Remote Deposit Capture
User Administration Guide

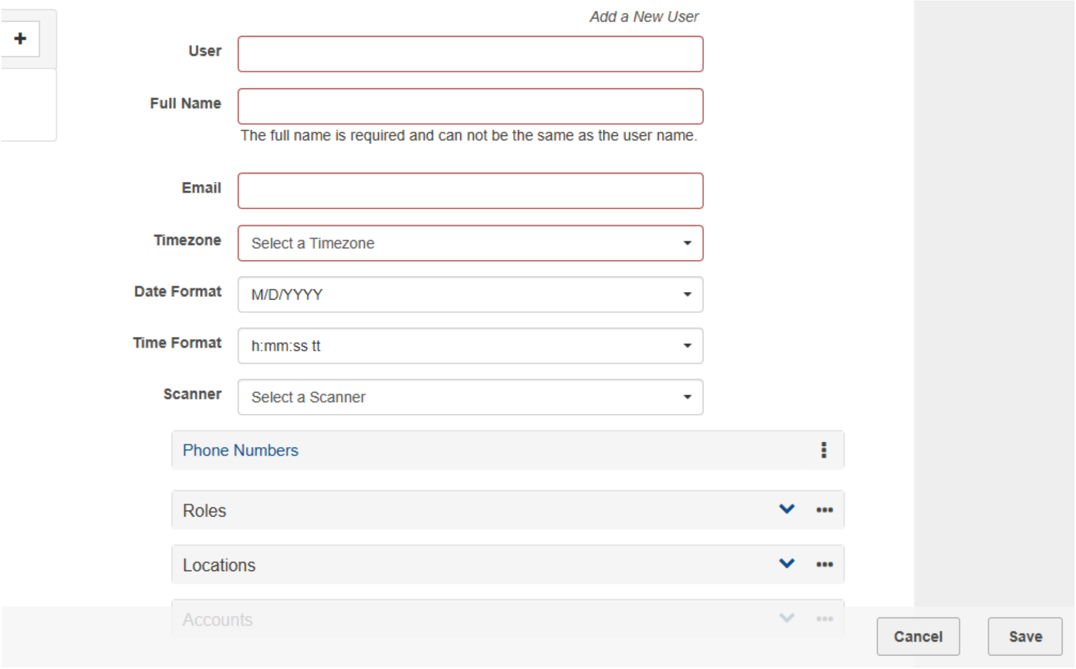
Introduction

This guide is for those within your company assigned the role of User Administrator within the Prosperity Bank's Remote Deposit Capture system. The User Administrator role is to add, remove RDC users and assign company user roles and locations within the Remote Deposit Capture system.

Adding a New RDC User

Once logged into Prosperity Bank Remote Deposit Capture, navigate to the blue ribbon near the top of the page. Select the Administration option.

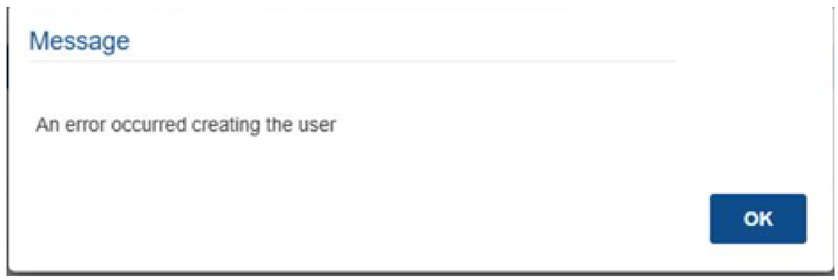
Select the **+** icon on the left-hand side of the page, once selected, fields will populate on the right-hand side of the page to be filled in.



Required fields to be completed:

- User: Create a unique user ID for the new Remote Deposit Capture user.

Note: The system will not allow for the creation of a duplicate username. If you receive a message displaying the following, you will need to choose a different username.



- Full Name: Enter the new user’s first and last name.
- Email: Enter the new user’s email.
- Time zone: Please select Central Standard.
- Scanner: Enter the scanner the new user will be utilizing.

Phone Numbers: Select the VERTICAL three dots then enter the new users contact information. A user profile must include at least one phone number. For phone numbers, enter the area code without spaces. You can include dashes or omit them.

Tips for Administrators:

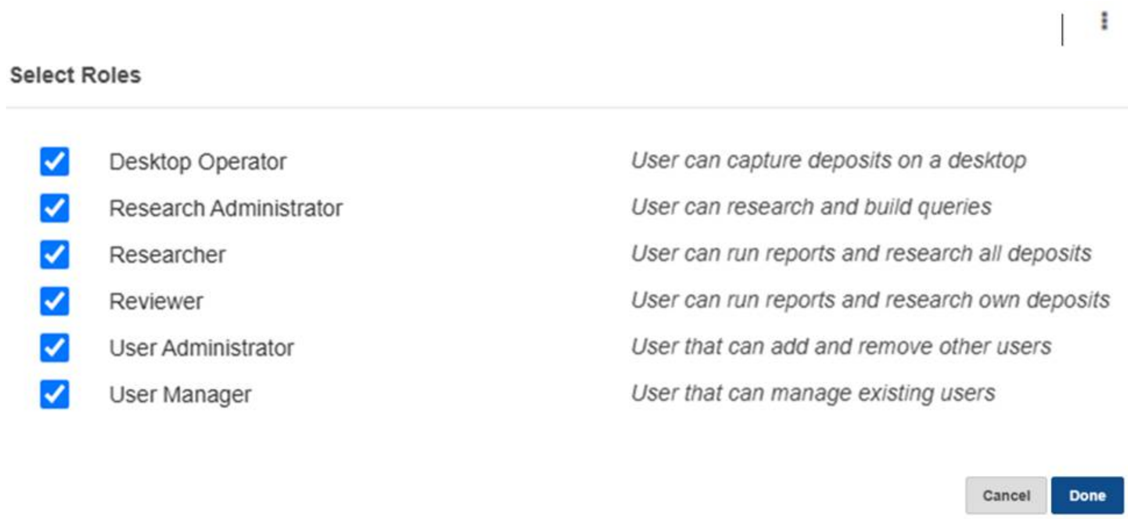
This icon opens up a window with a list of items you can select from. For example, when administrators assign roles to users, they can select this icon to open a window that enables them to select the roles to assign.

If you add a new user, the fields become editable. If you select an existing user to work with, then the fields are updated with the values for that user.

User profiles include the email address, and this is used for sending deposit notifications and other important information.

RDC User Roles:

Select the three horizontal dots on the Roles dropdown, and then check any roles the new user will require. A user can have one or several roles depending upon your company's requirement.



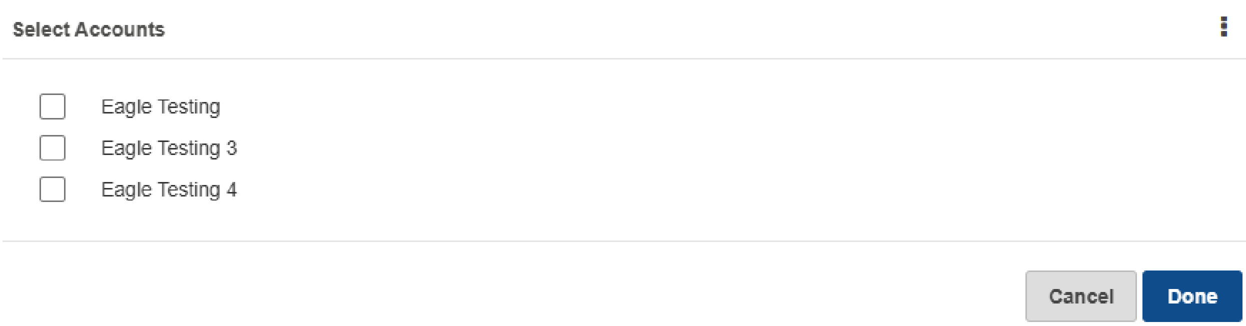
Locations:

Select the three horizontal dots on the Location dropdown, and then check the box to assign your user to the Location required.

- *To change the order of the locations displayed you may select the list number field, the drag the location item selected up or down within the list to change it's position. This is optional, as any user can manage the order of locations.*

Accounts:

Select the three horizontal dots on the Accounts dropdown, and then check any boxes necessary to allow the new user access to deposit into the selected accounts.



- *To change the order of the accounts displayed you may select the list number field, the drag the location item selected up or down within the list to change it's position. This is optional, as any user can manage the order of locations.*

Adding a New User

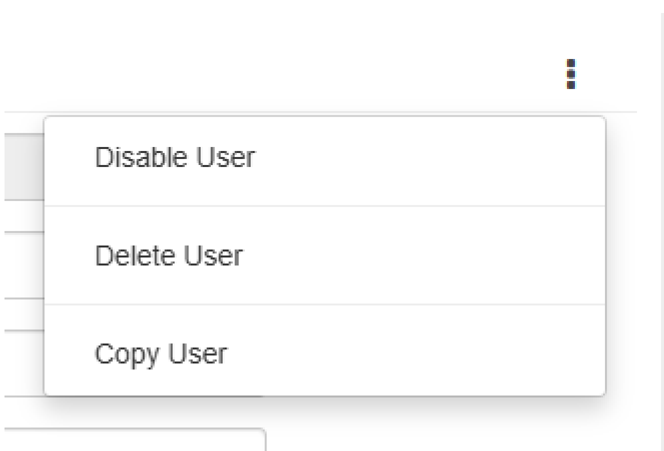
FOR ALL NEW RDC USERS ADMINISTRATION: All users access RDC through a single sign on (SSO) in Prosperity Bank's Treasury Center online banking system, therefore, ALL new users being set up in the Remote Deposit system will also need to be a user in Prosperity Bank's Treasury Center. A Treasury Center Administrator must complete the user setup in Treasury Center. If the user already exists in Treasury Center, please contact Treasury Management Support at 855-888-2242, treasurymanagement.support@prosperitybankusa.com to request an RDC SSO connection. Please include your RDC Merchant Name, the NEW User Name exactly as you have setup in RDC (ALL CAPS), and the Treasury Center Company ID. The SSO connection between Treasury Center and the RDC system must be completed for this user to access RDC. Once the SSO has been established by the bank, you will be contacted by the bank indicating the user is now able to begin using RDC.

This only impacts new users being setup in RDC, all existing users can be edited without impact to the SSO.

Verify the user information to verify information is correct.

Removing a Remote Deposit Capture User

Select which user you would like to remove by clicking on their user name on the left-hand side of the page. Once selected, navigate to the three vertical dots near the upper right-hand side of the page, and then choose **Delete User.** ***Please note: If the user should also be removed in Treasury Center, your Company Treasury Center administrator will need to remove the user in Treasury Center.***



User Maintenance

Once users have been added to Prosperity Bank Remote Deposit Capture, you are able to work to do the following:

- Edit user profiles to update user information, assign different roles, locations, or accounts.
- Disable users (Disabling is only temporary, and you must return them to active)

Note: You cannot change the user name for a profile once it has been saved. If you need to change a user name, the existing user profile must be deleted, and a new one created.

To work to manage and maintain a user, select the user from the left-hand side of the **Administration** landing page, once the user has been selected, you are able to update any needed information.

Assistance

Please contact Prosperity Bank's Remote Deposit team at (281)269-7165 or email remote.capture@prosperitybankusa.com