

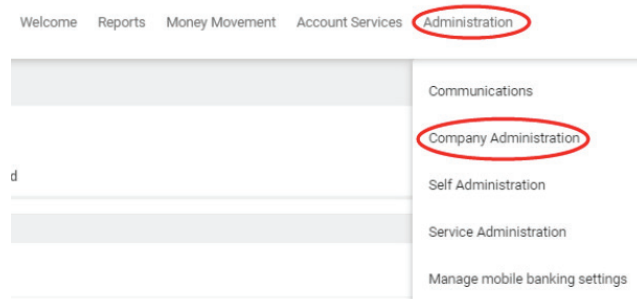
# Remote Deposit Single Sign On User Setup Guide

Single Sign On allows users to access Remote Deposit through a single login through Business Online Banking.

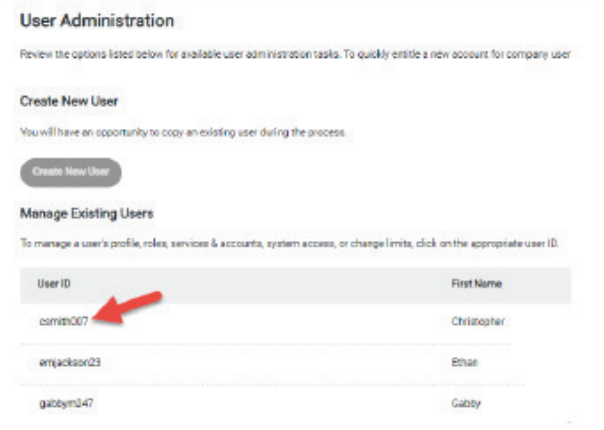
**Company administrators:** Complete the following steps to set up a Remote Deposit user for single sign on access through Business Online Banking.

- To create a new user for Business Online Banking AND Remote Deposit, you must first create the user in Business Online Banking. Please follow the steps outlined in the attached [User Setup and Approval Entitlements Guide](#) to create the new user and then proceed to step 1 below.
- To add Remote Deposit for an existing Business Online Banking user, begin with step 1 below.

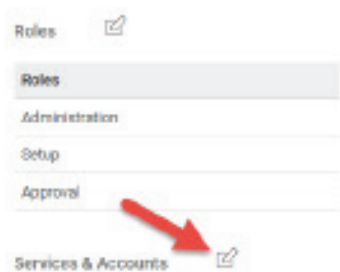
## 1 Select **Administration > Company Administration**.



## 2 On the **User Administration** page, in the **User ID** column under **Manage Existing Users**, click the link associated with the user. This opens the **User Profile** page.



## 3 On the **User Profile** page, click the **Edit Services & Accounts** icon. This opens the **User Profile - Edit Services & Accounts** page.



## 4 Navigate to **Remote Deposit** and click the **Add** icon (plus sign).



# Remote Deposit Single Sign On

Continued

- 5 Click the **Edit** icon and enter the user's Remote Deposit user ID in the **Link the user to this Remote Deposit user ID** text box. Click **Save Changes**.

✓ PFD Payment

• **Remote Deposit**

Link the user to this Remote Deposit user ID:

aspring

✓ Wire USD Intl One Time

✓ Wire USD Intl Template Based

Save Changes Do not save changes

- 6 A second approval may be required to complete the setup. Once all approvals are received and setup is complete, the user may access Remote Deposit by navigating to **Account Services>Remote Deposit**.

MIDFIRST BANK

Welcome Reports Money Movement **Account Services** Administration

Business Online Banking

Accounts Summary

Checking Savings Loan Credit Card

Balances as of 09/28/2021

Operating Account 2  
ABA/TRC - 833087595  
1234

Business Checking  
ABA/TRC - 833087595  
1426

Operating Account  
ABA/TRC - 833087595  
1424

Stop Payment

ACH Positive Pay

Positive Pay

Full Account Reconciliation

Partial Account Reconciliation

Deposit Reconciliation

**Remote Deposit**

- 7 Remote Deposit displays and the user is automatically logged in and may begin using the service. Users must log out of the Remote Deposit application (top right side of page) before closing browser window.

Remote Deposit - MidFirst Bank

Default

Create Deposit

Primary/Deposit Account

Deposit Control Tool

My Open Deposits

No Open Deposits in History

My Recent Deposits

No Recent Deposits in History

For questions, please contact Commercial Services at 877.516.2777 or [commercialservices@midfirst.com](mailto:commercialservices@midfirst.com).

MEMBER  
FDIC

\*Wireless carrier charges may apply.

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