

## INSTALL DESKTOP CHECK SCANNER FOR A PC

A compatible check scanner with Wells Fargo portal is required. 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](https://*.wellsfargo.com) as a trusted site to your browser, and ensure TLS 1.2 or higher is enabled on the PC via 352-392-HELP or [helpdesk.ufl.edu](http://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 **DCS.exe**. There may be a version number with it and that is okay. The driver will automatically download to your computer. A message will appear stating that the download was successful.
6. The Digital Check scanner driver **InstallShield Wizard** displays as it starts extracting the driver.
7. On the Welcome screen, select **Next**.
8. Select **Install to begin the installation**. Another screen will display as the scanner driver is installed.
9. Select **Finish** to complete the installation.
10. Connect the scanner power cord to an available power outlet.
11. Connect the USB cable to the scanner and the computer.
12. Select **Desktop Deposit** under My Services.
13. Select **Create a Deposit**.
14. On the Create Deposit Screen complete the following fields
  - **Deposit Account number:** Select from the dropdown menu
  - **Location:** Select from the dropdown menu
15. Select **Scan Checks**. The system verifies the scanner is installed properly.