



ONB Express Deposit

USER GUIDE

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Treasury Management Service | 800-844-1720

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About ONB Express Deposit

Old National's Remote Deposit Capture

ONB Express Deposit is Old National Bank's remote deposit capture service designed for business customers seeking to deposit their checks without making a trip to a banking center. You will have same-day credit for your deposits when they are submitted to Old National by 9:00 PM ET (8:00 PM CT) on banking days.

ONB Express Deposit is available only as a browser-based application.

System Requirements

Hardware Requirements	
Processor	4 th Generation Core i3 or later dual core processor
RAM	1GB RAM
Hard Drive Space	250 MB
Network Card	Broadband network card
USB Ports	1 available USB 2.0 port
Screen Resolution	720p or greater
Check Scanner	<ul style="list-style-type: none"> • Canon CR-25, CR-55, CR-L1 • Digital Check CheXpress CX30 • Teller Scan TS230 or TS240 • Panini EvernetXt, VisionX, MyVisionX, ml:Deal, i:Deal • Epson TM-S1000 (Capture One) • Digital Check SmartSource Open
Software Requirements	
Operating System (only these operating systems are supported by Old National)	<ul style="list-style-type: none"> • Windows 10 or 11, 32 or 64 bit • Apple OS X Yosemite (must use Panini ml:Deal or EvernetXt scanner and Safari or Chrome browsers)
Printer Requirements	
Printer Type	Local or LAN printer
Internet Requirements	
Web Browsers	<ul style="list-style-type: none"> • Microsoft Edge • Chrome minimum version 40 • Firefox minimum version 36 • Safari minimum version 8 (only with Panini ml:Deal or EvernetXt scanner on Apple OS)
Additional Applications	Adobe PDF Viewer – Required for viewing reports
Internet Access Type	Broadband (DSL, Cable, T1, etc.)

User Credentials & Passwords

Before starting, please obtain a User ID and Password from Old National Treasury Management Service. After logging in to the system your first time, as well as any time an Old National associate has to reset your password or every 45 days, you will be prompted by ONB Express Deposit to change your password.

Your password must meet the following requirements:

- ✓ Minimum 8 characters in length
- ✓ Include at least one alpha character, one numeric character and one special character (e.g. !, @, *)
- ✓ Must be different than any password used in the last 90 days

You will be guided through the login process later in this guide.

Getting Started

Installing Your Scanner Driver

Express Deposit needs to have a software installed, or settings modified (for a network scanner) to allow scanner to operate. Administrative rights to the computer are required to install scanner drivers. Please choose the appropriate option to navigate to the installation instructions for your configuration and then scroll back up to continue with the initial setup process:

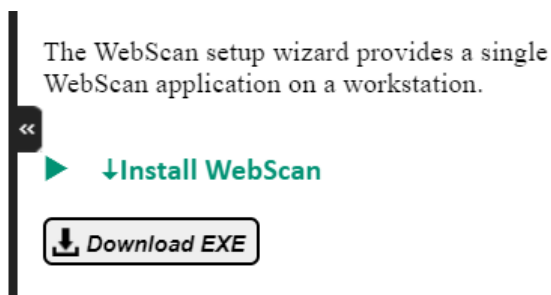
[Network Scanner \(Panini ml:Deal or EverneXt\)](#)

[All Other Scanners](#)

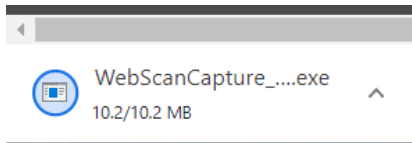
Installing WebScan

WebScan is an application that allows your scanner and web browser to communicate so that check images can be captured and transmitted. To install WebScan, follow these instructions:

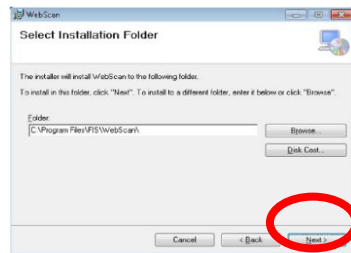
1. Navigate back to the ONB Express tab, or <https://direct3.imagedepositgateway.com/merchant/3109> or <https://www.oldnational.com/tmic>, scroll down to the *Additional Resources* section, select **Express Deposit**, then select **Installation/Maintenance**
 - a. Under Step 2, Select **WebScan Service Documentation**.
2. At top of the new page, click on [Skip to WebScan Installation](#)
3. Click on **Download EXE** button.



4. This will download the WebScan Capture...exe. Once download is complete, double-click on Download to launch install wizard.



5. Click on the prompts to continue through the Webscan install wizard.



6. Depending on the workstation's User Account Control (UAC) setup, you may be prompted with confirmation window. If so, click Yes to continue.



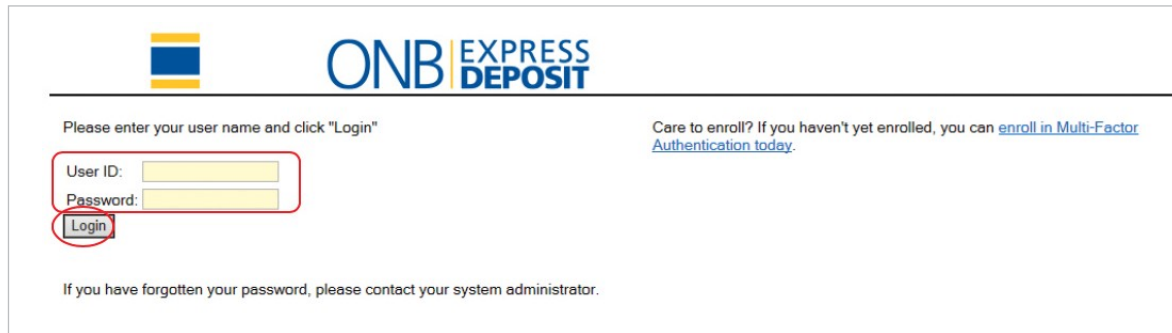
7. When notified that the installation process is complete, click Close/**Finish**.
When the installation is successfully completed, WebScan will automatically start and is displayed in the Windows Notification Area. (Lower right hand side of the task bar)
8. You may now plug in the USB cable into the PC.

Logging In

If this is your first time logging into ONB Express Deposit, you should have received your User ID and temporary password from Old National's Treasury Management Service Team.

Missing Your Login Information? If you did not obtain this information, you will not be able to log in. Call Old National Treasury Management Service at **800-844-1720** to check on the status of your setup or check with your company's ONB Express Deposit administrator.

Enter your User ID and Password and then click the **Login** button. If your computer has been registered with our Multi-Factor Authentication security, you will be shown your custom image and phrase on the next screen. After verifying these are correct, click **Continue**. If you have not registered your computer for Multi-Factor Authentication, that service is explained in the next section of this guide.



Multi-Factor Authentication Security

ONB Express Deposit utilizes a security feature called “Multi-Factor Authentication,” or “MFA.” This feature registers your computer, identifying it as a trusted device for your user account. If your computer is not recognized as a registered device, you will be prompted to authenticate your machine by answering various challenge questions.

Additionally, it protects you from malicious software in your browser by displaying a personalized image and passphrase that you choose at the time of registration.

Security Tip: If the image and passphrase do not appear after entering your User ID, stop and call our service team immediately at **800-844-1720**. Do not enter your password if the screen lock looks suspicious.

Enrolling in Multi-Factor Authentication

After you open ONB Express Deposit, you will enter your User ID and Password. If you are not enrolled in the MFA, you will be taken to our enrollment site. Click the **Begin Setup** button to begin. You will be prompted to choose a security image, a passphrase, and several security questions.

Eligible and Ineligible Items

To deposit using ONB Express Deposit, all items must be drawn on a Financial Institution in the United States or Canada, denominated in U.S. Dollars or CAD, and be included in the list of Eligible Items below.

Eligible Items	Ineligible Items
Personal Checks	Cash
Business Checks	Checks drawn on foreign financial institutions
Cashier Checks	Checks printed in non-MICR font or ink
Travelers Cheques	Imaged returned deposit items
Money Orders Note: Money orders often fail image quality due to light ink and colored backgrounds. Follow the below procedure for money orders that fail in ONB Express Deposit.	Checks with missing or invalid characters in the MICR line
Canadian Checks in U.S. Dollars or CAD; foreign deposit item fee applies (CAD checks will have an adjustment made the next day)	

About Foreign, Unreadable and Ineligible Items: If you would like to deposit foreign items, image replacement documents or items that are unable to pass ONB Express Deposit’s image quality controls, you can visit your nearest Old National banking center or mail the items, with a deposit ticket, to Old National Bank, PO Box 1227, Evansville, IN

47706. Note that additional fees and a delay in funds availability may occur when depositing checks drawn on foreign financial institutions. Do not mail cash.

Preparing Your Deposit

You will first need to prepare the deposit to be scanned. Many of the steps you will take in this process are similar to what you would do to prepare a deposit to take to a banking center.

1. Add the items in the deposit using a calculator or adding machine to get a control total. ONB Express Deposit will read the scanned items to balance to your control total.
2. Ensure any staples, paper clips or other binding materials are removed from the items prior to scanning.
3. Make sure any check skirts or stubs are removed.
4. If you are using a scanner that is a multi-feed scanner (such as a Digital Check TellerScan 240 or a Panini Vision X), we recommend grouping personal checks together, then putting business checks behind them. This will help minimize mis-feeds.

Refer to the [“Making a Deposit”](#) section of this guide for more information on how to process your deposits.

Using ONB Express Deposit

Navigating

After logging in to ONB Express Deposit, you will be taken to the home screen. This screen can be accessed at any time by clicking the ONB Express Deposit logo in the upper-left corner of the window or by clicking on **Deposits** in the menu. There are five sections to the home screen:

- **Menu Bar:** Use to navigate to various areas of ONB Express Deposit.
- **Notices:** View announcements from Old National.
- **Create Deposit:** Start a new deposit by selecting an account and entering a control total.
- **Open Deposits:** Deposits that have been started but have not yet been transmitted to Old National.
- **Deposit History:** List of successfully transmitted deposits using ONB Express Deposit.

The screenshot shows the ONB Express Deposit home screen. The interface includes a navigation menu at the top with options like 'Deposits', 'Approvals', 'History', and 'Reports'. The main content area is divided into several sections:

- Menu Bar:** Located at the top right, containing navigation links.
- Notices Area:** A central section displaying a welcome message and a notice about the new ONB Express Deposit service.
- Create Deposit:** A form on the left side for starting a new deposit, including fields for 'Primary Deposit Account' and 'Deposit Control Total'.
- Open Deposits:** A table on the right side showing the status of deposits that have been started but not yet transmitted.
- Deposit History:** A table at the bottom right showing a list of successfully transmitted deposits.

ItemCount	Status	Username	CapturedProcessingDate	DepositTotal
1	New	onbjohn	2/2/2016 11:57:17 AM	\$25.00

ItemCount	Username	AM	PM	DepositTotal
2	onbjohn		AM	\$10.00
2	onbjohn		PM	\$10.00

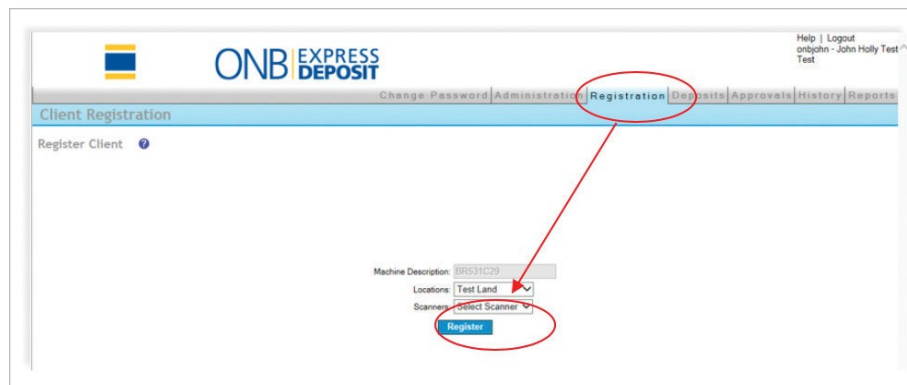
Menu Bar

The Menu Bar is your primary means for navigation in ONB Express Deposit and contains links to the following sections:

- **My Profile:** This tab allows you to change your password, add or edit your email address and phone numbers, and set your activity email frequency (optional).
- **Administration:** Administer other users, unlock users whose access has been suspended, add users, set up activity emails for other users and non-users. This feature is only available to administrator users.
- **Registration:** Identifies your location ID and scanner type. This step is typically only needed to be completed upon the first time using a PC or if you have deleted your browser's cookies.
- **Deposits:** This is the home screen in ONB Express Deposit. Note that clicking on the ONB Express Deposit logo will not take you to this screen, but rather will log you out and take you to oldnational.com
- **Approvals:** This is for merchants that have set up dual approvals – the approving user would go into this tab to approve deposits before they are transmitted to the bank.
- **History:** Search the last 90 days of transmitted deposit history in ONB Express Deposit to locate certain items or deposits.
- **Reports:** Create various reports to be printed or saved to your PC for your activity in ONB Express Deposit.
- **Help:** Use to get acquainted in how to use ONB Express Deposit.
- **Logout:** Recommended at the end of each session.

Registration

In the Menu Bar, click the Registration link. If the Locations box is set at “Select Location” or the Scanners box is set at “Select Scanner,” you will need to click the Re-register button.



Choose your settings and click **Re-register** again to complete this process. You will get a response of, “This machine has been successfully registered.”

For network scanners, enter these values for the Scanner Host, and then click Register:

- ml:Deal - 192.168.4.1
- EverneXt - 192.168.101.1

Making a Deposit

Navigate to the **Deposits** link using the Menu Bar. To create a new deposit, in the Create Deposit section, select a deposit account from the drop-down list, enter a control total, and click the **Proceed** button.

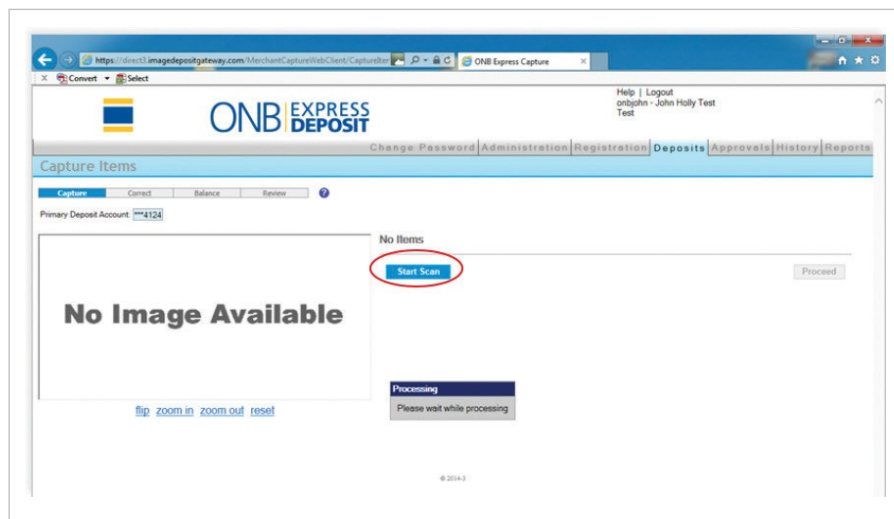
Listing Accounts: Express Deposit supports the ability to list accounts in a specific order during account selection when creating a deposit. If you would like to reorder your accounts, contact our service team at **800-844-1720** for assistance.

There four steps to the process: Capture, Correct, Balance and Review.

Step 1: Capture

You will be taken to the Capture screen. Click the **Start Scan** button to begin. Insert the checks into the check scanner and allow it to capture the images.

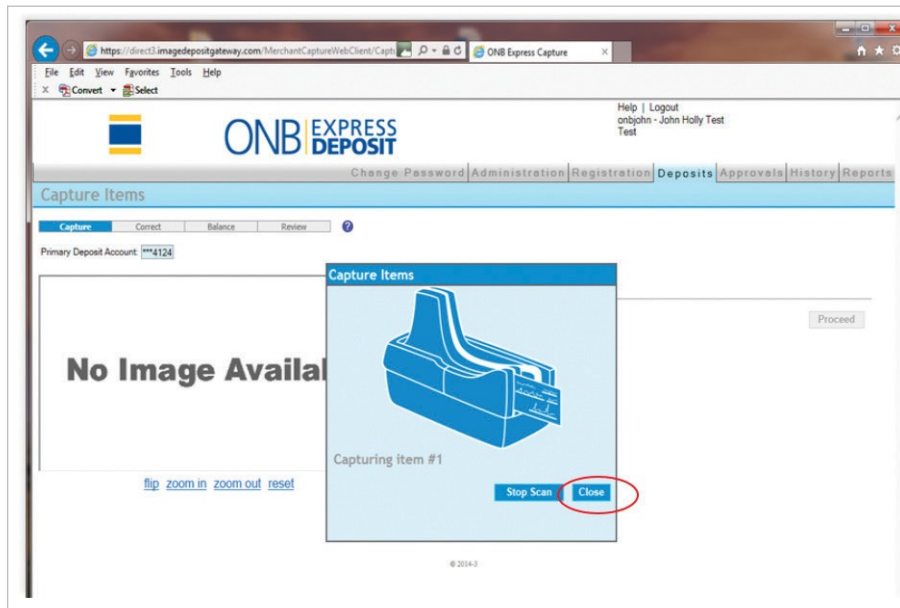
- For single feed scanners, such as the Digital Check CX30 or TellerScan 215 or the RDM ec7000i, you should only insert one check at a time.
- For multi-feed scanners, such as the Digital Check TellerScan 230 or 240, the Panini My Vision X or Vision X, or the Canon CR-55, we recommend not inserting more than 10-15 items in the hopper at a time.



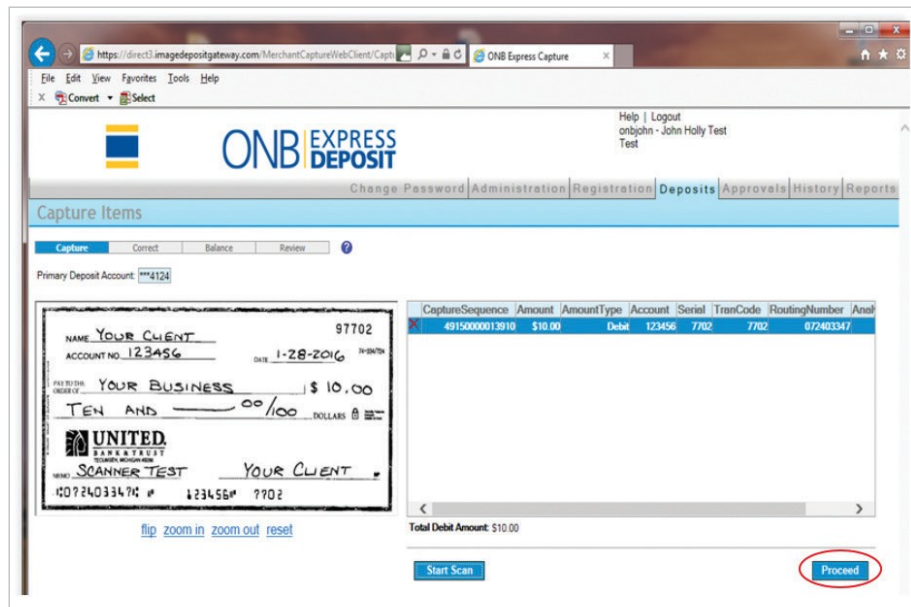
ONB Express Deposit has a capacity of 999 checks per deposit. If you need to deposit more than this number of checks, create a separate deposit ticket.

The scanner will capture an image of the front and back of each item. ONB Express Deposit will “read” the check to determine if a valid MICR line exists. In addition, it will also capture the amount of the check and add your checks together to balance the deposit to the total you entered in the previous step. Depending on the model of scanner you use, you may have to feed each check individually, or you may be able to place a stack of checks into the scanner’s feeder tray for the scanner to pick up, one-by-one, until the feeder tray is empty. During scanning, a virtual endorsement will appear on the image of the back of the item. You will not need to manually endorse the checks unless you choose to do so.

Once you have finished scanning your images, click the **Close** button.

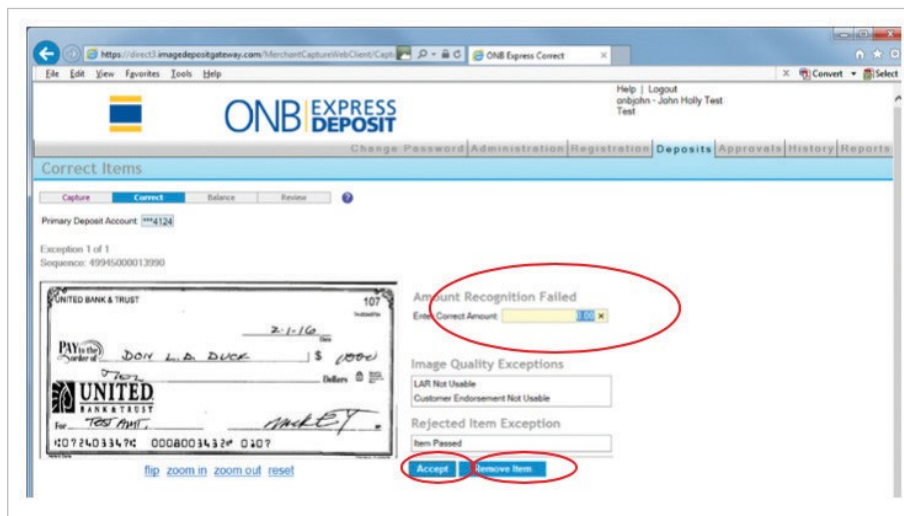


ONB Express Deposit will provide a list of checks captured, along with any MICR information and amounts read by the software. You can click on each item in the list to view the image captured. To remove an item from the list, click the red X to the left of the item. To scan additional checks, press the **Start Scan** button. If your items look correct and you are finished scanning checks, press the **Proceed** button.



Step 2: Correct

If any item fails one of ONB Express Deposit's quality assurance checks, you may be asked to correct the items. Common failures include duplicate items, amount recognition not meeting confidence levels and MICR misread. You may be prompted to either verify the information or to scan the item in question again. Click the **Accept** button to verify that the software correctly read the item or to approve any changes you have made to the item. To remove an item from the deposit, click the **Remove** button. Options may be different depending on the issue. Once all items have been reviewed, you will proceed to balancing.



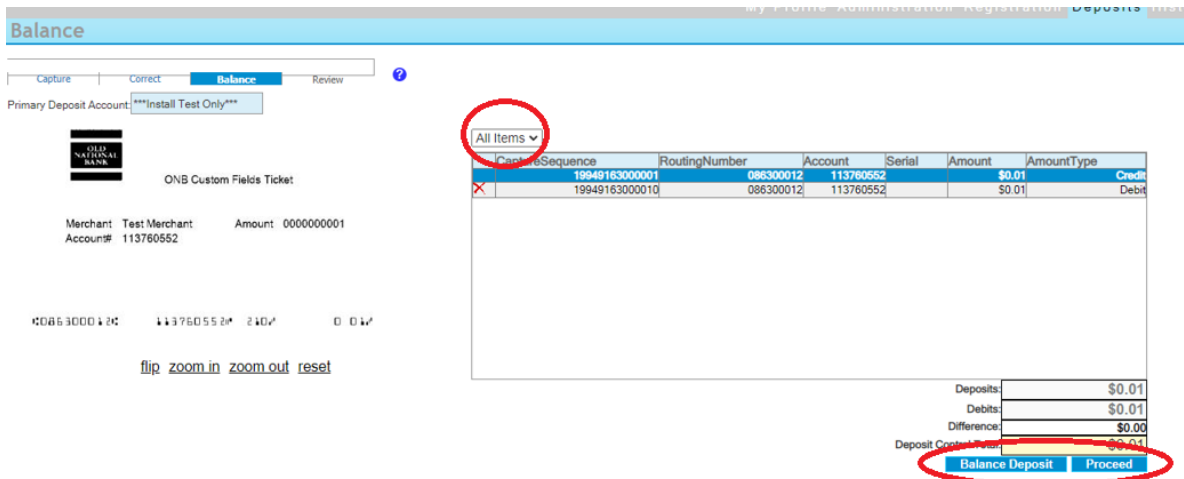
Step 3: Balance

If your deposit does not balance to the total you entered before scanning the checks, you will be prompted to balance the deposit. You will be able to review each image in the deposit to determine why your deposit is out of balance. You can filter the deposit items show by amount recognition confidence levels and by whether the items were edited. To do this, select the filter drop-down menu above the item grid and choose one of the following criteria:

- All Items- displays all items captured in the deposit
- Suspect Item Amounts - Displays only items whose recognition score falls below a predefined limit (set by the bank).
- Edited Items - Displays items that have amounts or MICR keyed in by the user

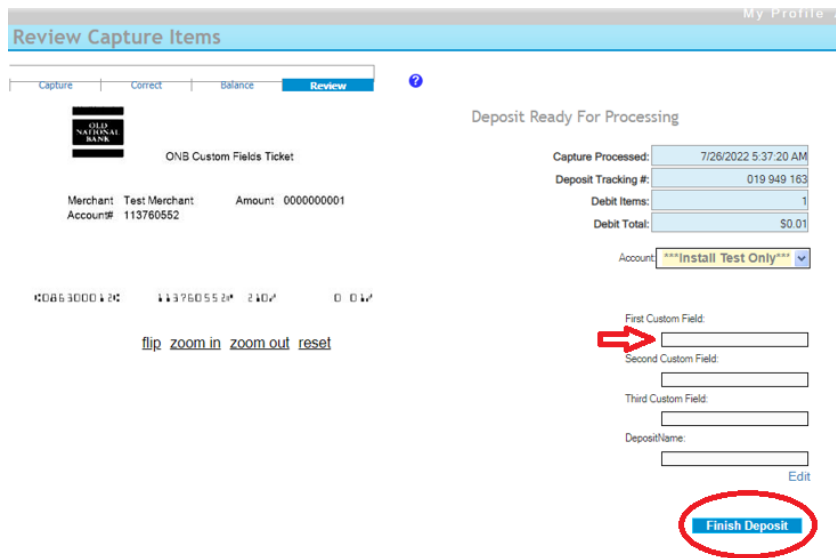
To change the amount, click on the item in the list and the amount read will display beneath the image. Correct the amount and click the **Save** button. You can also remove checks from the deposit by clicking the red X to the left of each item in the list.

Lastly, you may want to add your checks to confirm your control total is accurate. Once your deposit has been brought into balance, click **Balance Deposit** then click **Proceed**.



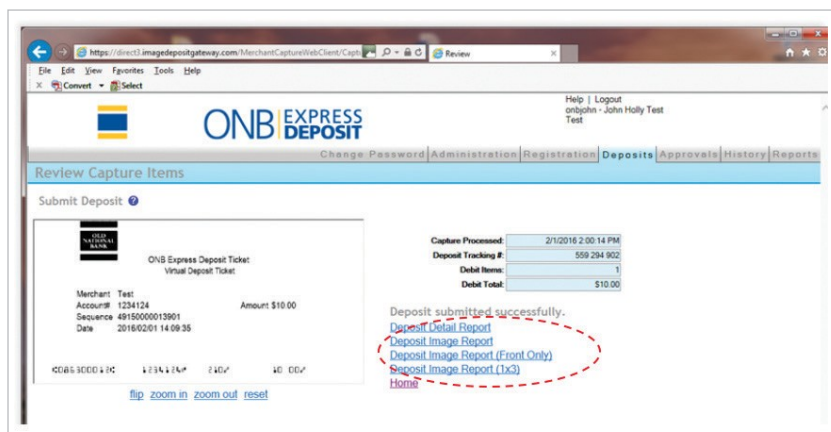
Step 4: Review and Transmit

ONB Express Deposit will create a virtual deposit ticket for the balanced amount. On this screen, you can edit any deposit-specific custom fields, if enabled.



To finish with transmitting the deposit, click **Finish Deposit**. If you do not want to submit the deposit at this time, you can return to the home page and find the deposit in your **My Open Deposits** list.

After finishing, you will be taken to a confirmation screen that will tell you if the deposit was successfully submitted. From this screen, you can create one of four reports for the deposit or return to the home page.



After successfully transmitting the deposit, if you have been set up to receive deposit confirmations, you will receive a confirmation email within 30 minutes to acknowledge Old National has received your deposit.

Understanding Your User Permissions: Not all users are permitted to complete a final transmission to Old National. If you are only given permission to scan deposits, but not to transmit them, then you will not see this last step. A user with the ability to approve deposits for processing would then need to log in and find your deposit in the **My Open Deposits** section or the **Approvals** tab of the home page to finish the deposit submission process.

After your Deposit is Sent

If you are enrolled in email notification, you will receive an acknowledgment email from Old National within 30 minutes of transmitting your deposit confirming that your deposit has been received.

Missing Your Deposit Confirmation Email? If you do not receive your email confirmation, first check your junk or spam folder in your email. If the email is not in that folder, contact our service team at **800-844-1720** for assistance. We will validate that your email account on file is accurate and set to receive email confirmation.

After transmission, you are required to store your scanned checks in a secure location for 14 days. From time to time, Old National may contact you about a check you have scanned for deposit, and you may need to access the check to provide a copy to us.

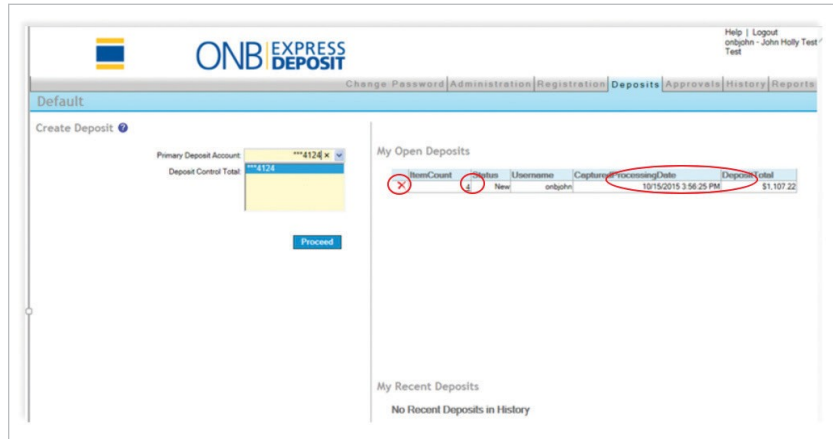
We strongly encourage the use of tamper-evident plastic deposit bags to store your items during this time. You can purchase these bags at most office supply stores or through Old National. Place the item in the bag, seal it, and write the date of deposit in addition to any identifying information on the outside of the bag. Store the bags in a safe or another secure, locked location. After 14 days, shred the items.



Working with Open Deposits

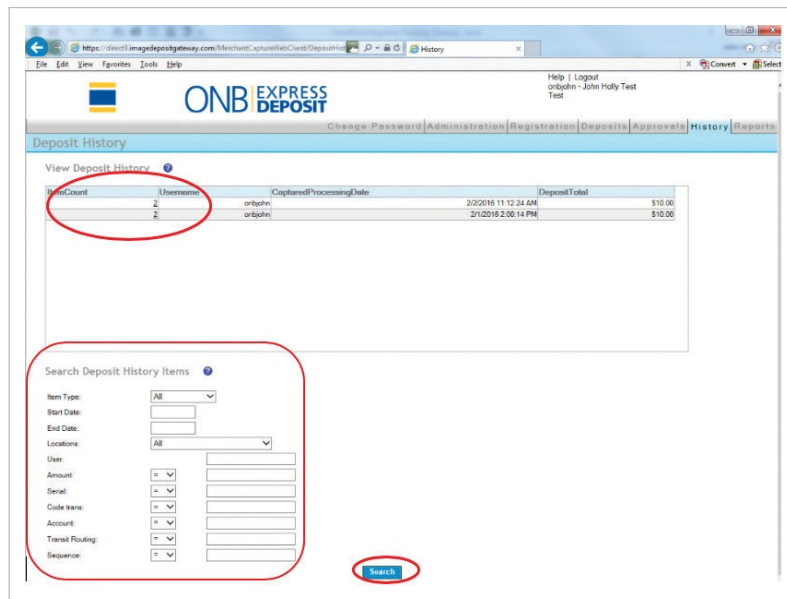
If you do not immediately transmit your deposit, or if you are an administrator reviewing other users' deposits, you will see a list of open deposits on the home page. To review the items in the deposit, click the **number hyperlink** in the **ItemCount** column. If you would like to remove the deposit, click the red X to the left of it.

You will be guided through the Capture, Correct, Balance and Review processes for the deposit, which are detailed in the previous pages of this section.



History

ONB Express Deposit will retain your history for 90 calendar days after deposit transmission. You can access your history from the home screen in the My Recent Deposits section or by clicking History in the Menu Bar. To open the deposit, click on the **number hyperlink** in the **ItemCount** column.

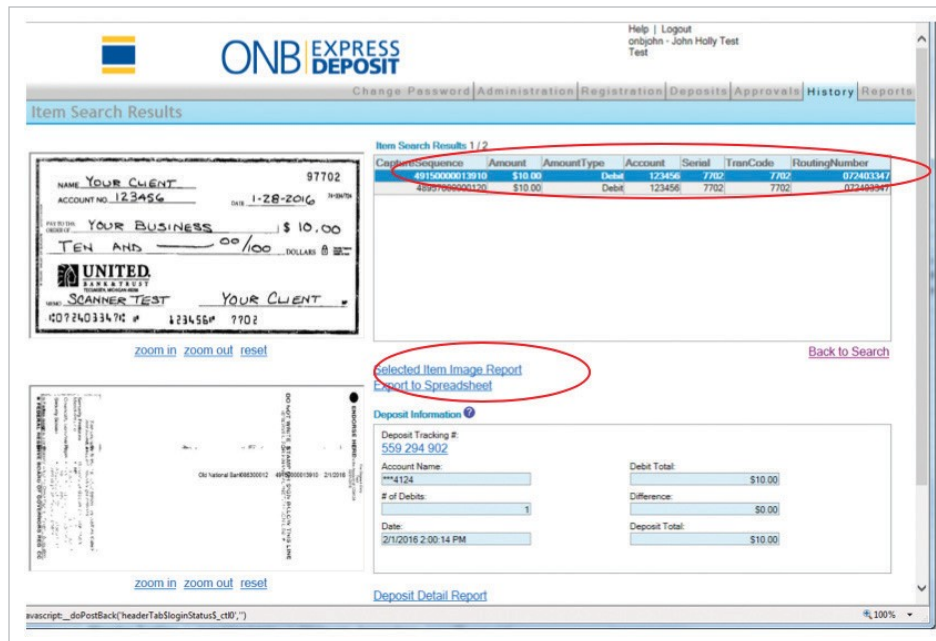


Once you have opened a previous deposit, you can view each image and the associated information that was captured in the **Deposit Information** pane.

Searching for Items

You can also search for items using the History screen by scrolling to the **Search Deposit History Items** section of the screen. Here, you are able to locate items based on type, date, location, user, amount, serial number, trans code, account number, transit routing number, and sequence ID. Enter your settings and click the **Search** button.

The results screen will display your results. To view images of items, click on the item in the **Item Search Results** pane. You can also create an image report or export information to Excel from this screen.



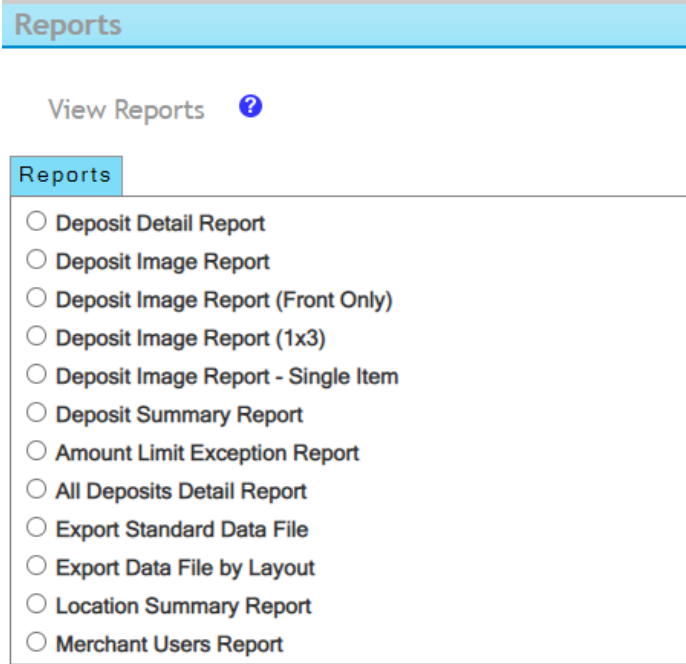
Reporting

ONB Express Deposit will return your deposit reports for 90 calendar days after deposit transmission. To access the reports, click Reports in the Menu Bar.

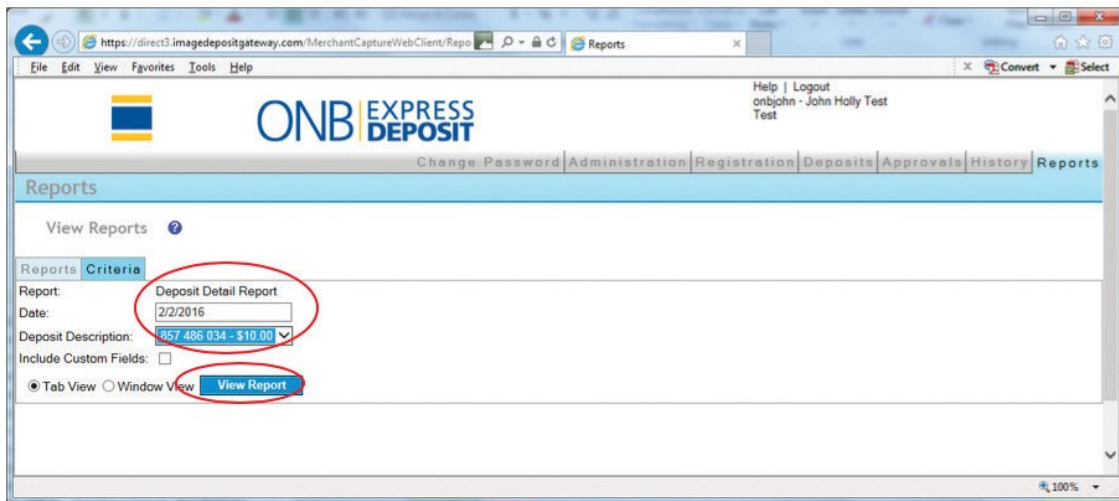
The reports available include:

- **Deposit Detail Report:** displays a list of items included in the deposit
- **Deposit Image Report:** displays a deposit summary along with images of the front and back of each item
- **Deposit Image Report (Front Only):** displays a deposit summary along with images of the front of each item
- **Deposit Image Report (1x3):** displays the same information as the Deposit Image Report (Front Only) but displays three images to a page instead of six
- **Deposit Summary Report:** displays basic information about all deposits in a specific date range or completed at a specific location
- **All Deposits Detail Report:** displays the same information as the Deposit Detail Report, but can be expanded to view multiple deposits in a single report
- **Export Standard Data File:** exports a CSV-formatted file with deposit information
- **Export Data File by Layout:** exports a CSV-formatted file in a custom file format (Consult with Treasury Management Service for assistance with custom file formats)
- **Location Summary Report:** displays summary information per deposit location
- **Merchant Users Report:** displays a list of all users for the merchant, the date they were created, the date of their last deposit, and the roles assigned to each user
- **Pending Rejected Summary Report:** displays summary of all deposits that have been submitted for Client Approval; it can only be viewed by users who have the Approval Role assigned

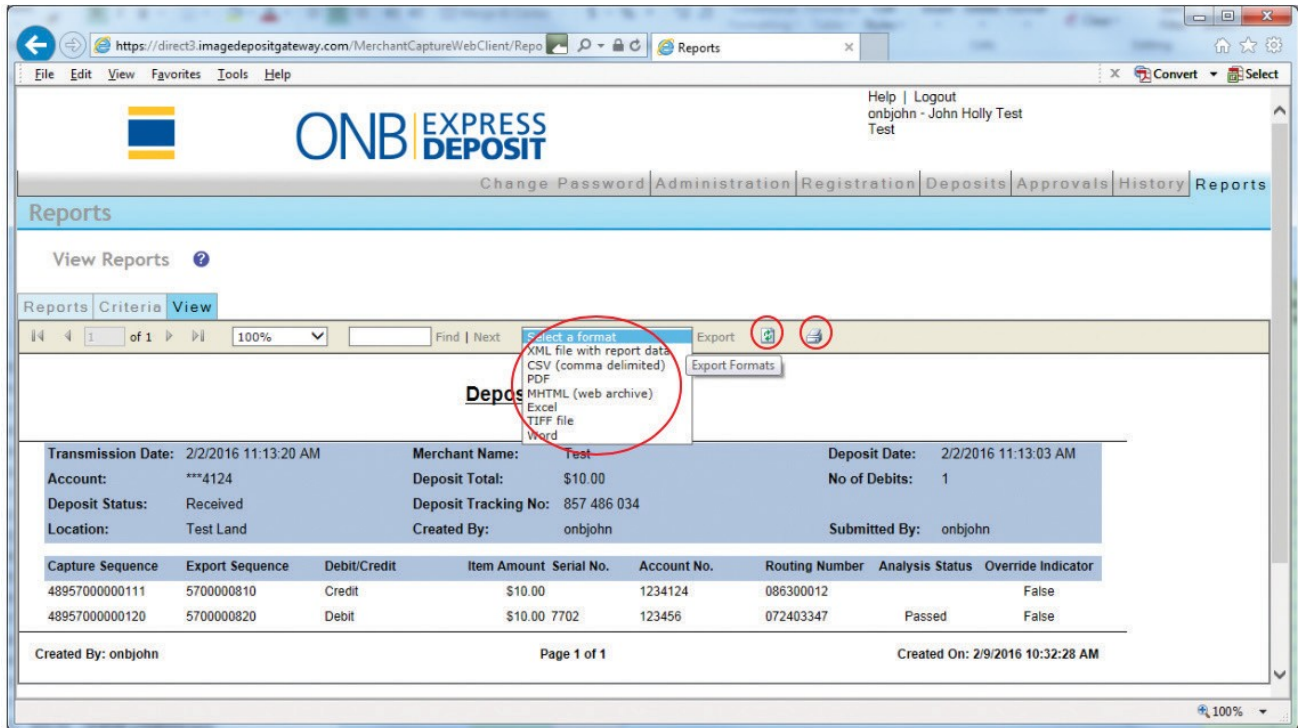
To choose a report, click the circle radio button to the left of its name.



Once you have chosen a report, select the relevant criteria and choose whether to view in tab view (same screen) or window view (new pop-up screen), then click **View Report**.



Reports can be exported in a variety of formats or printed. Export file format options include XML, CSV, PDF, MHTML, Excel, TIFF or Word. Click the **Select a format** drop-down to choose an option and then click **Export**.



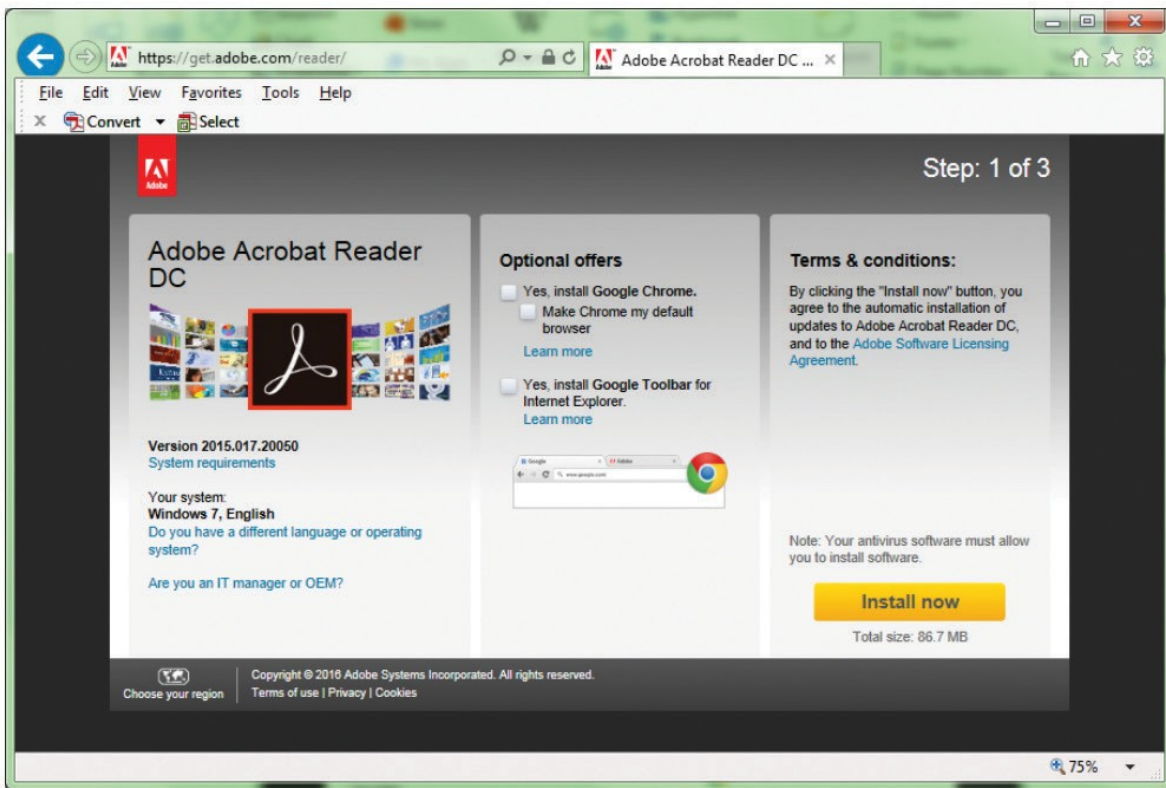
Report Footer Content – The date, time, and name of the user who generated a report are now displayed within the footer of all Express Deposit reports.

Have Trouble Viewing or Printing Reports? ONB Express Deposit uses a PDF Viewer to view all reports to maintain consistency across all supported browsers. Please view the following page for more information regarding our recommendations.

Please note: You may need to consult with your company’s internal IT support to assist with installation.

PDF Viewer Required

We recommend that Adobe Acrobat Reader be used for viewing the PDF reports for this product. If you go to your Start Button, select **Control Panel**, then **Program and Features**, and do not see Adobe Acrobat installed, you can install it by going to following link <https://get.adobe.com/reader/>, which will bring up the following page. Uncheck the unwanted optional offers in the center section, then proceed by clicking on the **Install now** button.



My Profile Tab

This screen allows you to manage your user profile information by selecting the tabs below:

- A. **Change Password** – use your password on this screen. You will receive an automated email notification of the password change.

My Profile
Administration

Change Password
My Profile
My Activity
User Notifications

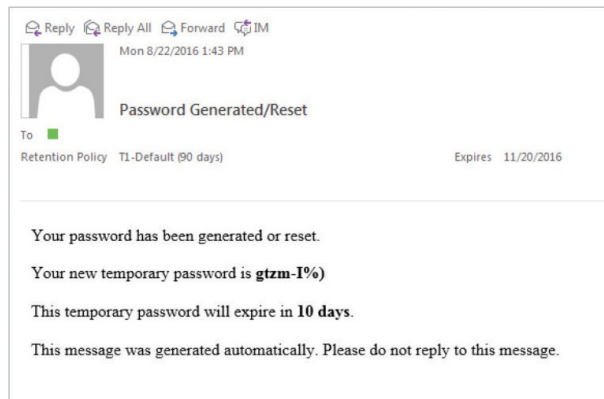
Old Password:

New Password:

Confirm New Password:

Change Password
Cancel

This is a sample of the email notification:



B. **My Profile** – update your phone numbers and email address.

The screenshot shows the 'My Profile' section of the user interface. At the top, there are tabs for 'My Profile' and 'Administrat'. Below this is a navigation bar with 'My Profile', 'My Activity', and 'User Notifications'. The main form area includes:

- E-mail:
- Phone Numbers: Three rows for Home, Mobile, and Work. Each row has a dropdown menu for the phone type and a form for the number (US - UNITED STATES (1), area code, number, and extension).
- Buttons: 'Save' and 'Cancel'.

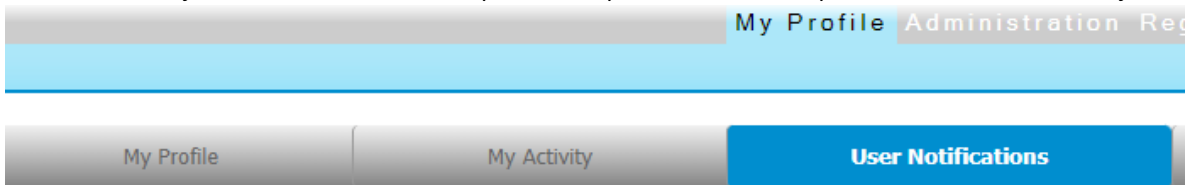
C. **My Activity** – set up an automatic email report of your deposit activity to occur at a set frequency and time.

The screenshot shows the 'My Activity' section of the user interface. At the top, there are tabs for 'My Profile' and 'Administrat'. Below this is a navigation bar with 'My Activity' and 'User Notifications'. The main form area includes:

- Email Frequency:
- Send Time: :
- Buttons: 'Save' and 'Cancel'.

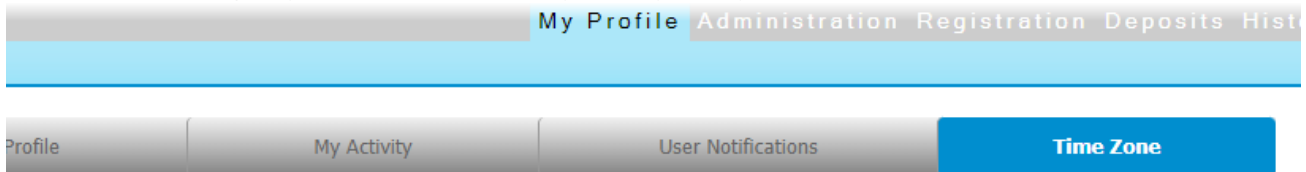
D. **User Notifications** - choose for which activity you want to receive notification emails. Each notification is associated with a specific type of event in Express Deposit as defined below:

- Standard - Sends an alert upon receiving a deposit
- Deadline - Sends an alert that a deposit has been received, but missed the deposit deadline
- Rejected - Sends an alert upon rejecting a deposit by the bank
- Pending - Sends an alert that a deposit has been received and is awaiting approval at the bank
- Items Rejected - Sends an alert that part of a deposit has been accepted, but some items are rejected



- Standard** Yes No
- Deadline** Yes No
- Rejected** Yes No
- Pending** Yes No
- Item Reject** Yes No

E. **Time Zone** - configure your local time zone in Express Deposit reports.



Time Zone:

Logging Out



After you are done with your ONB Express Deposit session, click **Logout** in the upper-right hand corner of your browser window to exit. *Express Deposit does not allow concurrent logins for the same user.*

Administration


If you have been given administration rights in your profile, you will have an Administration option in the top menu bar. To access the administration functions, click on Administration in the top navigation bar. The first function shown is the User Administration tab.




This screen allows you to view other users in your company, and to edit, delete, or lock/unlock their access to Express Deposit. You also have the ability to reset passwords and reset the duplicate history of your deposits.

Delete	Edit	UnLock	Enable/Disable	Reset Password
			<input checked="" type="checkbox"/>	Reset


Delete

Selecting the  icon will permanently delete a user. This action cannot be undone. A message will pop up asking if you would like to continue – click OK to delete the user. If you delete a user by mistake, you can re- create the user or call TM Service for assistance.

Edit

Selecting the  icon will allow you to edit any option for a user except the username. If a username needs to be changed, that user must be deleted and created again. Edit fields include email address, phone number, roles, accounts, location and scanner.

Unlock

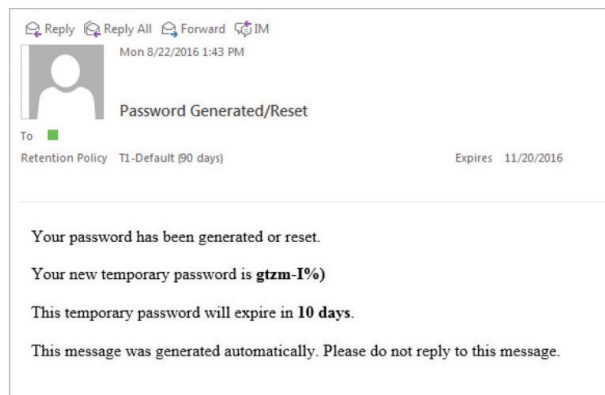
If a user is locked out of Express Deposit, the  icon will show. Click on the icon to unlock the user.

Enable/Disable

Uncheck the in the Enable/Disable column to disable a user; check the box to enable. This feature can be helpful for seasonal employees or employees on vacation or leave who may not need to be deleted.

Reset Password

Click on the Reset link under to reset a user’s password. The user will receive an automatically generated email with the new temporary password. The user must log into ONB Express Deposit with the temporary password to choose a new password.



If you receive this message and have not requested your password to be reset, please contact our Treasury Management Service Team at 800-844-1720 immediately.

Add a New User

The option to create a new user is below the current user table on the left side. Enter a unique username, email address, phone number, select the appropriate role, deposit account(s), location, and scanner, and click the **Create User** button. The user will soon receive an email with their temporary password.

- 1) Enter user data – username, email, and phone number(s)
 - a. An email address is required for all users to allow for email notifications on password resets or changed passwords. When a new user is created or a password reset, the system will automatically generate a password. Users will then be notified with an email notification with the password information.
- 2) Select Role/s – as many as needed for each user
 - a. **MerchantSupervisor:** able to register scanner & location, modify other users below the Supervisor level (reset password, enable/disable, change email address)
 - b. **MerchantDepositor:** create and transmit deposits, view reports & history for own deposits, register scanner & location
 - c. **MerchantReviewer:** view reports, history and queries for all users
 - d. **MerchantAssessor:** responds to self-assessment survey
 - e. **MerchantOperator:** create and submit deposits for approval if approval is required, register scanner & location

Reset Duplicate History

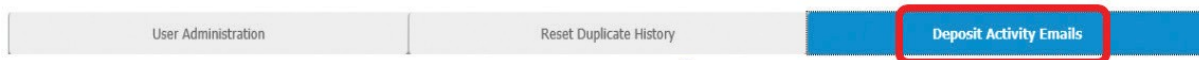
Toward the top of the Administration screen on the left side, select the **Reset Duplicate History** option to change to the duplicate history menu. Click on the **Reset Duplicate Items** button to reset duplicate item tracking as a troubleshooting option if you have been experiencing an excessive amount of duplicate item warnings. Use caution that you are not actually depositing previously deposited items after selecting this option.



Deposit Activity Emails

ONB Express Deposit can send deposit activity emails to users and non-users. The emails contain a summary of what was processed either by the user or for the entire merchant.

To send emailed reports to a non-user, click on the **Administration** tab at the top of the page, and then on **Deposit Activity Emails**.



Enter the person’s email address in the External Email Recipients field. Select the email frequency and time of day for the delivery of the email, then click the **Save** button.

External Email Recipients:

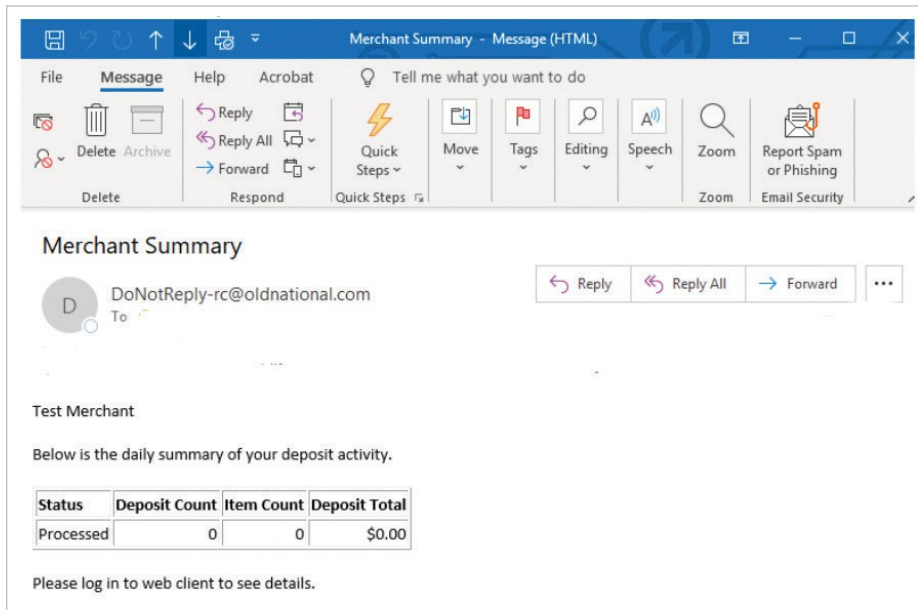
Email Frequency:

Send Time: : PM

To send emailed reports to a user, check the box next to the user for User Report, Merchant Report, or both. Select the frequency and time of delivery and click the **Save** button at the end of the row.

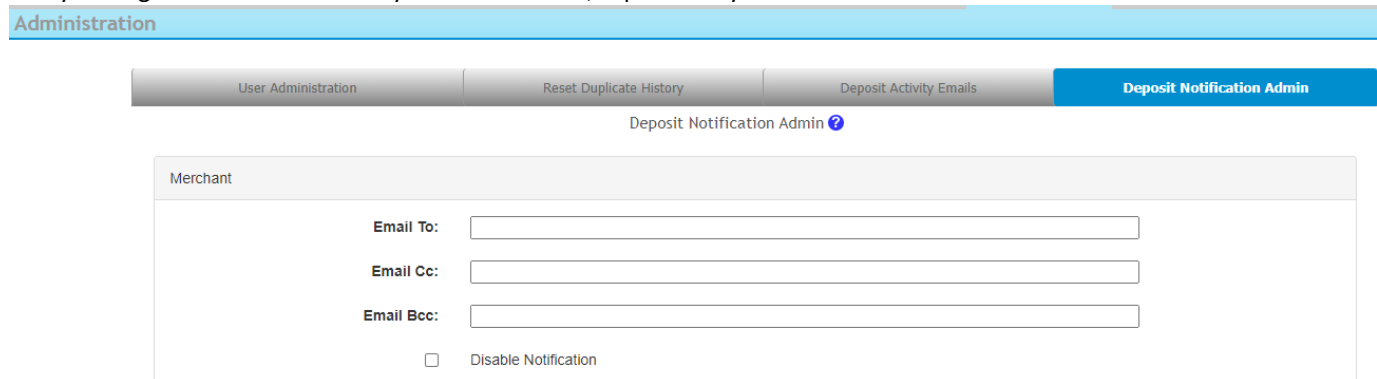
User Name	Email	User Report	Merchant Report	Email Frequency	Send Hour	Send Minute	Send AM/PM	Save
p	@oldnational.com	<input type="checkbox"/>	<input type="checkbox"/>	Daily	5	00	PM	

Sample Merchant Report email



Deposit Notification Admin

This section enables you to add email addresses to the deposit notification distribution list. You can expand the distribution list by adding email addresses to any of the three lists, separated by semicolons.



- Merchant - Enter email address of the merchant intended to receive notifications. Notifications will be sent for all deposits for all accounts set up under this merchant company profile.
 - Disable Notification - disables all notification emails for the merchant regardless of email addresses configured.
- Locations - To add to the Locations' distribution list, first select a location from the drop-down list. If a location already has an email set up, it will be displayed once the location is selected.
- Accounts - Individual accounts can also receive deposit notification emails. To add to the distribution list, first select an account from the drop-down list. If an account already has an email set up, it will be displayed once the account is selected.

Click **Save** at the bottom to apply the changes to the email notification distribution lists.

Resources

If you have questions or need assistance with ONB Express Deposit, please contact Treasury Management Service:

Hours: Monday-Friday 8am-6pm ET / 7am-5pm CT

Phone: 800-844-1720

Email: tmservice@oldnational.com

Appendices

Appendix A: Bank Holiday Schedules

Old National does not process ONB Express Deposit transactions on the following Federal Holidays:

- **New Year's Day (January 1)**
- **Dr. Martin Luther King, Jr. Day (3rd Monday in January)**
- **Presidents Day (2nd Monday in February)**
- **Memorial Day (last Monday in May)**
- **Juneteenth (June 19th)**
- **Independence Day (July 4)**
- **Labor Day (1st Monday in September)**
- **Columbus Day (2nd Monday in October)**
- **Veterans Day (November 11)**
- **Thanksgiving (last Thursday in November)**
- **Christmas Day (December 25)**

Appendix B: Panini Network Scanner Configuration (USB Only)

The following steps should be followed for configuration of a Panini network scanner – ml:Deal or EverneXt. The user installing the scanner on their PC should have local administrative rights to the computer. FIS SendPoint only supports network scanners via USB, not Wi-Fi connections.

Step 1: Connect the scanner

Connect the scanner's power cable to a power source, and the USB cable to a USB port on the PC. Optional verification for troubleshooting - the scanner should show up in the Device Manager under Network Adapters as **USB Ethernet/RNDIS Gadget**

Step 2: Open a web browser

ml:Deal: Navigate to <https://192.168.4.1> or <https://192.168.101.1>

EverneXt: Navigate to <https://192.168.101.1>

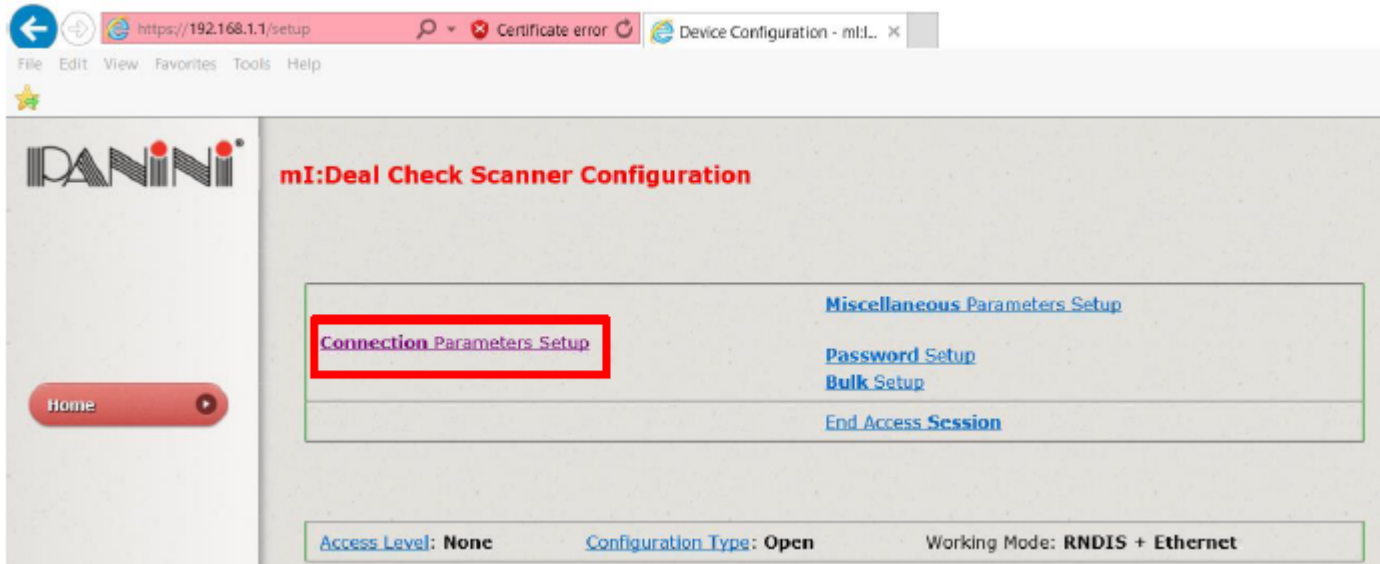
A page may come up that shows a security warning; click Continue to this Website.

Once the page loads, you should see the following screen:



Step 3: Configure the scanner

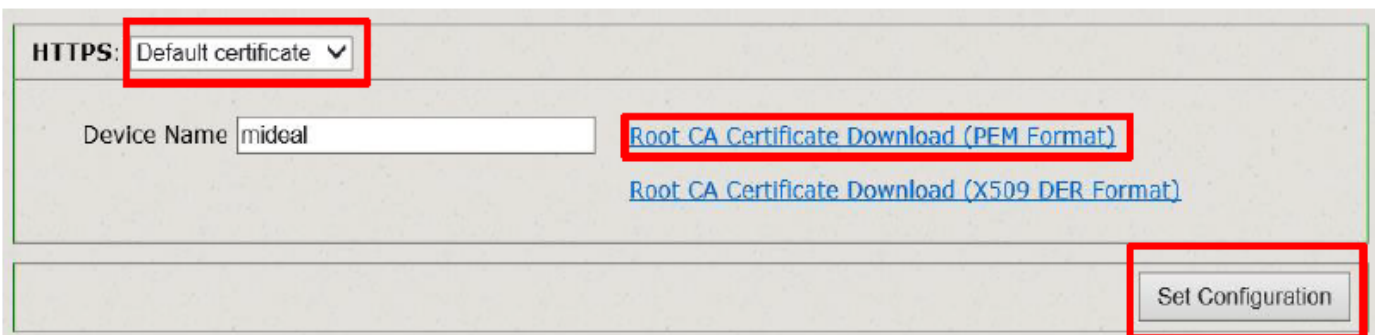
- Click on **Home** on the left side of the page, and then on **Configuration**. Once on this page, click **Connection Parameter Setup**:



- Confirm that **RNDIS (TCP/IP over USB)** is selected, then click **Next**.
- On the next page, leave the default settings alone and scroll to the bottom of the page. Click **Set Configuration**.
- The page will tell you in red **Reboot needed**. To reboot the scanner, disconnect the power cable for 5-10 seconds, then plug it back in. During each reboot, the light on the scanner will flash from orange to red a number of times. Once the light has stopped flashing, you may continue.

Step 4: Download and Import the Root Certificate

- Navigate back to the **Configuration** page, then **Connection Parameters Setup**, click **Next**, then scroll down and change the **HTTPS:** drop-down menu to **Default Certificate** and download either certificate



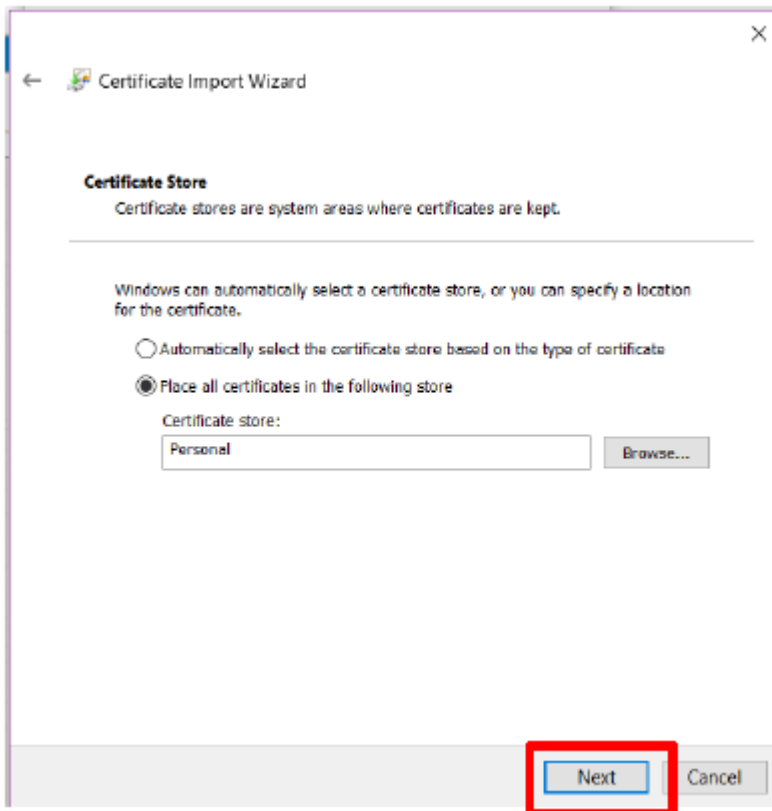
- If a warning page comes up, click **Continue to this Website**.
- Next, a prompt to open or save the certificate will show in the browser window, Click **Save As** and save the file to the desktop. Once saved, you can close out of that browser page.



Windows

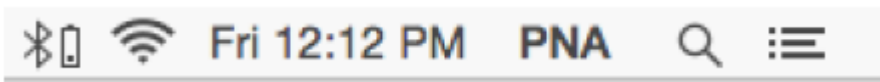
- Navigate to **Internet Options**, then to the **Content** tab and click the **Certificates** button.
- Click on **Import**, then browse to the saved file on the desktop and click **Next**.

- Click **Next**, then **Finish**, then **OK** when the Certificate Wizard import is complete.

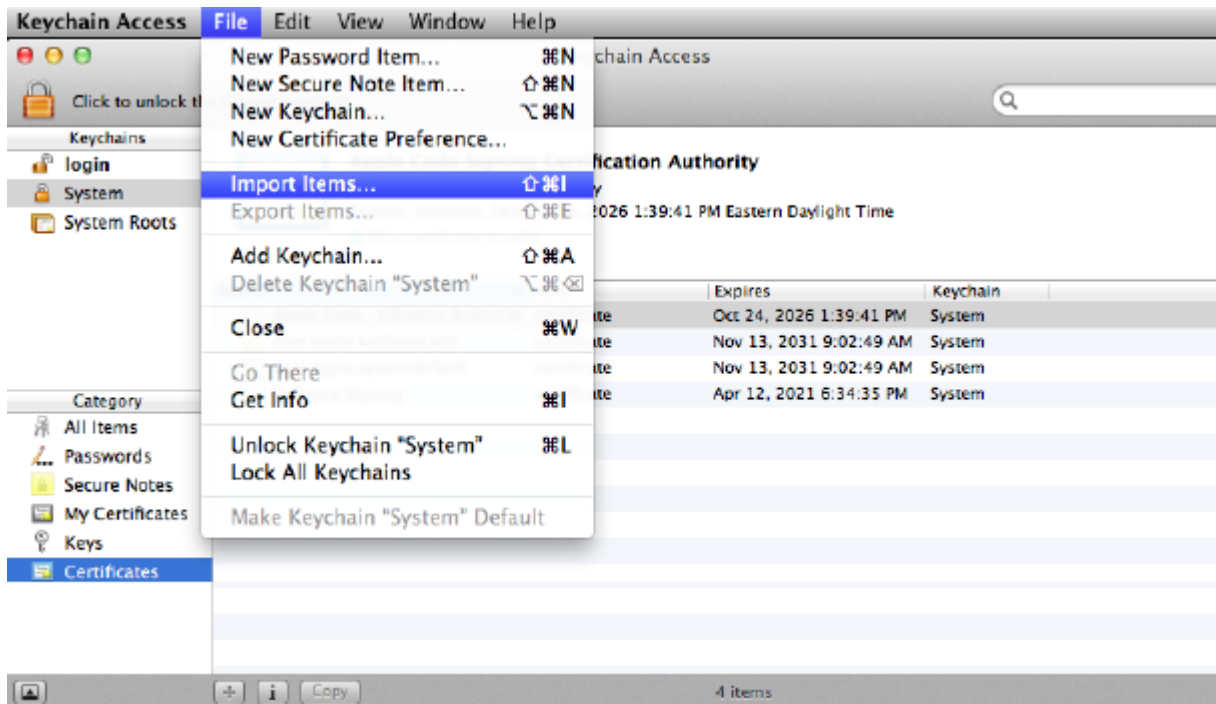


Mac OS X

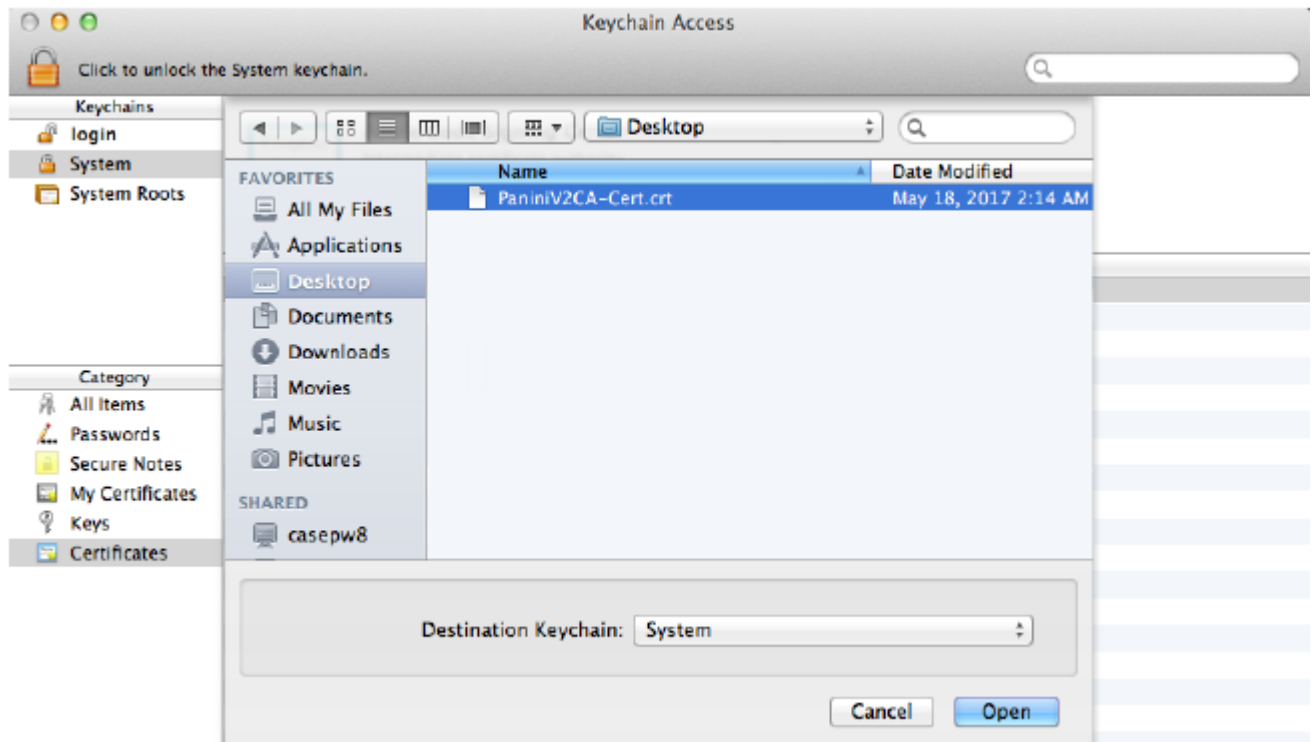
- In the upper right-hand corner, find the **magnifying glass** to open the Spotlight search window.



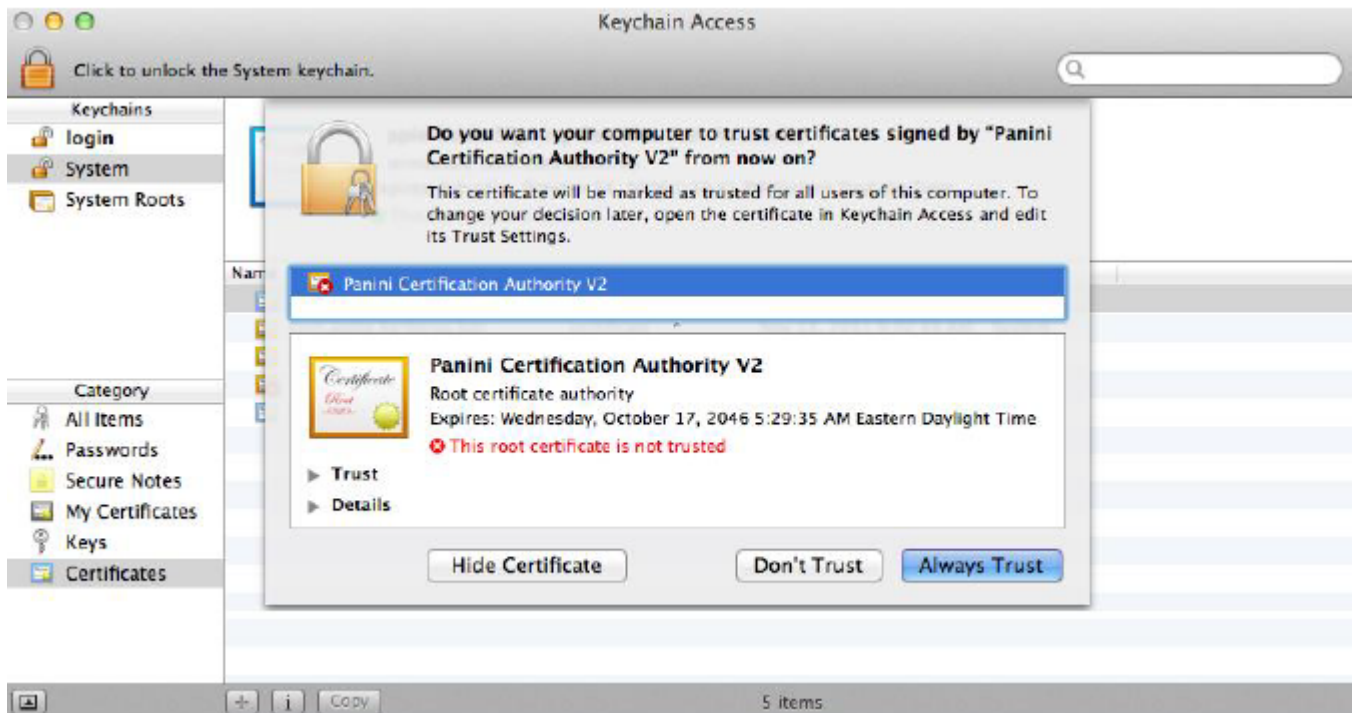
- In the Spotlight search window, type “**Keychain Access**” and press Enter. On the left side menu, select **System** on the top and **Certificates** on the bottom. Then select **File**, then **Import Items**.



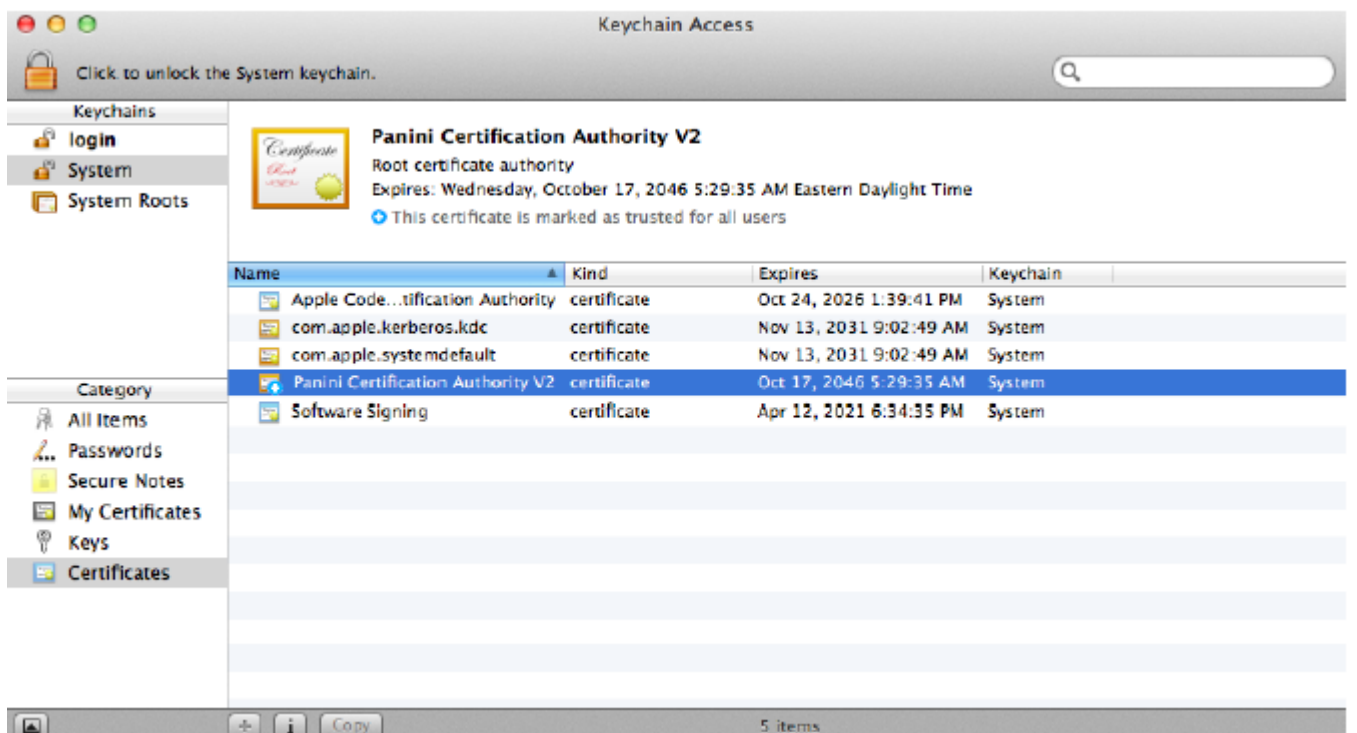
- Select **PaniniV2CA-Cert.crt** and click **Open**.



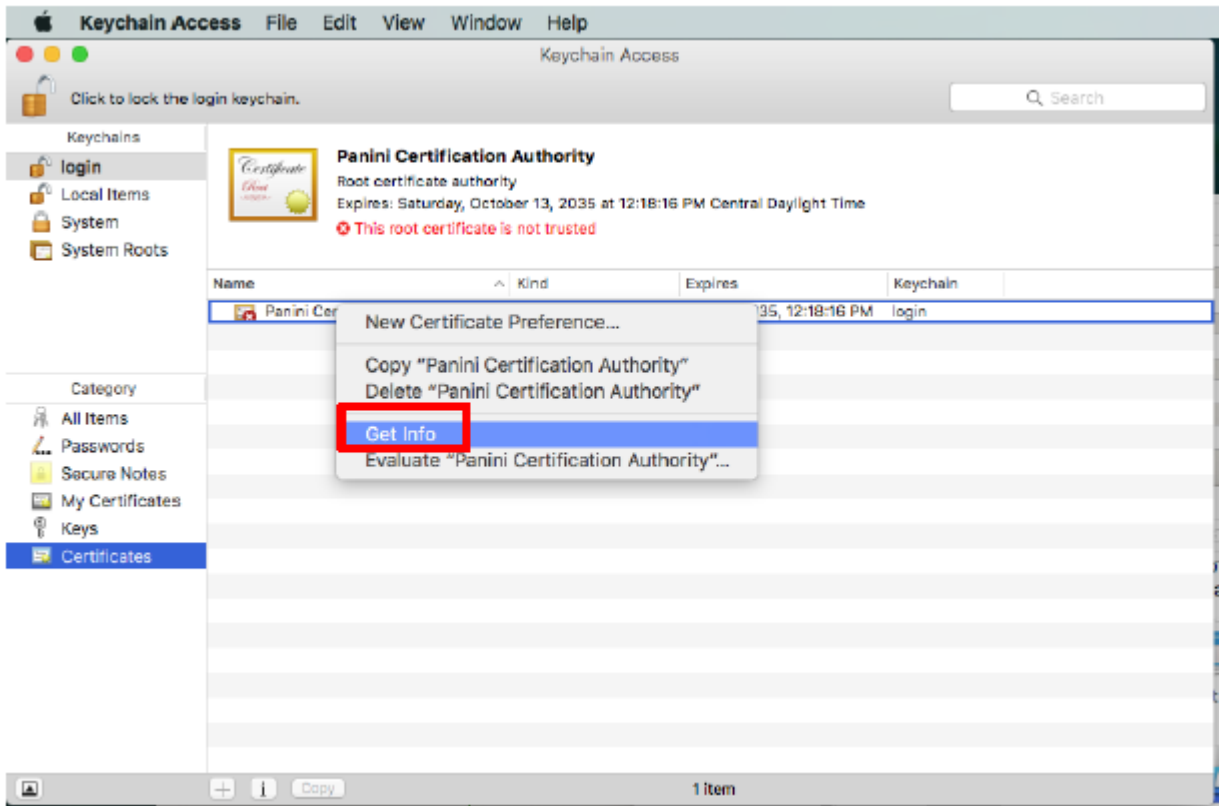
- Click **Always Trust** to add the Panini Security Certificate to the Root Certificate Authority.



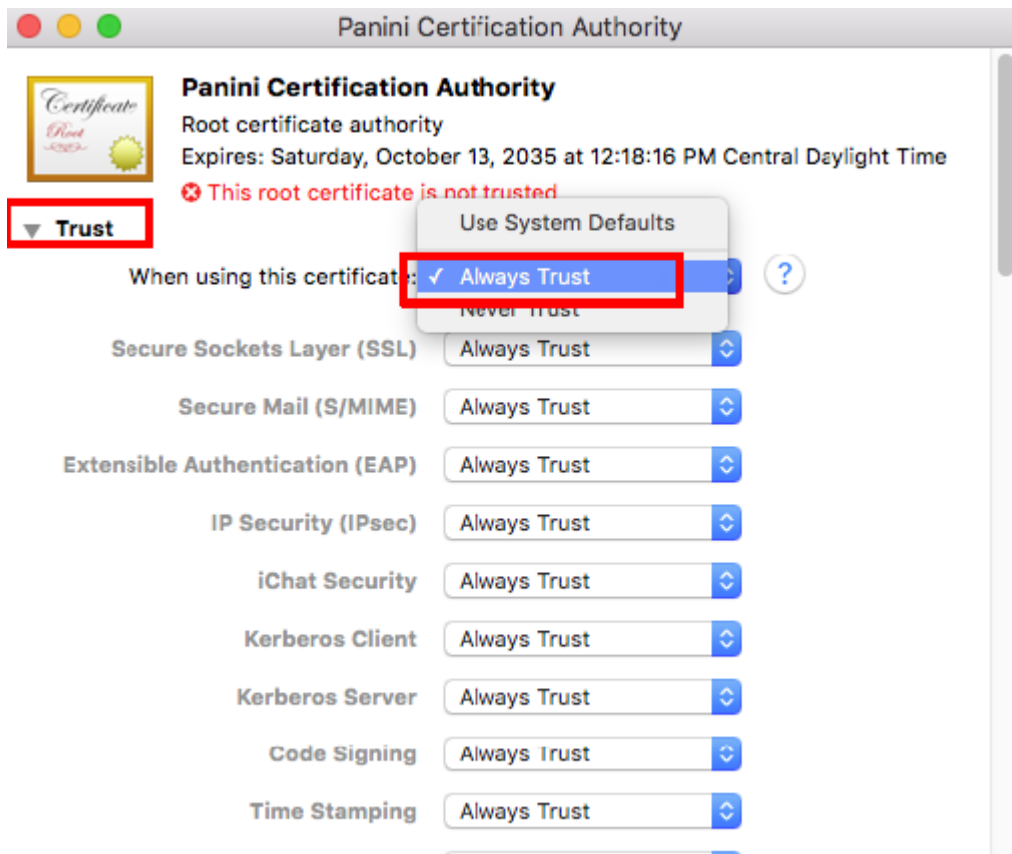
- The security certificate will now show within the Keychain Access window under Certificates.



- If the certificate says "This root certificate is not trusted" in red, right click on the certificate name and select **Get Info**.



- Expand the Trust menu and choose **Always Trust** in the first dropdown.



- Close the Panini Certification Authority – you may be prompted for an administrator’s password.
- Close the Keychain Access window.

Step 5: Register the scanner to the user

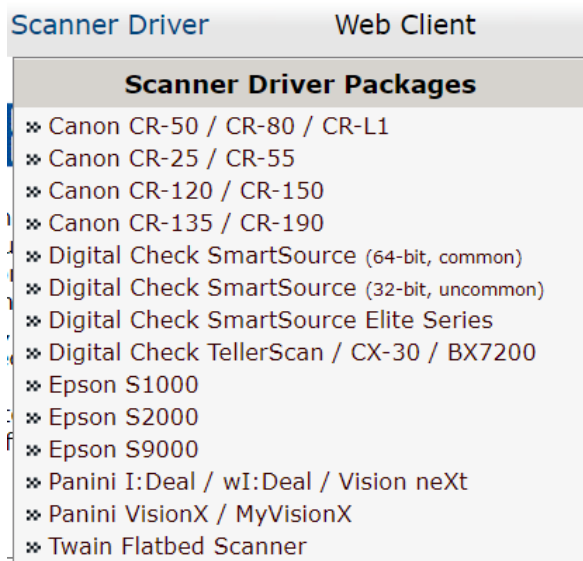
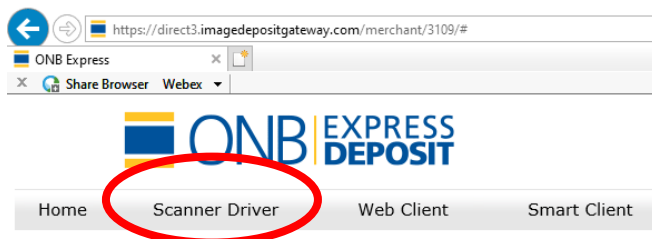
- If this is your first time setting up Express Deposit, navigate back to [the Getting Started section](#) to continue with installing WebScan, logging in and making a deposit.

Appendix C: Installing Scanner Drivers

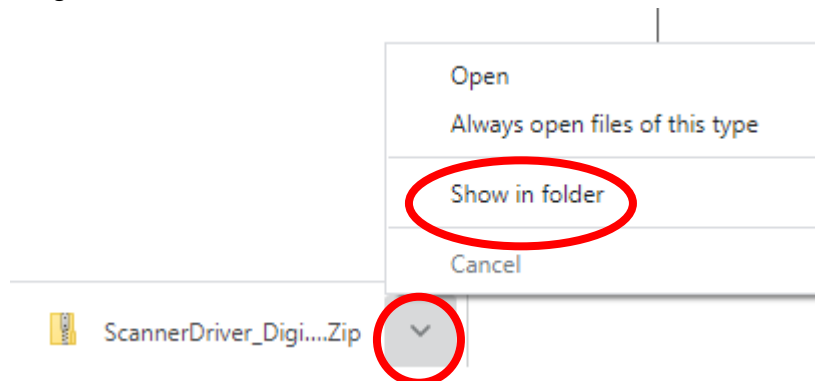
Administrative rights to the PC are required to install scanner drivers. This step is NOT needed for a network scanner.

Make sure the scanner is not connected to the PC – **keep the USB cable unplugged.**

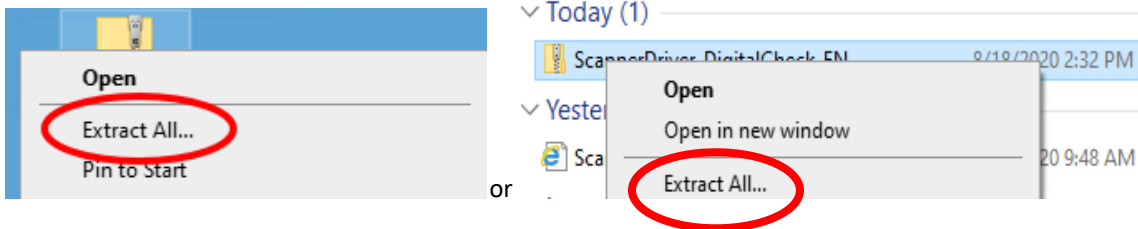
- 1) Navigate to <https://direct3.imagedepositgateway.com/merchant/3109/> or go to <https://www.oldnational.com/tmic>, scroll down to the *Additional Resources* section, select **Express Deposit**, then select **Installation/Maintenance**.
- 2) Hover over the Scanner tab at the top left of the page, and then *click on the appropriate driver*



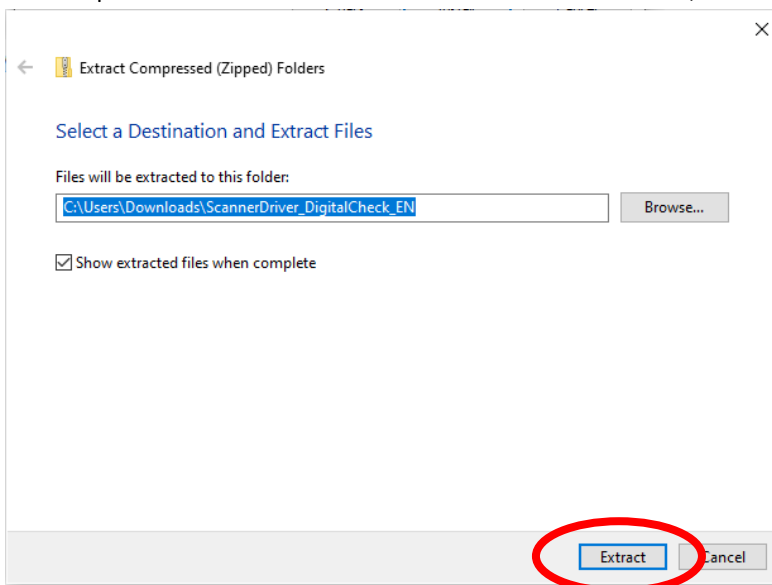
- 3) This will download the compressed file. Once download is complete...
 - a. Google Chrome: *Click the arrow* and select **"Show in Folder"**



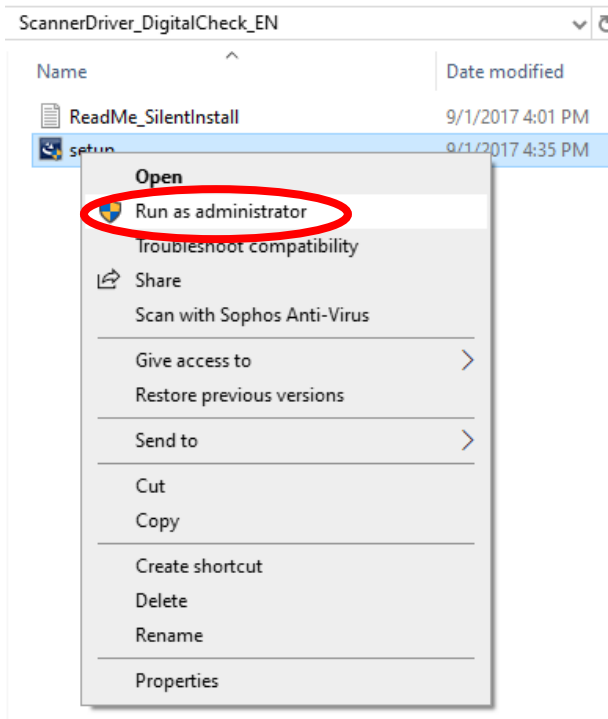
- 4) Right-click the ScannerDriver zipped folder icon and select “Extract All...”



- 5) The computer will choose a destination for the extracted folder, click **Extract**

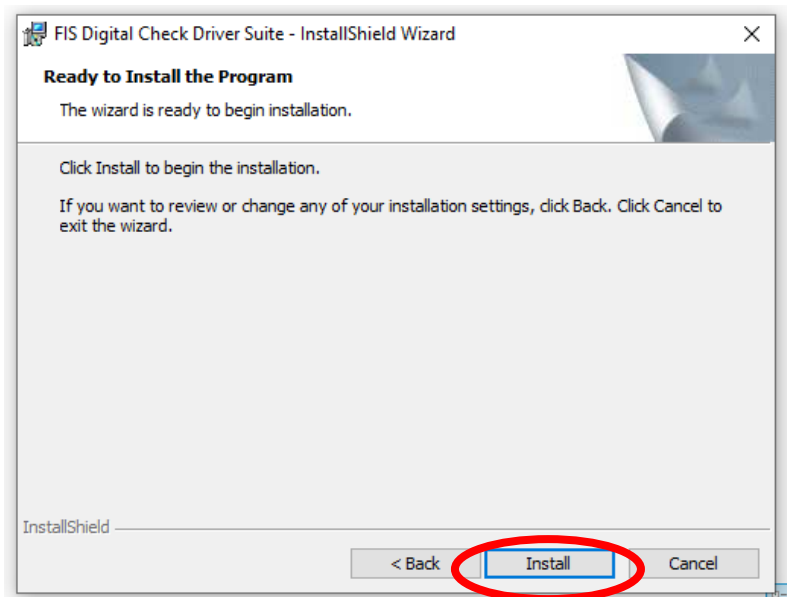


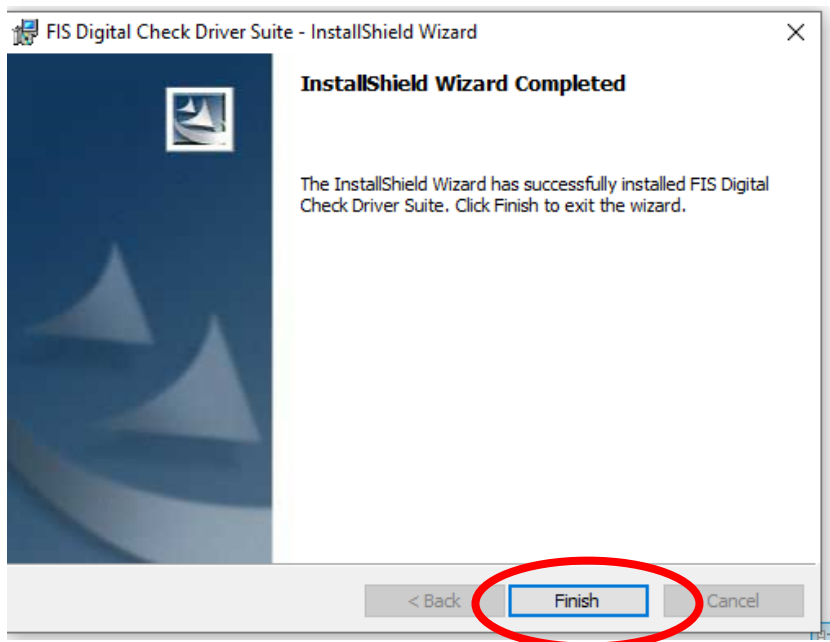
- 6) In the new folder, *right-click on setup* and select **Run as administrator**



- 7) Continue through the Install Shield Wizard. Follow the prompts through the install wizard.

- a. To install a driver for the first time:

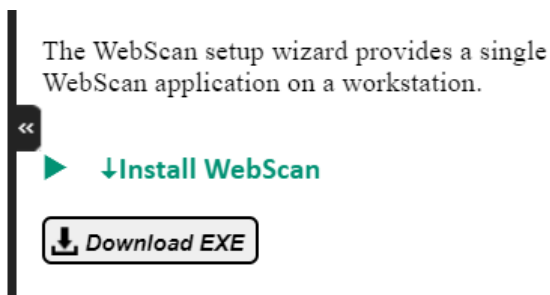




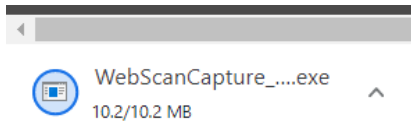
- 8) Proceed to WebScan installation instructions if that application is not already installed.

Appendix D: Installing WebScan

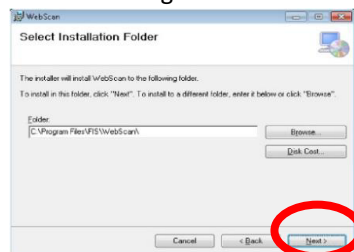
1. Navigate back to the ONB Express tab, or <https://direct3.imagedepositgateway.com/merchant/3109> or <https://www.oldnational.com/tmic>, scroll down to the *Additional Resources* section, select **Express Deposit**, then select **Installation/Maintenance**
 - a. Under Step 2, Select **WebScan Service Documentation**.
2. At top of the new page, click on [Skip to WebScan Installation](#)
3. Click on **Download EXE** button.



4. This will download the WebScan Capture...exe. Once download is complete, *Double click on Download to launch install wizard*.



5. Click on the prompts to continue through the Webscan install wizard.



6. Depending on the workstation's User Account Control (UAC) setup, you may be prompted with confirmation window. If so, click Yes to continue.



7. When notified that the installation process is complete, click Close/**Finish**.

When the installation is successfully completed, WebScan will automatically start and is displayed in the Windows Notification Area. (Lower right hand side of the task bar). Return to [the Getting Started section](#) to continue with the login process.

Appendix E: Online Security Best Practices

In today's increasingly connected world, online fraud has become a primary concern for Old National. We strive to provide as many tools as we can to protect your online banking. Unfortunately, we cannot work alone to help protect you. In this section, we offer some best practices to help guard your ONB Express Deposit session from unwanted intruders and internal fraud.

1. Use Dual Control Where Possible

Maintaining dual control over internal banking processes is strongly encouraged by Old National. For example, you may have one staff member add the total deposit and have a second staff member scan and transmit the deposit, to make sure the amounts match. We also recommend having two staff members securely storing the checks, writing their initials on the bag to verify its contents. These procedures can help protect your company from errors and internal fraud.

2. Watch for Suspicious Activity at the Login Screen

If you notice that your PC is acting strangely at login – either prompting you for a new token passcode when it normally wouldn't, popping up windows you haven't seen before, or locking your user account out, you may be experiencing an online attack. First, turn off your PC immediately and disconnect it from power. Then, call our Treasury Management service team at 800-844-1720 immediately to notify us of the attack. We will review your user account for any suspicious activity.

3. Review your Deposit History Regularly

Use the reports in ONB Express Deposit to make sure that the deposits sent match what you have in your records. If you find any discrepancies, contact the bank immediately.

4. Never Share User IDs or Passwords

We will set you up with additional user accounts, at your request. It is never recommended to share login credentials with anyone. Furthermore, we will never call or email you to ask for your password or token passcode.

5. Restrict User Rights Where Possible

If you have multiple ONB Express Deposit users, evaluate how much access they need. We are able to restrict access to certain accounts or functions at the user level, giving you increased control over what each user can and cannot do.

6. Read the ONB Express Deposit Home Page Notices

We periodically post information about recent security issues and how to protect yourself on the Home Page of ONB Express Deposit.

7. Safeguard your PC and Network

Make sure your Internet security software (anti-virus, firewall, etc.) are up-to-date. If you have a computer network, make sure vulnerability scanning and testing are done regularly.

8. Do Not Click Links to Old National Login Pages in an Email

While it may seem more convenient to click a link in an email that looks like it is from Old National, this is a common way that fraudsters can redirect you to a phony webpage that resembles the normal login page. Always use links you access through OldNational.com or which you have previously bookmarked.

9. When in Doubt, Call us at 800-844-1720

