Members 1st Mobile Deposit Application Flow Chart

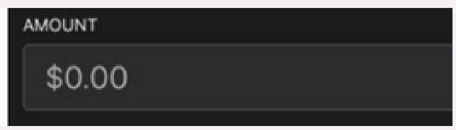
1.Log into your account, Merek LLC is the company Name

2. Create Deposit, it should limit you to only the commission account.

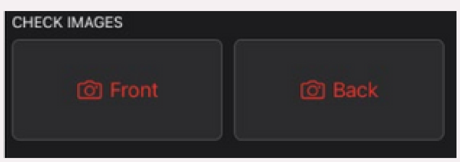
3.Name your Deposit the Property Address

4. Click create Deposit Button then Checks +

5. Enter the Total for the Check you are depositing, if you have 2 checks you will do the first one then hit Checks + to do the second one.

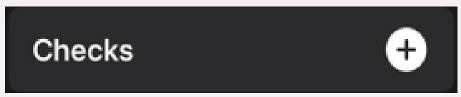


6. Select Check Images and Scan the front and back of the check.

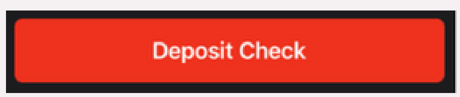


7. Customer associated with Check should be left blank and transaction number should be the address and Commission or Broker Check then Deposit check

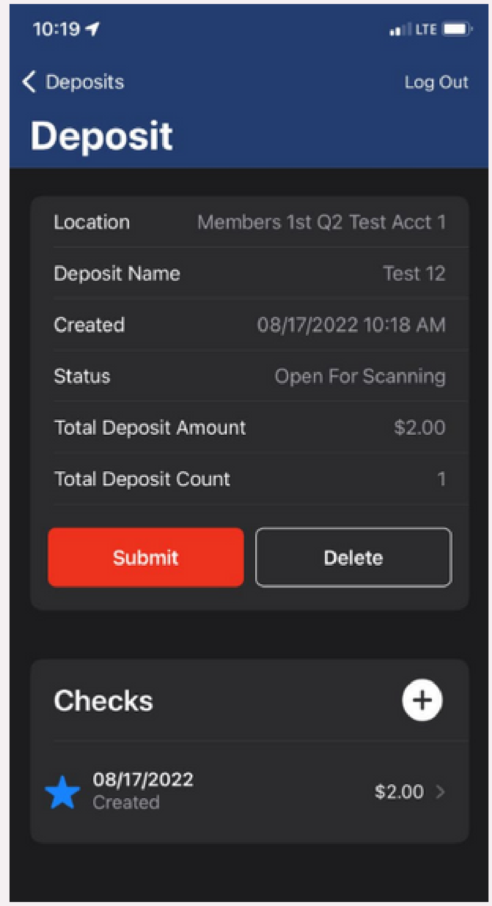
8. If you have a second Check for example the broker Fee hit Checks + to add the second check to the deposit. Make sure you name the Checks different names to avoid a duplication issue.



9. Deposit that second check with the pictures of the back and Front of the image. Then click Deposit Check



10. Once you deposit the check or Checks it will bring you to a screen like this that shows the checks and the amounts to be deposited. Make sure the images are captured and confirm your numbers add up and then click SUBMIT



11. Once it is submitted, they will notify Dave Runkle that a deposit was made. Make sure your opportunity file is up to date with the Alta and Walk through and your commission request was already sent. Hang onto the checks until you receive payment for your transaction.