

INSTALL DESKTOP CHECK SCANNER FOR A MAC

The Panini check scanner is compatible with the Wells Fargo portal. Contact the **UF Cashiers Office** for details at **352-392-0185**.

NOTES:

- Open a ticket with UFIT to install the driver for your scanner, add https://*.wellsfargo.com as a trusted site to your browser, and ensure TLS 1.2 or higher is enabled on the Mac via 352-392-HELP or helpdesk.ufl.edu.
- Verify the USB cable for the scanner is **not** connected to the computer.

INITIAL INSTALLATION OF SCANNER SOFTWARE

1. Sign into **CEO portal** via <https://wellsoffice.wellsfargo.com/portal/signon/>.
2. Enter credentials:
 - a. **Company ID:** UNIVE992
 - b. **User ID:** Up to 8 characters, a combination of letters and numbers provided by BMS Office when account is setup
 - c. **Password:** you created
3. Select **Desktop Deposit** under My Services.
4. Select **Download Scanner Driver**.

Important: If you do not have Admin rights to your computer, UFIT will need to complete the remaining steps.
5. Select **Download Desktop Deposit Mac Panini plug-in** link. There may be a version number with it and that is okay.
6. Double-click the **DTDPluginInstaller.dmg**.
7. A **DTDPluginInstaller** icon displays on your desktop. Click on the icon.
8. Double-click **DTDPluginInstaller** from the pop-up window.
9. On the Welcome screen, select **Continue** and then, select **Continue installation**.
10. Keep the pre-selected destination and click **Continue**.
11. Click **Install**. The system may prompt for your Wells Fargo CEO user ID and password.
12. Another screen will display when installation is successful. Select **Restart**.
13. Connect the scanner power cord to an available power outlet, and the USB cable to the scanner and the computer.
14. Select **Desktop Deposit** under My Services.
15. Select **Create a Deposit**.
16. On the Create Deposit Screen complete the following fields
 - **Deposit Account number:** Select from the dropdown menu
 - **Location:** Select from the dropdown menu
17. Select **Scan Checks**. The system verifies the scanner is properly installed.