Regions Quick Deposit

QUICK START INSTALLATION GUIDE

Follow these simple steps to set up your Regions Quick Deposit® scanner and software. For more detailed instructions, please refer to the Regions Quick Deposit Administrator Guide or the Quick Deposit User Guide located at https://www.regions.com/TMResources.

1. Logging in to Regions OnePass®

- Go to https:///onepass.regions.com
- Enter your Regions OnePass Login ID
- Enter your Regions OnePass Password

2. Selecting Regions Quick Deposit

- Click on the Company drop-down menu and select "Regions Quick Deposit"
- Select the Quick Deposit link within the list of registered Regions OnePass services
- If you have more than one profile, choose the profile you want to use
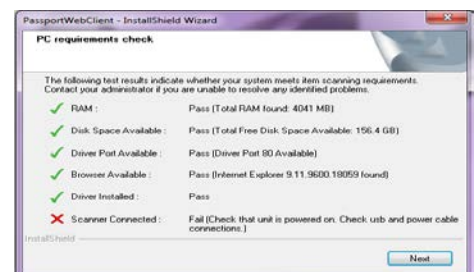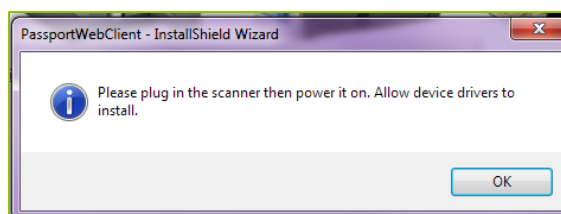- A new tab will open and you will be directed to the Regions Quick Deposit home page

3. Downloading Regions Quick Deposit Drivers

- Click on the message stating "Click here to to download latest drivers"
- After selecting the link, you will be directed to the Driver Download page
- Select your Quick Deposit scanner from the list of options
- Click "Save" when asked if you want to save the driver
- Follow the driver installation instructions
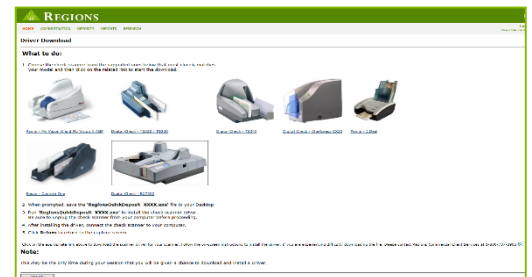
4. Connecting the Scanner

- As part of the driver installation process, you will be asked to plug in your scanner and power it on

- Once the driver has been installed, a message box will appear confirming proper installation
- If there was an issue during installation, a red "X" will appear beside the item in question along with instructions for how to remedy the problem
- Click "Next" to confirm proper installation and then "Finish" to complete the installation

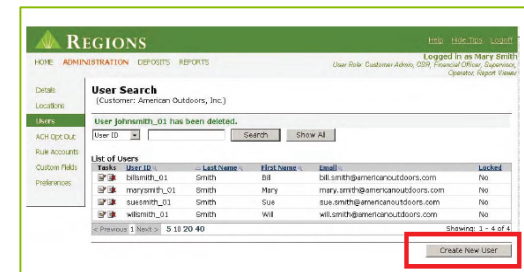REGIONS

5. Establishing Scanner Locations

(If you will be scanning deposits from more than one PC, this entails scanning deposits with multiple scanners from multiple sites. If you are using only one PC, skip to step 6)

- On the Regions Quick Deposit home page, click the "Administration" tab
- Click "Locations" then "Create New"
- Enter the Location Name and Number
- Select the account(s) to be used at this location within the Available Accounts list and click "Add"
- Click "Save"
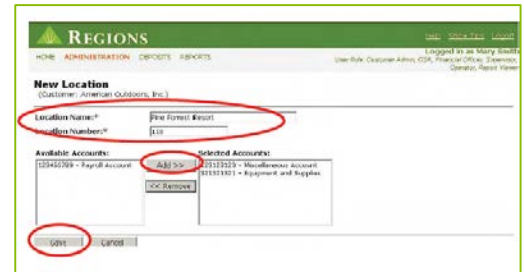
6. Adding and Modifying Users

- On the Regions Quick Deposit home page, click the "Administration" tab
- The Regions Quick Deposit Administrator will need to grant the appropriate roles and authorities for each new user they add to the system (please refer to the Regions Quick Deposit Administrator Guide located at https://www.regions.com/TMResources for complete details)
- Click "Show All" to display the list of users
- Click on the name of the user that needs to be modified, or click "Create New User" to establish a new user
- **NOTE:** To add a new user or to update a user's profile within Regions OnePass, please refer to the complete OnePass User Guide located at https://www.regions.com/TMResources for detailed instructions

7. Creating a Deposit

- Refer to the "Creating a Deposit" section of the Regions Quick Deposit User Guide located at https://www.regions.com/TMResources for complete details

Note: If your scanner is not working properly, or if you have recently lost power and your scanner has stopped working, you may need to restart the scanner driver then initalize it.

Restart Scanner Driver: Click Start Menu > Programs > Passport Web Edition > Restart Web Driver

Initialize the Scanner: Click Start Menu > Programs > Passport Web Edition > Web Diagnostics > Initialize. Once the scanner has initialized, the light will change from red to green.

If you have questions or need technical support, please call Regions Client Services at 1-800-787-3905, and choose Option 4.