



Faster than a trip to the bank. Install your scanner and you're on your way to desktop banking.

These instructions are provided to help you install your SwiftDepositSM check scanner. If you have questions during installation, please call us for free assistance at (888) 89-SWIFT (888-897-9438) between 8AM and 6 PM EST.

The instructions under Steps 2 & 3 are basic instructions. For more detailed instructions and screen prints based on your specific version of Internet Explorer, please visit the following pages:

For **Internet Explorer 6** visit swiftfinancial.com/IE6

For **Internet Explorer 7** visit swiftfinancial.com/IE7

Step 1

Driver Installation

Do not plug the USB cable in your scanner until the last step in this section

1. Go to swiftfinancial.com/install
2. Click on "UEC USB Driver"
3. Click "RUN" as prompted
Install Tip: This should take less than 1 minute
4. Plug in scanner now

Step 2

Add website to list of trusted sites

1. Open Internet Explorer
Install Tip: This does not have to be your default browser, but it must be the browser you use this program through.
2. Click "TOOLS" and select "INTERNET OPTIONS"
3. Click on the "SECURITY" tab
4. Click "TRUSTED SITES"
5. Click on the "SITES" button
6. Type in <https://direct.imagedepositgateway.com> and click "ADD"
7. Close the window.

Step 3

Update your security settings

In the same "SECURITY" tab (from Step two underlined above), click on the "CUSTOM LEVEL" button

1. Click on the reset custom setting box to medium-low (from medium) and click "RESET"
2. Click "YES", when prompted, "Are you sure you want to change the settings for this zone?"
3. Scroll down to "DOWNLOAD SIGNED ACTIVEX CONTROLS" and choose "ENABLE" in the Settings menu
4. Scroll down to "ACCESS DATA SOURCES ACROSS DOMAINS" (under "MISCELLANEOUS") choose "ENABLE" in the same menu
5. Scroll down to "WEBSITES IN LESS PRIVILEGED WEB CONTENT ZONE CAN NAVIGATE" tab and choose "ENABLE" in the same menu
6. Click "OK"
7. Click "YES", when prompted, "Are you sure you want to change the settings for this zone?"

Install Tip: When you return to the security tab, click "APPLY"

FYI: The following steps will change security settings in Internet Explorer. These changes will only affect the sites listed under Trusted Sites, all other internet access will remain at the security level you have assigned. For further information on security settings, please go to www.microsoft.com and search under Internet Explorer security settings.

Congratulations on your successful install.

Please flip over the installation page for details about how to access the software, your password, and scanning your first check.

Accessing the software.

1. Close browser and open a new Internet Explorer window
2. Type in **http://www.swiftfinancial.com/webclient**
3. Save this page as a favorite for easier access in the future

Confirming and updating your password.

Your username and initial password were sent to you in a separate e-mail with the subject line:

Your SwiftDeposit Account

1. Enter user ID provided in email
2. Click "LOGIN"
3. Click "BEGIN SETUP"
4. Select a picture
5. Click "CONTINUE SETUP"
6. Enter a phrase of your choice
7. Click "CONTINUE SETUP"
8. Select security questions and enter your answers
9. Click "CONTINUE SETUP"
10. Register the computer if this will be the primary computer for scanning
Install Tip: *This eliminates the need to answer the security questions moving forward. If you want to be prompted for the security questions each time, do not register the computer.*
11. Click "CONTINUE SETUP"
12. Enter the password provided in the email
13. Click "SUBMIT"
14. Choose a new password, or reenter the previous password if you would like to keep it
Install Tip: *Passwords must be 8 characters long, alpha-numeric, and contain a special character (*, &, ^, %, \$, #, @, !, etc)*
15. Click "CHANGE PASSWORD"

Now you're ready to deposit a check.

1. Click on "DEPOSITS" tab located at top right
2. Select "Deposit account #" from dropdown menu
3. Enter total \$ amount of checks being scanned in this batch
4. Click "PROCEED"
Install Tip: *The first time you scan a check you will get a prompt to install ActiveX controls. To install, right click on the yellow bar at the top of the window and select Install ActiveX control. Click on the Install button when prompted. You will get the yellow bar and prompt 2 times.*
5. In "SCANNERS" drop down box, change to **Unisys UEC 7000/RDM EC7000i** & click "REGISTER"
Install Tip: *This will only occur on the first scan*
6. Click "START SCAN"
7. Insert check in scanner
Install Tip: *Face up, with routing information to the right. On screen it will tell you when it has captured the image of each check, once it tells you that you may scan the next check.*
8. Click "STOP SCAN" when finished scanning and verify that the check image is readable
9. Click "PROCEED"
Install Tip: *Confirm that the individual check amounts are listed correctly and the total amount is correct as well.*
10. Click "PROCEED" and confirm the final deposit
11. Click "FINISH DEPOSIT"
Install Tip: *You can view and print reports from this screen or by clicking the reports button to the top left.*

For a comprehensive online user guide go to swiftfinancial.com/userguide