

RTN is pleased to announce the launch of its newly redesigned DeposZip Desktop website. We have rebuilt this website with you in mind, and for efficiency and ease-of-use. The DeposZip Desktop website now follows Website Content Accessibility Guidelines (WCAG), making it more accessible to a wide audience of service users.

Below please find a quick start guide to help you navigate the new site and make your first deposit. Additional information and resources is available on the HELP screens under the overflow menu (three vertical dots) on the home page banner.

NAVIGATION



USER/ACCOUNT INFORMATION is available on the main page header under the PROFILE icon.



DEPOSIT HISTORY is available on the main page header under the FILE FOLDER icon. A red badge on the file folder will indicate the number of deposits held for review.



USER AGREEMENT, HELP SCREENS, and OTHER LINKS are available on the main page header under the OVERFLOW MENU icon (three vertical dots).

ACCESSIBILITY

DeposZip Desktop website has been redesigned to meet Web Content Accessibility Guidelines (WCAG). WCAG was developed by the World Wide Web Consortium (W3C), the main international standards organization for the internet, with the goal of providing shared standards for web content accessibility. These published recommendations help ensure that websites are available to a wider range of users and compatible with a variety of adaptive devices and technology. There are three levels of conformance; DeposZip Desktop website meets WCAG Level AA.

A full list of DeposZip Desktop website accessibility features is available upon request. For information about the Americans with Disabilities Act (ADA), please visit www.ada.gov. Additional information about WCAG standards is available online on the W3C website at www.w3.org or the WebAIM (providers of web accessibility expertise) website at www.webaim.org.

MAKING A DEPOSIT

How to SCAN checks: For Internet Explorer Only

Using Microsoft Internet Explorer, you can SCAN checks using Active X controls or a Java applet. For first time access to the new DeposZip site, Active X is the default option. To select Java, click on the “Enable Java” button on the top right. Your selection will be remembered and will be the default for subsequent visits to the DeposZip site.

1. Ensure that each check is properly endorsed. (Endorsement instructions are available on the help screen.)
2. Start a new deposit by selecting the ADD NEW DEPOSIT button.
3. Select the SCAN button. (Information on how to adjust the scanner settings for best performance is available on the help screen.)
4. Choose a scanner from the dropdown list and select the SCAN button.
5. Review scanned images by using the FIRST, PREVIOUS, NEXT, or LAST buttons.
6. Correct orientation, image quality or other errors using the ROTATE, CROP, or DELETE buttons. (A list of common image quality errors and troubleshooting suggestions is available on the help screen.)
7. Select the SAVE button to continue.
8. Review the deposit. If there are any items denoted with a red circle*, you must correct them before proceeding.
9. Select SUBMIT when you are done.

How to LOAD check images: For all browsers

For all other internet browsers or for Mac computers, you will use the LOAD button to upload front and back image files.

1. Capture check images using scanner utility tool or another predetermined method; save these images in a location to which you can browse.
2. Ensure that each check is properly endorsed. (Endorsement instructions are available on the help screen.)
3. Start a new deposit by selecting the ADD NEW DEPOSIT button.
4. Select the LOAD button.
5. Select the BROWSE button to choose front and back images captured in Step 1.
6. Select the SAVE button to continue.
7. Repeat steps 1 through 6 as necessary.
8. Review the deposit. If there are any items denoted with a red circle¹, you must correct them before proceeding.
9. Select SUBMIT when you are done.

QUESTIONS?

If you have any questions about the newly redesigned DeposZip Desktop website, please contact us at 781-736-9929 or via email at deposzip@rtn.org. **(Please note: Do not send any personal information to that email address as it is an unsecure communication. To send us a secure email, please login to our online banking at rtn.org and compose your message.)**

* A red circle with a dollar sign indicates an amount must be entered. A red circle with an exclamation mark denotes an error; click on the icon for more details. Note: errors must be deleted and rescanned.