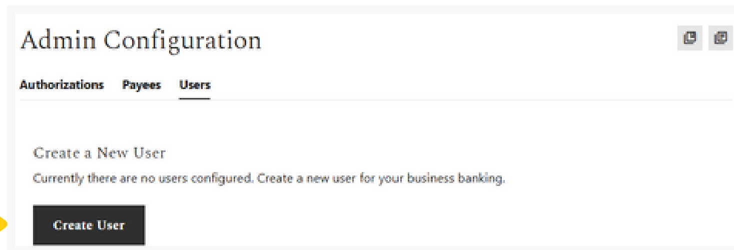
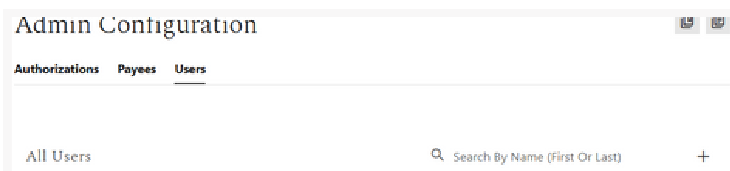
RDC-Only User

To set up a user to only deposit checks via the mobile application or desktop scanner, follow these instructions.

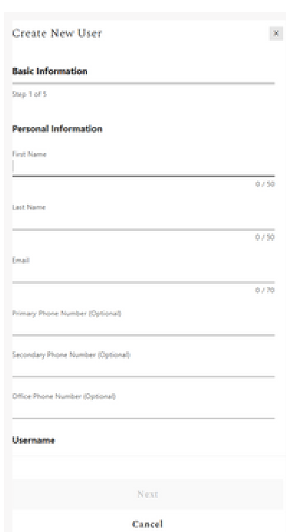
CREATE A RDC ONLY USER

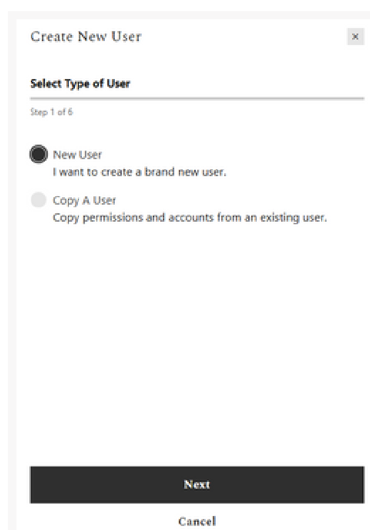
To create a user go to **Business Services**→ **Admin Configuration** → **Users**. Click **Create New User** or the **+** next to the search box.





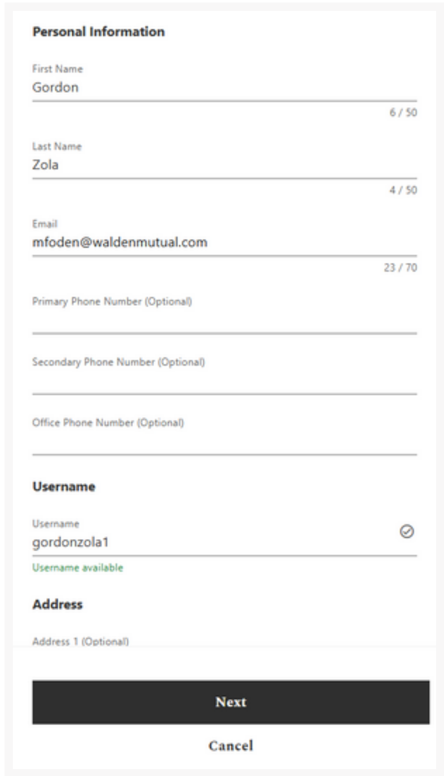
The Create New User window will open. If other users have been created, select **New User** then **Next**.





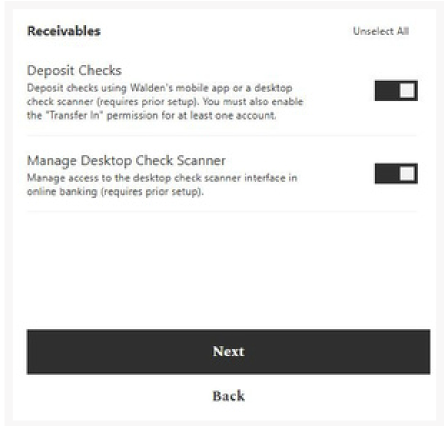
Enter the user's **First Name**, **Last Name**, and **Email**. In the **Username** field, enter the username for the user. Usernames must be unique, alphanumeric, and can't contain spaces. If the username is already in use, you'll see an error message. Address and phone numbers are optional. If the user will be using Bill Pay, an address is required.

Click **Next.**



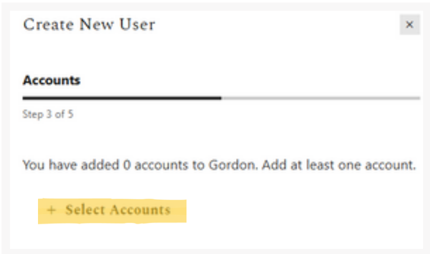
Scroll down to the **Receivables** section then toggle on **Remote Deposit Captur**e or **Manage Desktop RDC SSO**.

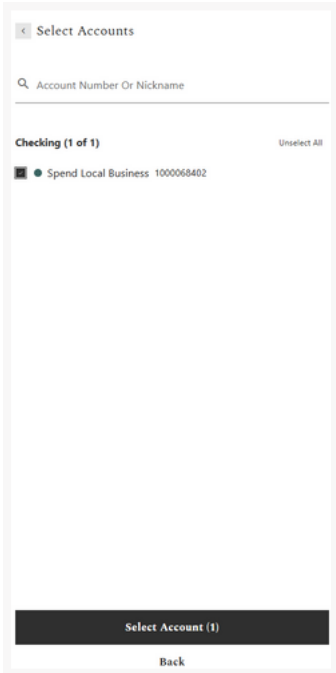
Click **Next.**

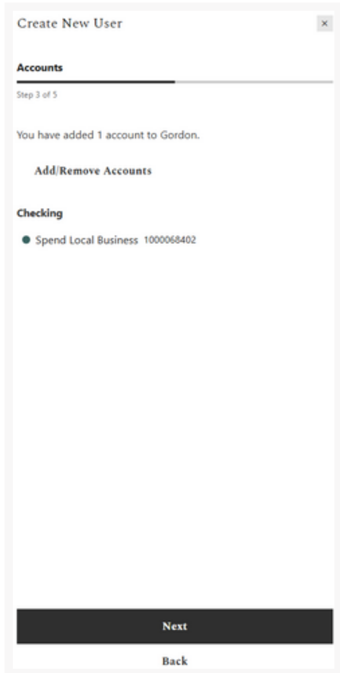


Click **+ Select Accounts** to open the list of accounts. Place checkmarks in the accounts you want to add to the users profile and grant access to. Click **Select Accounts.**

Click **Next**.







On the **Account Permissions** only screen toggle on **View Account**, **Transfer In** and **Desktop Check Scanner**. Leave everything else toggled off.

Click Next.

The final screen will have you review the permissions you have selected for your user. To edit a category, click the **Pencil icon.**

Click **Submit** to save and create the user.

NOTE: The Administrator of online banking will need to provide the username they create to the user. They'll automatically receive a temporary password via email. Temporary passwords expire after 24 hours.

BEST PRACTICE: Users login by going to www.waldenmutual.com, clicking "My Account" then entering their username and temporary password. They do not need to click "Register".