



# Holston Methodist FCU EZ Deposit Instructions (Remote Deposit Capture)

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Members must select notifications tab and turn on push notifications. This will be the method of communication once your account has been setup and approved.

## To Register:

1. Download HMFCU's Mobile App.
2. Open the APP and on the menu is \$EZ Deposit.
3. Register for EZ Deposit.
4. Complete all required fields and select continue.
5. Select your password must be minimum of 8 characters.
6. Add Account- Account nickname (checking, savings, vacation, etc.).
7. Select Checking or Savings.
8. Enter Account Number-**MUST ADD ACCOUNT SUFFIX.**
9. Create User.

**You'll be notified via email upon approval.  
At this point, you'll be allowed to make deposits.**

## To Make A Deposit:

1. Select Make Deposit.
2. Select Deposit Account.
3. Enter the amount.
4. Click on Front and take a CLEAR picture of the front of the check-all 4 corners must fit in the window.
5. Click on use to accept image.
6. Click on Back to take a CLEAR picture of the back of the check-all 4 corners must fit in the window and **must be endorsed with normal signature endorsement and the additional endorsement of "HMFCU Mobile Deposit Only". Deposits will be rejected if not endorsed properly.**
7. Select Continue.
8. Deposit will show submitted.
9. Write "**VOID**" on your check and **save for 30 days.**

## FYI:

- To add multiple accounts select "My Accounts".
- Review- will let you review any checks deposited, in review, accepted or rejected. Deposits will appear on your statement and/or history as "**Cachet Financial**".