

MAKING MOBILE APP DEPOSITS

Checks can be scanned and deposited from an Apple iPhone, a camera-enabled Apple iPad, or Android phone using the free JPMorgan Chase Access Mobile app.

NOTES:

- Ensure **Alert Preferences** are turned on in JPMorgan Chase Access Mobile app to receive deposit confirmation email notifications.
- JPMorgan Chase **cutoff for same day credit** for mobile deposits is **6:00pm EST**.

IMPORTANT: If you have a cash deposit or a check that is unable to be scanned, refer to **Preparing Deposits for Drop Box**.

PREPARE CHECKS

1. Verify the written amount on the check agrees with the numerical amount.
2. Verify the check is payable to the **University of Florida or a department within the university**.

NOTE: Checks payable to a DSO or someone other than the university (e.g., UF Foundation) should not be deposited unless endorsed over to UF by that payee.

3. Verify the check has been properly endorsed on the back with departmental stamp. For information regarding endorsement stamps, contact the Cashier's office.
4. Remove any staples and/or check stubs.
5. Stack all checks face up, in the same direction.
6. Add check amounts to determine deposit total.

DEPOSIT CHECKS

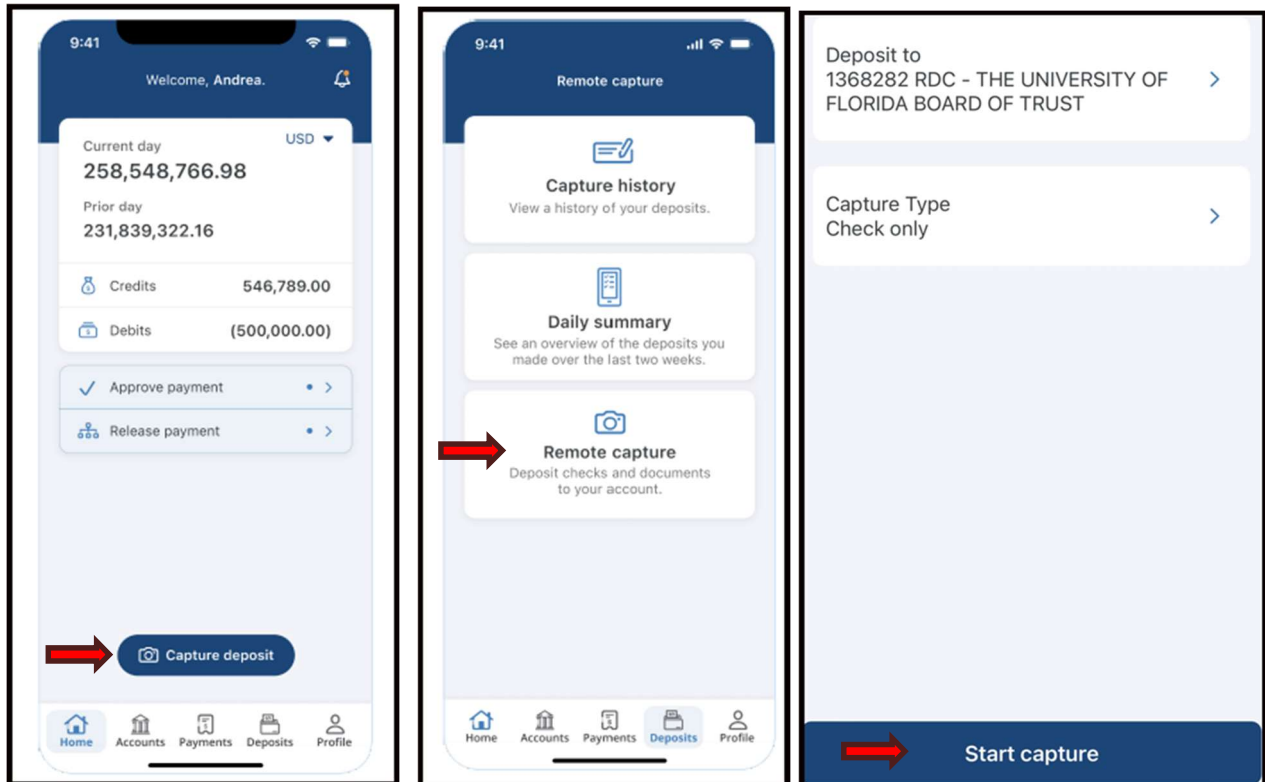


7. Log in to JPMorgan Chase Access mobile app on your device.
8. Enter credentials
 - a. User ID: enter 'uf' followed by your 8-digit UFID (ufxxxxxxx). Select Continue.
 - b. Password: user created

NOTE: Passwords expire in 90 days. Users will receive an email notice when it is time to create a new password.

9. Tap **Capture Deposit**, then tap **Remote capture**.

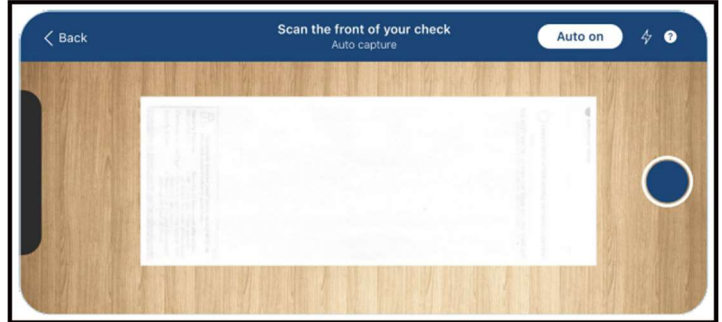
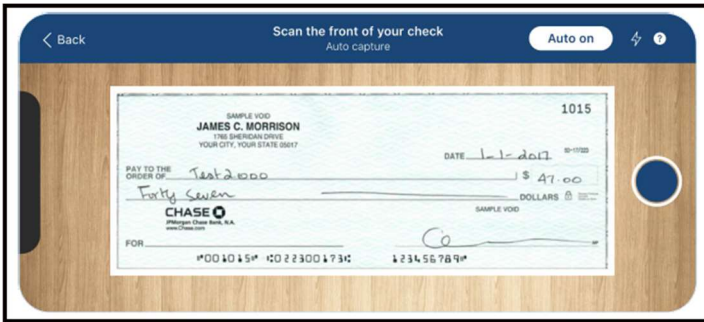
10. Select the Program/Group account to deposit to. Select **Capture Type** as "Check only". Tap **Start capture**.



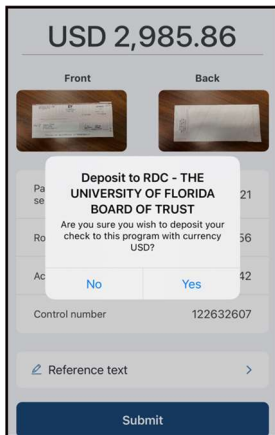
Note Best Practices:

- Use Dark or mostly monochrome background.
- Photograph physical check, not an image of a check.
- Hold camera as close to the check as possible without casting shadows.
- Auto-captured checks meet deposit criteria more than checks captured manually.

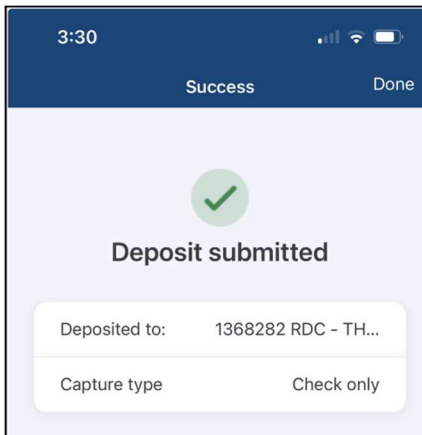
11. Use your mobile device camera to capture the front and back of your checks.
 - a. To delete a capture, tap the back arrow at top of screen.



It is required to review all check images and balance the deposit *before* submitting the deposit.
12. Tap **Submit** to deposit your check or tap **Scan** to capture another check.



13. Look for the screen below to make sure your deposit was successfully submitted.



RESOLVE ANY EXCEPTIONS

14. View the item status column for any exceptions:

- a. If **Exceptions** appear on screen as shown in the image below, tap **Fix Exceptions** to resolve the exceptions (i.e., No dollar amount).

SCAN ADDITIONAL CHECKS

15. If you have more checks to scan for this deposit, tap **Add Checks** on the Review Deposit screen and repeat above **steps 12-17**. If you are finished scanning, continue to **step 19**.

REVIEW CHECK IMAGES AND BALANCE THE DEPOSIT

16. Review each image for issues. Examples of what to look for:

- missing signature
- clarity of the check image (i.e., image too dark or too light)
- amount not populating correctly
- MICR line is not legible

17. Determine if Good or Bad Image

- a. **Bad Image:** To fix an issue, tap Rescan, type in dollar amount to match the check, or delete the image using the options available in the window. Tap **Save** when the issue has been fixed.

NOTES:

- Checks with poor image quality that cannot be corrected must be deposited separately on a deposit ticket and using an alternative delivery method.
 - Check images with other unresolved issues, such as missing signature, legal amount, and numerical amount differences, must be deleted from the scanned batch and should not be deposited to the bank.
- b. **Good Image:** Tap **Save**. If on last check in the batch, this button will be named **Finish**.

SUBMIT DEPOSIT TO JPMORGAN CHASE BANK

18. Tap **Submit Deposit**.
19. Verify **Deposit Total**
 - e. **Correct:** Tap **Submit**
 - f. **Incorrect:** Tap **Review Deposit** and make corrections
20. Once completed, a Deposit Confirmation is displayed. End session by signing off the app.
21. Check your email for Deposit Confirmation from JPMorgan Chase. If you don't have your Alert Preferences on in JPMorgan Chase Access, you will need to log in to the web site to access the Deposit Confirmation report.
22. Print **two** copies of the deposit confirmation email notification.
23. Place the **scanned checks** and **one** deposit confirmation **report** in a check retention bag as a best practice.
24. Store checks and deposit confirmation report in a secure location (e.g., locked drawer, safe) with restricted access.

NOTE: Refer to the **Retention & Disposal of Scanned Checks** instruction guide for further instructions.
25. Give the second copy of the deposit confirmation report to the employee entering the deposit in myUFL.

ENTER YOUR DEPOSIT IN MYUFL

26. Follow the steps outlined in the **Instruction Guide for Making a Cash/Check Deposit in myUFL**. This step should be completed the same day the checks are scanned and submitted to JPMorgan Chase Bank.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

UF Cashiers Office
[Cash Handling and Controls](#)
352-392-0185
TM_DepositSupport@admin.ufl.edu