BMO DepositEdge™ - the seamless and secure cheque scanning solution for business.

Online Banking for Business

How do I deposit cheques using BMO DepositEdge?

1 Select **BMO DepositEdge** from under the **Payments & Receivables** tab. From the Deposit Creation page, select a valid **Primary Deposit Account** from the Primary Deposit Account drop-down list.

2 Calculate the deposit total of all cheques being scanned, and enter the amount into the **Deposit Control Total** field. This is the expected total for the deposit and is always required.

3 Select **Capture** from the the top menu and physically load the items into the scanner. Click **Start Scan.**

4 When finished, click the **Stop Scan** button in the **Capture Items** window. Continue to append additional items by reloading the scanner, or click the **Close** button to return to the **Capture Items** page.

5 On the Capture Items page, review the items in the deposit, then click the **Proceed** button.

Note: Please ensure you balance, review and correct your deposits (if needed) before they get processed.

To learn more

The **Ask Us** feature within Online Banking for Business will guide you through your next steps such as:

· How do I scan and deposit cheques using BMO DepositEdge?

· How do I correct a deposit?

· How do I approve a deposit?

· How do I set up a BMO DepositEdge User?

· How do I review a deposit in BMO DepositEdge?

Ask Us also gives you detailed instructions on how to:

· Balance deposits

· Maintain your scanner

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BMO Financial Group

We're here to help.™