

## Online Check Deposit Member Steps

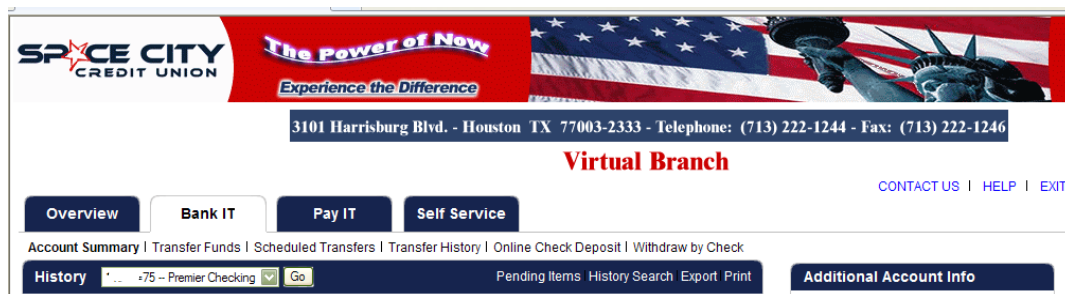
Dear Valued Member:

Your Home Banking Account has recently been activated and/or updated at your request to include online check depositing. The following instructions have been provided to assist you with depositing checks online into your Space City CU checking account:

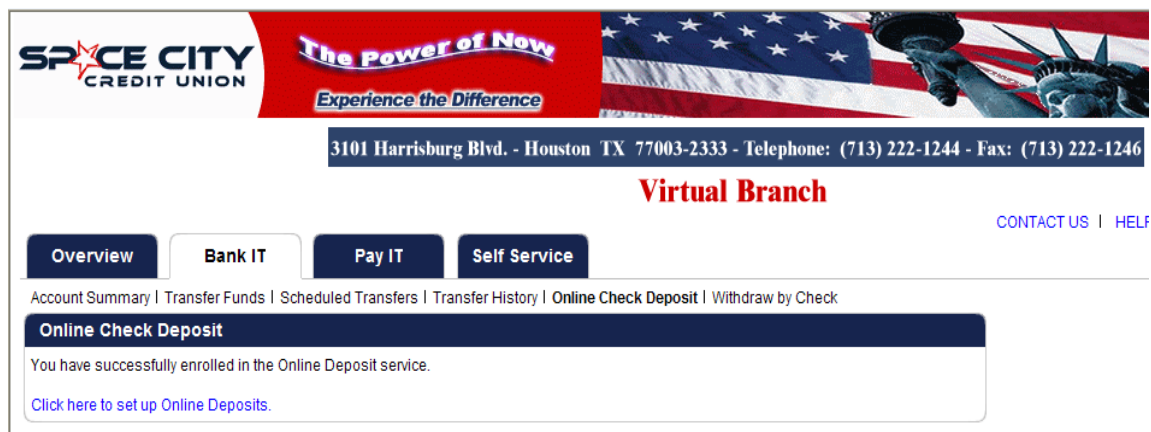
### Returning User Login

1) Log into your home banking account. (Go to [www.SpaceCityCU.com](http://www.SpaceCityCU.com), Click > **Online Services** >> **Online Banking**, Select “click here” link, Under **Returning User Login**, Enter your **Account Number** and **security Code**, and then the system will prompt you to complete the **Enhanced Authentication**.)

2) Select your checking account and then click on “Online Check Deposit.”



3) Read the “Online Check Deposit Service Agreement” and select “Agree” if you so choose. Select “Click here to set up Online Deposits” to make your first deposit.



4) Select the checking account number you would like to deposit the check into from the drop down menu at the top. Input the necessary information into all 5 fields for each check:

Payable from: Person or business that wrote you the check  
Check Number: Found in the upper right hand corner of the check  
Date of the Check: Date written or pre-filled on the check (not the current day)  
Payable to: The person(s) who the check is made out to  
Amount: Exact dollar and cent amount on the check

5) Review the information you have input for accuracy and hit the deposit button.

6) You will receive a confirmation number on the next screen. Please make note of the confirmation number for future reference. The deposit made will appear on your monthly statement as "Dep Check – Member Check Deposit."

7) Scan a clear copy of the front and back of the check and email it to [securevbd@spacecitycu.com](mailto:securevbd@spacecitycu.com)

If you forget your password after initially enrolling in Home Banking, please follow the instructions below.

#### Password Reset

- 1) Go to [www.SpaceCityCU.com](http://www.SpaceCityCU.com)
- 2) Click > **Online Services** >> **Online Banking**
- 3) Select "click here" link
- 4) Under **Returning User**, select "*If You Don't Remember Click Here*"
- 5) Enter your login ID. A temporary password will be emailed to the email address linked with your Home Banking account
- 6) Login to your Home Banking account with the temporary password that was emailed to you and follow the prompts to complete your password change.