- Select location
- Select an account



The screenshot shows the "Deposit > Batch Status" screen in the Bank of Southern California Remote Deposit Capture system. It includes a navigation bar with "Deposit", "Research", and "Reports" tabs. A red circle with the number "1" highlights the "Deposit" tab. Below the navigation bar, there is a "Location" dropdown menu set to "< ALL >". The main content area is a table with four columns: "Modules", "Batches", "Items", and "Amount". The table lists four modules: "Scan Items", "Key Data", "Balance Batches", and "Approve Batches". Each module has a corresponding icon and a red circle with the number "2" next to the "Scan Items" module. The "TOTAL" row shows 0 batches, 0 items, and a total amount of \$0.00.

Modules	Batches	Items	Amount
 Scan Items <span style="color: red; font-weight: bold;">2</span>	0	0	\$0.00
 Key Data	0	0	\$0.00
 Balance Batches	0	0	\$0.00
 Approve Batches	0	0	\$0.00
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>

Deposit | Research | Reports

### Deposit > Scan Items

**Define batch parameters:**

Location:

Account:

☐ Person Not Present  
☒ Back Office

Exit Scan


Deposit | Research | Reports

### Deposit > Scan Items (Batch Keying) > Batch Parameters

Location:  Account:

☐ Person Not Present  
☒ Back Office

**Define batch parameters:**

Batch Control Total (\$):  

Transaction Profile:

Cancel Scan

Batch Control Total – Total amount of checks. The System will prompt defaults to follow throughout the deposit process.

- Once all checks have been scanned, confirm the accuracy of the scanned items.
- System will default prompt you through the deposit process.
- Submit for deposit.



## Understanding Checks

- At the bottom of a check is a line of magnetically encoded series of numbers, this line is called the MICR line.
- The MICR line consists of five sections.

## Business Check

1001  
31-5/1240

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
DOLLARS

FOR \_\_\_\_\_

**SAMPLE - VOID**

MICR Line: ⑈001001⑈ ⑆024000054⑆ 61 10000 4⑈ ⑈0000011278⑈

Aux On-Us    EPC    Route/Transit    Bank On-Us    Encoded Amount (this may or may not appear on an item)

## Personal Check

287  
90-4340/1222  
03

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

**BANK OF SOUTHERN CALIFORNIA**  
12265 El Camino Real Suite 100  
San Diego, CA 92130  
858-847-4700  
www.banksocal.com

For \_\_\_\_\_

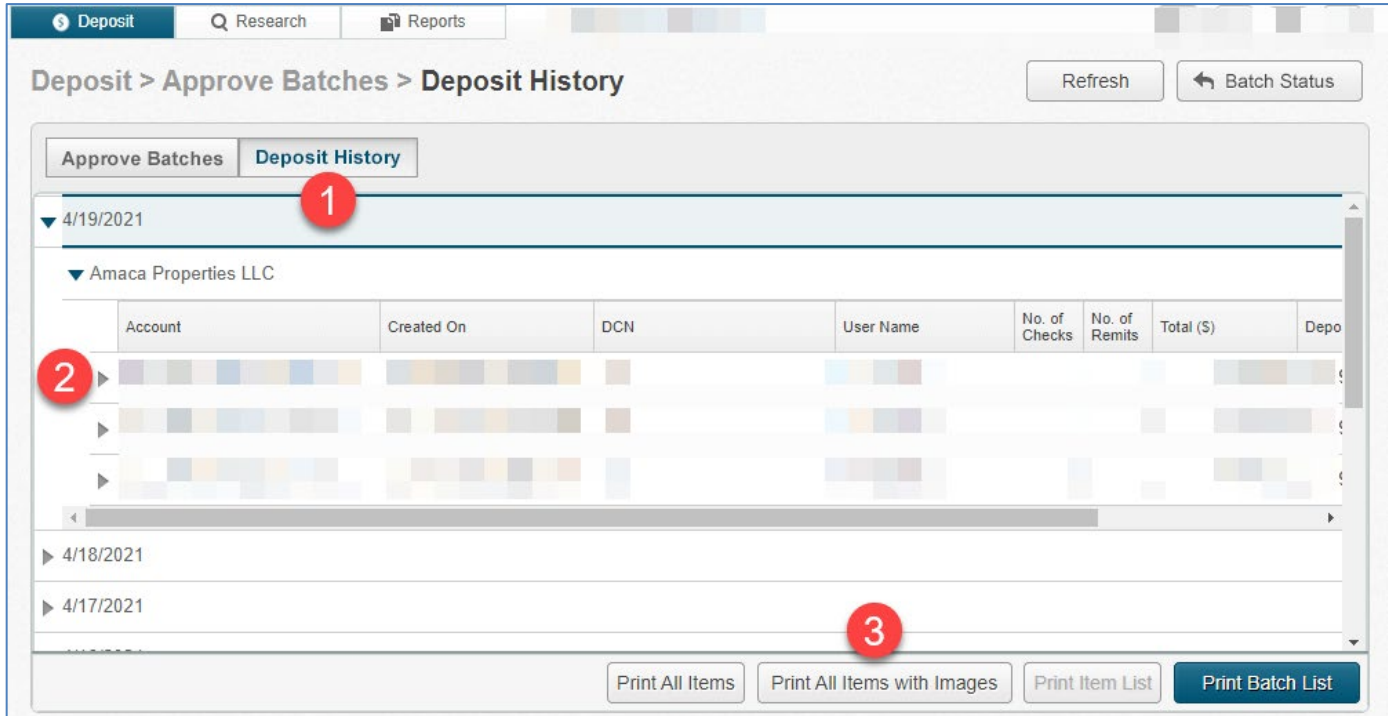
MICR Line: ⑆122243402⑆ 00123456789⑈ 0287

Route/Transit    Bank On-Us    Check Number

## Deposit Confirmation Reports

- For your record keeping, confirmation reports are available in PDF file formats.

1. Click "Deposit History"
2. Click the triangle next to the business name
3. Highlight the BCN line
4. Select "Print All Items With Images"



Deposit > Approve Batches > Deposit History

Refresh Batch Status

Approve Batches Deposit History

4/19/2021

Amaca Properties LLC

Account	Created On	DCN	User Name	No. of Checks	No. of Remits	Total (\$)	Depo

4/18/2021

4/17/2021

Print All Items Print All Items with Images Print Item List Print Batch List

Note: The deposit history information is kept in the system for 14 calendar days.

## Research

Deposit
Research
Reports

Search
Advanced Search

Member to search

Primary Search Fields

Capture Date: Last 31 days
Between: 03/19/2021
And: 04/19/2021

IRN: Equal To

Check Amount: Equal To

Check #: Equal To

Payor Search Fields

MICR Search Fields

Selected Output Columns

Deposit: None  
Batch: None  
Check: IRN, SeqNum, Capture Date, Capture Time, Merchant, Bank #, Account #, Check #, Check Amount, SEC Code, Swapped RT, Swapped Account, Endpoint, Return Status  
Remit: IRN, SeqNum, Capture Date, Capture Time, Merchant  
General: IRN, SeqNum, Capture Date, Capture Time

Change

Tree
Flat

Search
Reset

Note: Research will allow a user to research RDC deposits for 2 years plus current month.

## Reports

Deposit

Research

Reports

Reports for [Amaca Properties LLC]

Please select from the list of available Reports below:

Select a report

Select a report

All Items Report (CS-Standard)

Daily Deposit Summary By Account (CS-Standard)

Daily Deposit Summary By Location (CS-Standard)

Deposit Detail Report (CS-Standard)

Item Detail Report (CS-Standard)

Settlement Detail by Account (CS-Standard)

Settlement Detail by Location (CS-Standard)

Settlement Summary by Account (CS-Standard)

Settlement Summary by Location (CS-Standard)

WebClient Check CSV Report (Standard)

WebClient User Audit Report (Standard)

Tree

Flat

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## Troubleshooting

This section contains information to help you troubleshoot problems you may encounter. It contains the following:

- Login Errors
- Scanner Errors
- Item Processing Issues
- Deposit Issues

Note: Possible issues you may encounter may be caused by your PC not meeting software requirements, which may cause slow behavior. To view a complete list of requirements, see System Requirements on page 1.

## Login and Authentication Errors

Some possible login and authentication issues and resolutions are listed below.

Issue/Error	Description	Resolution
You are unable to log in to the application.	Usernames and passwords are case sensitive.	Ensure your cap locks is not on and reattempt your username and password. If you continue to be denied, contact cash management.
The application will not allow you to set the password you desire.	Error Message: <ul style="list-style-type: none"> <li>• The new password you provided is not valid.</li> <li>• The password you provided does not meet the length requirements.</li> <li>• The password you provided does not contain any numeric characters.</li> <li>• The password cannot be the same as your username.</li> <li>• The password you provided does not contain any alpha characters.</li> <li>• The new password cannot be the same as the old password.</li> </ul>	Ensure your password contains the following characters: <ul style="list-style-type: none"> <li>- 1 Uppercase</li> <li>- 1 Lowercase</li> <li>- 1 Number</li> </ul>
You logged in, but the application is unresponsive.	The network lost connection while downloading the Remote Deposit Capture applet.	Close and restart the browser and log in again.



## Scanning Errors

The following are some possible scanner errors that may occur when scanning items for a deposit.

Issue/Error	Description	Resolution
The scanner is non responsive or has a red light.	The scanner will not function, but it is plugged into the computer and the power is on.	First, try restarting the browser. If that does not work, reboot the computer.  If the scanner is still not responding, it is possible that you need to reinstall the scanner driver. Follow the steps in pre-installation and scanner set-up process to remove the existing drivers and reinstall the correct ones.
The scanner is not functioning properly.	Reason 1: Scanner may be disabled in settings under “devices”	Resolution 1: Go into settings on your computer, select devices, and make sure the scanner is not disabled.
	Reason 2: This message may indicate that there are items stuck in the scanner.	Resolution 2: Check to see if any items are stuck in the scanner. If so, remove them, reset the scanner and try again. If the problem persists, close the application, reset the scanner manually by turning the power off and then on, and then restart the application.  If the problem persists, contact cash management.

	Reason 3: The scanner may need to be powered on and off	Resolution 3: This will allow the scanner to reset and re-connect to the software.
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The scanner cannot be detected.	This error appears if the application cannot form a connection with the scanner when you try to scan an item.	Check to ensure the scanner is connected to the computer, is on and all the cables are attached securely. When all are in proper order, click OK, then try to scan the item again.
There is a problem with the scanner's USB connection.		Check to ensure the scanner is connected to the computer, is on, and the USB cable is attached securely. When all is in order, try scanning the item again.
It takes a long time to initialize the scanner each time I want to begin scanning.	This error can occur if your computer is not running the recommended specifications, which will cause the program and the scanner to run slower.	Check to ensure your computer meets the minimum system requirements.  If it does not, contact your system administrator or local IT resource to meet the required specifications.
The scanner was unable to read the image.  The scanner was unable to save the image.  The scanner was unable to save complete information for the item.  The scanner was unable to process the image.		Rescan the item.  If the problem persists, contact cash management.
Double feed detected.	Two items have been scanned at the same time.	Reject the items and reprocess them.  If the problem persists, contact cash management.
An item appears to be stuck in the scanner.		Remove any stuck items and try to reprocess them. You may need to clean the document track of the

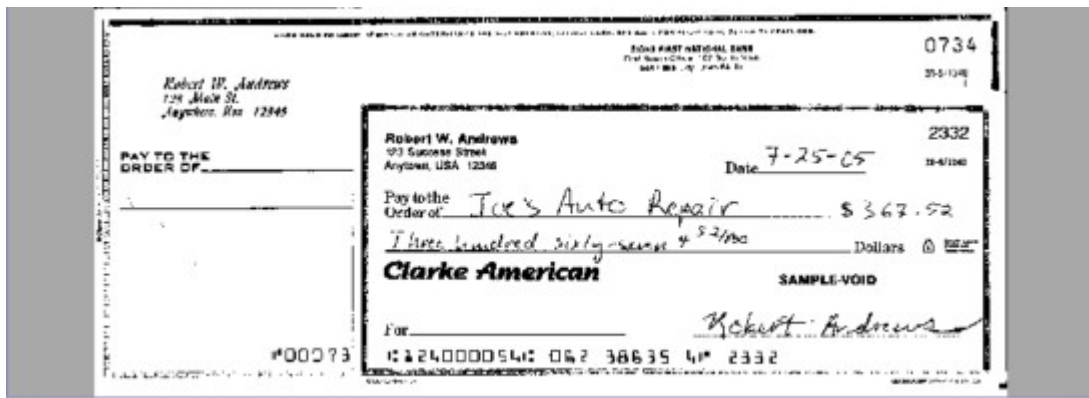
		scanner.
The scanner appears to be jammed.		Remove any jammed items and try to reprocess them. You may need to clean the document track of the scanner. Contact cash management to request additional cleaning pads and for further instruction.
The scanner has timed out.		<p>Try restarting the scanner manually. Turn the scanner's power off and shut down the application. To restart, first turn the scanner's power bank on and then launch the RDC website.</p> <p>If the problem persists, contact cash management.</p>

## Item Processing Issues

The following are some possible issues that may occur when scanning and editing items for a deposit.

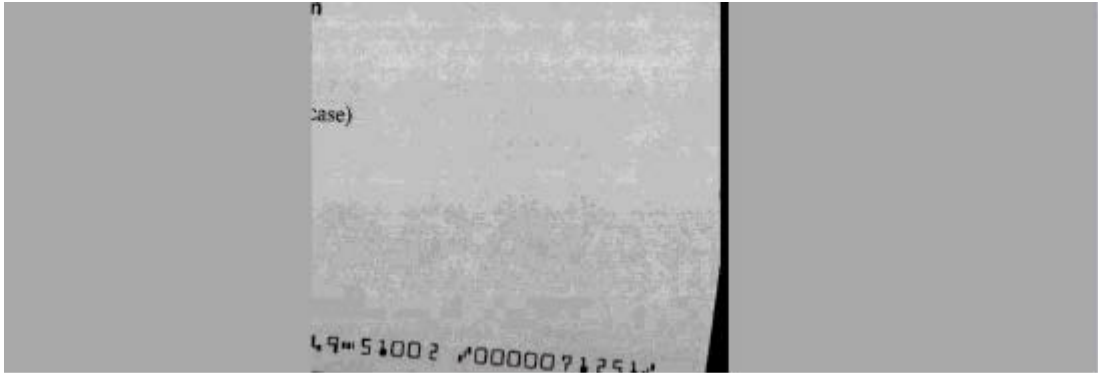
Issue/Error	Description	Resolution
An item was scanned upside-down or backward, or two or more items are scanned simultaneously.	See the figure below.	Remove any jammed items from the scanner. Place the items back into the scanner with the front of the items facing the status lights of the scanner and the MICR line at the bottom of the scanner and rescan the items.

Two items scanned simultaneously:



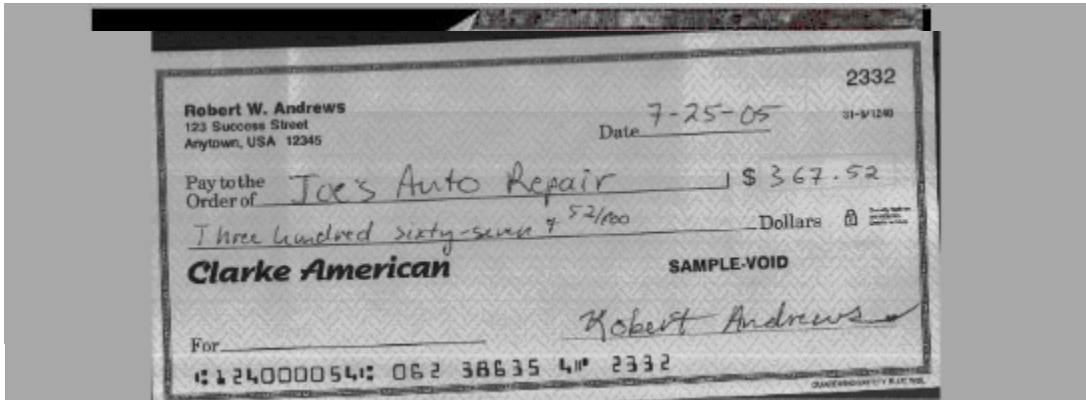
Only a partial image was scanned, or the image is cut off.	See the figure below.	Remove any jammed items from the scanner.  Place the items back into the scanner with the front of the items facing the status lights of the scanner and the MICR line at the bottom of the scanner and rescan the items.
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**Partial Image Scanned:**

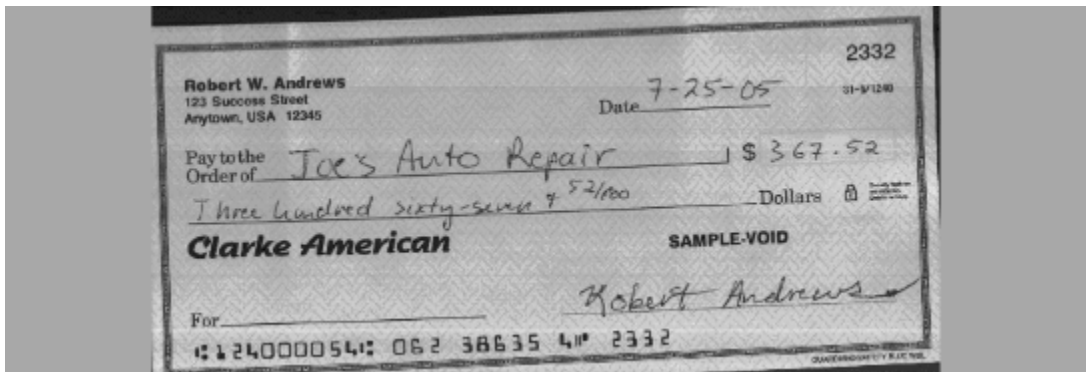


<p>The scanned image is folded or crooked.</p>	<p>See the figures below.</p>	<p>Remove any jammed items from the scanner.</p> <p>Place the items back into the scanner to be rescanned and processed in the deposit.</p>
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**Folded Item:**



**Crooked Scan:**



<p>The scanned image has black streaks or a black bar across the top.</p>	<p>See the figure below.</p>	<p>Rescan the item. If the image is still bad, then the scanner may be over-exposed to light.</p> <p>Reject the item by clicking the delete icon.</p> <p>Move the scanner so it is not under bright light or shield it from an overhead light source. You may also try removing and then replacing the scanner cover to ensure it is tightly in place.</p> <p>Try reprocessing the item.</p>
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## Deposit Issues

The following are some possible issues that may occur when making deposits.

Issue/Error	Description	Resolution
The control balance you entered is invalid.	The control balance must be greater than 0, and must not exceed \$99,999,999.99.00	Re-enter the control balance, then continue with the deposit.
The amount you entered is formatted incorrectly.	The amount must only contain numbers and include 2 decimal places.	Edit the amount as appropriate and accept the item again.
The item amount is not present.		Enter an amount and accept the item again.
The numeric amount on the check is different than the printed amount on the check.		Do not process the item. Refer the item to branch of account opening for processing or request the maker of the item to replace the item.
The item is Canadian or has an 8-digit routing number or contains alpha characters.		Do not process the item. Refer the item to branch of account opening for processing.
Items in this deposit have invalid data.		Correct the files that have errors (these are outlined in red and appear in red text) before completing the deposit.
The control balance reflects a different amount than the deposit amount.	This may happen when a control balance was entered and then an item was removed from the deposit.	If you removed an item or miscalculated the control balance, you may change the amount of the control balance or individual items as needed to balance.