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 <u>https://www.regions.com/TMResources</u>.

- 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



 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 Bank | Member FDIC Revised 040616



Welcome Liquidity Manager UserJ Liquidity Manager has now been added to the family of OnePass applications. Visit negtons.com/MyOnePass for acotional information.	Velcome to Regions OnePass [®] David Hilton You've surverent in the constraint of the surverent set of the surveren			
Coming Soon CCI Archive! Commercial Check Image (CCI)	To go to a registered service, click the link:			
Archive will be acced to OnePass	Ourick Deposit			





REGIONS QUICK DEPOSIT - QUICK START INSTALLATION GUIDE (Continued)

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 <u>https://www.regions.com/TMResources</u> for detailed instructions

7. Creating a Deposit

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



REGIONS

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 initialize 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.



MAC MUMI	VISTRATION DEPOSITS	REPORTS		Logged In User Role: Custemer Admin. CSR. Financial	as Mary St Officer Second			
				Ope	etor, Report V.			
Details Locations	User Search (Customer: American Outdoors, Jnc.)							
Users	User johnsmith_01 has been deleted.							
1.0 XO HOA	User ID							
Sule Accounts	List of Users							
A CONTRACT OF A CONTRACT OF	Tasks User ID 9	- Lost Neme 9	Eirst Name R	Encoll Q	Locked			
custom Pields		Smith	Bil	bill smith@umericancutdoors.com	No			
Custom Pields	B B bilbmith_01							
nelerences	B'B manysmith_01	Smith	Mary	mary, smith@americanoubdoors.com	No.			
Preferences	Brisk manysmith_01	Smith	Mary Sue	sue.smith@americanoutdoors.com	No No			
cuscom Malds Preferences	Brisk billsmith_01 Brisk manysmith_01 Brisk susamith_01 Brisk willsmith_01	Smith Smith Smith	Mary Sue Will	many, smith@americanoutdoors.com sue.smith@americanoutdoors.com will.smith@americanoutdoors.com	No No			

