



Regions Quick Deposit

Administrator User Guide

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DRIVER INSTALLATION

Do not connect the scanner before installing the correct scanner drive to the PC to be used with your Quick Deposit service.

- Ensure that you are logged in to a PC and have administrative privileges
- (unrestricted ability to download to the PC).
- If an earlier version of Regions Quick Deposit is installed on the PC, uninstall it before attempting to install this version.
- Ensure the provided USB cable is disconnected from the check scanner and the computer.
- Close all open applications, including any programs that use the check scanner (the driver installation requires a system restart).

1. DOWNLOADING THE DRIVER

- Once you have received two secure, automated emails from onepass@regions.com containing your temporary password and validation code, please follow the accompanying instructions to create your Regions OnePass® Profile for Quick Deposit access (see the Logging In with Regions OnePass section of this guide).
- Then, go to <https://onepass.regions.com/OnePass> and sign on to the application by entering your Login ID and Password in the designated boxes.
- Once you've logged in to Regions OnePass and have accessed the Quick Deposit main menu screen, click on the link "**Please click here to download the scanner drivers**" (located under Messages).
- Select the scanner that most closely matches the scanner model as pictured on the Scanner Drive Download screen (Note: the color of the scanners in the illustrations is not indicative of the scanner model).
- A File Download – Security Warning message will display. Click Save.
- The Microsoft Save As window will appear. Select the location to save the file and click Save.
- The Download Complete message box will display. Select Run to begin the driver installation. If a security warning message box displays, click Run again.
- The Quick Deposit scanner driver installation process will begin. Click next on the InstallShield Wizard box.
- Select the I accept. . . option and click Next to continue.
- When the Unplug scanner. . . message appears, verify that the scanner USB cable is not plugged into the PC. Click OK to continue.
- When ready to install pop-up appears, select Install. The setup status screen will display installation progress.
- Next, click Finish when the InstallShield Wizard Complete box appears.
- Once the driver installation is complete, click Return on the Scanner Driver Download screen to return to the main Quick Deposit application menu.
- Should the scanner driver need to be uninstalled, simply click on the driver icon saved during the initial installation process. Once the driver is uninstalled, click the same icon link again to reinstall.

Note: The Regions Quick Deposit Agreement requires all scanners to be physically located inside the borders of the United States or Territories of the United States.

2. SET UP SCANNING LOCATIONS

(applicable only if additional locations other than the primary location initially established by Regions are required)

- Click the Administration tab on the Home page.
- Click Locations from the left-hand menu.
- Click Create New Location.
- Fill in the Location Name field.
- Fill in the Location Number field. (This field is utilized for placing the location number on the electronic deposit slip, if you do not want or need this information simply input a zero.)

- Select the depository account(s) that will be used for this Location in the Available Accounts list and click Add to move them to the Selected Accounts list.
- Click Save.

3. MODIFY ADMINISTRATOR

- Review the User Role descriptions in the Available Roles List in the 'Adding a New User' section of the User Guide.
- From the Home page, select the Administration tab and then click Users from the left-hand menu.
- On the User Search screen click Show All to display the list of Users (which at this point will only be the Administrator established by the Bank) and click on the Administrator's name.



Best Practice – Industry research has shown that utilizing a *Dual Control Hierarchy* (when available) prevents improper internal use of the system. *Dual Control* is the establishment of a user for scanning checks who is separate from a user who submits the batch.

To modify the Administrator's Roles:

- Under the Assigned roles section, click Edit Roles.
- Select the applicable roles in the Available Roles list and click Add to move them to the Assigned Roles list.
- Click Save.

Note: The Administrator must log off and log back into Quick Deposit to enable newly assigned role(s).

To modify the Administrator's Locations (if applicable):

- Under the Assigned locations section, click Edit Locations.
- Highlight the applicable Locations in the Available Locations list and click Add to move them to the Assigned Locations list.
- Click Save.

Note: When additional locations are added, the Administrator must follow the steps above to assign the new location(s) to each applicable User.

To modify the Administrator's Reports (if applicable):

- Under the Assigned reports section, click Edit Report Access.
- Highlight the applicable Reports in the Available Reports list and click Add to move them to the Assigned Reports list.
- Click Save.

4. ADD NEW USER

- Click Create New User.
- Step 1 of 3 – Complete all listed information and click Next

Note: The User ID should be the Tax ID_first name (or a variation of the name). For example: 690000001_John.



Best Practice – The protection of login credentials is vital for system integrity and auditing purposes. Employees should not share their login information. All application users should have their own unique User ID and password.

- Step 2 of 3 – Add the applicable Roles for the User and modify the Deposit Thresholds if needed. Then click Next.



Best Practice – Due to the information contained on the Reports accessible by the Report Viewer Role (check details, personal/client information, and client account information), it is critical that only the users needing these reports have been granted access.

- Step 3 of 3 – Add the applicable Locations for the User and click Save.
- The User Search screen will re-appear with a message stating the User has been successfully added.
- Repeat for all Users who will be using Quick Deposit.

CREATING A DEPOSIT

- Refer to the 'Creating a Deposit' section of the Quick Deposit User Guide for complete details.

ADDITIONAL INFORMATION



Best Practice – In addition to your responsibility of securely storing all scanned items for the duration of a minimum of 30 days, it is recommended that you reconcile all items with your statement prior to destruction.

- The ACH Opt Out tab on the menu bar has been built into the system for future functionality. It is not yet functional at this time.

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