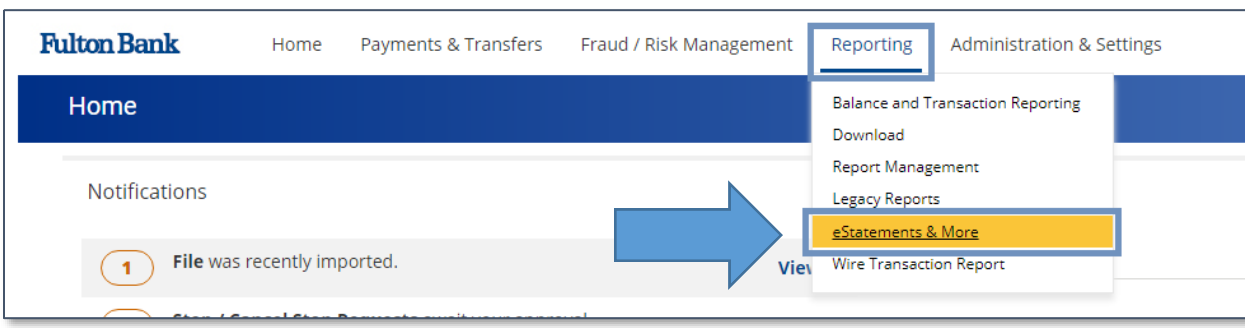
BOSS Online Banking Guide

Deposit Slip Images – Quick Reference Guide

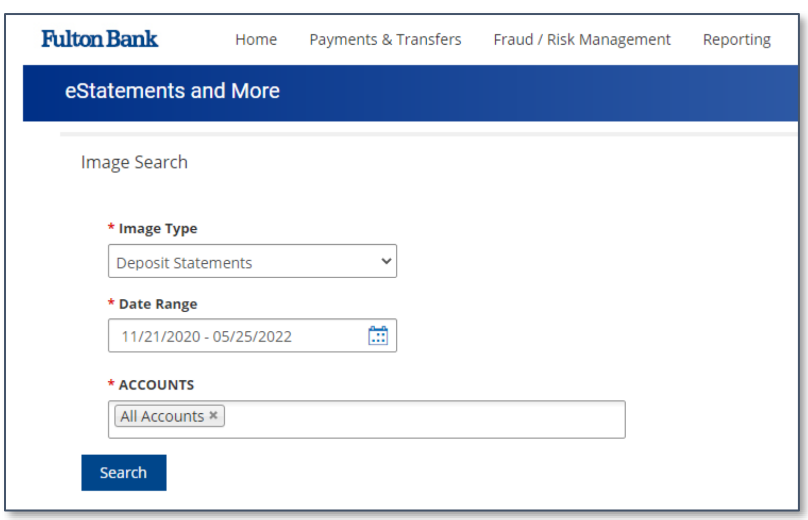
BOSS Online Banking has added the ability to provide our users access to view their deposit slips. Deposit slips that will be available are – **Branch Deposit slips, Remote Deposit slips, Lock Box Deposit slips, Vault Deposit slips, ICL Deposit slips, and Misc. Credit Tickets**. This guide will provide step by step instructions on how to access your Deposit Slips and how an ADMIN user can provide access to these images to their sub users.

Locating Deposit Slip Images in BOSS

- Log into BOSS Online Banking
- Click on the **Reporting** tab and select **eStatements & More** from the drop-down menu

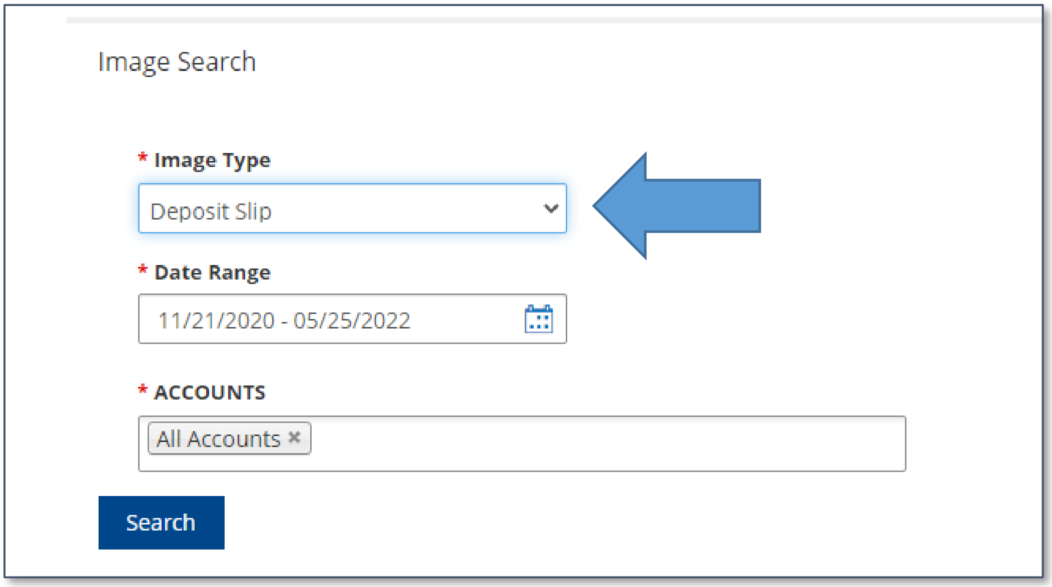


- You will be re-directed to the Image Search page.

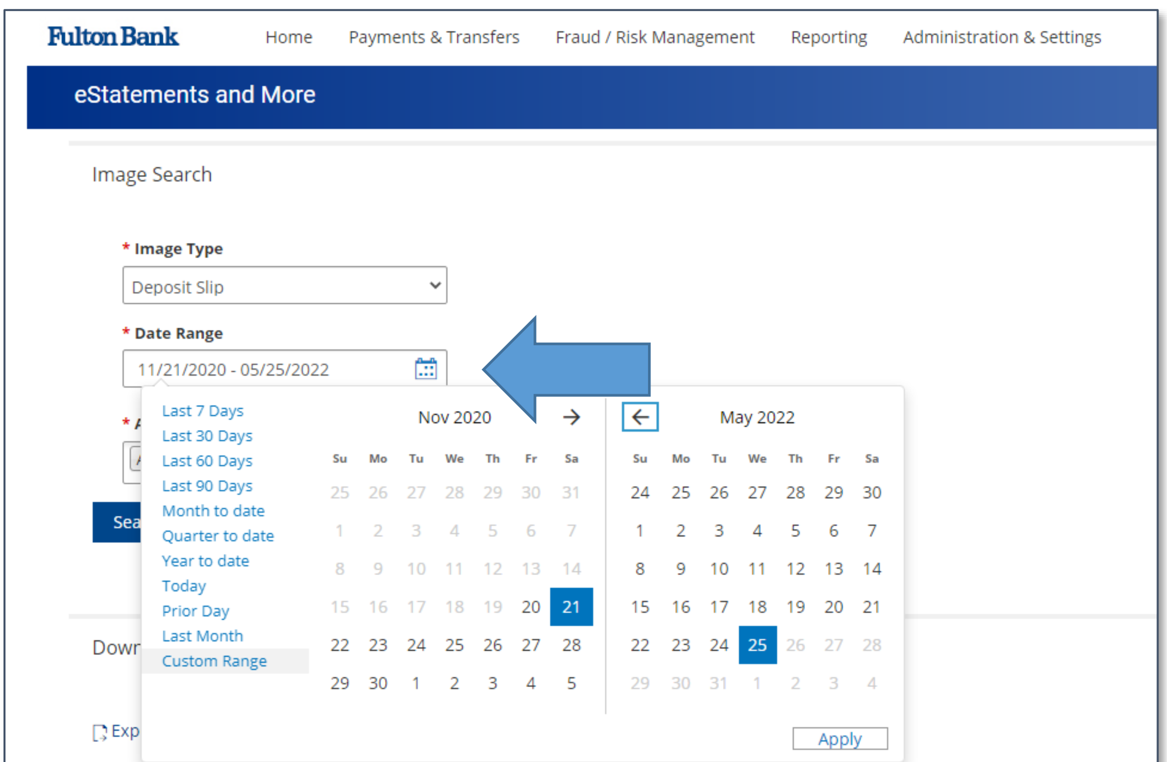


Search for a Deposit Slip Image

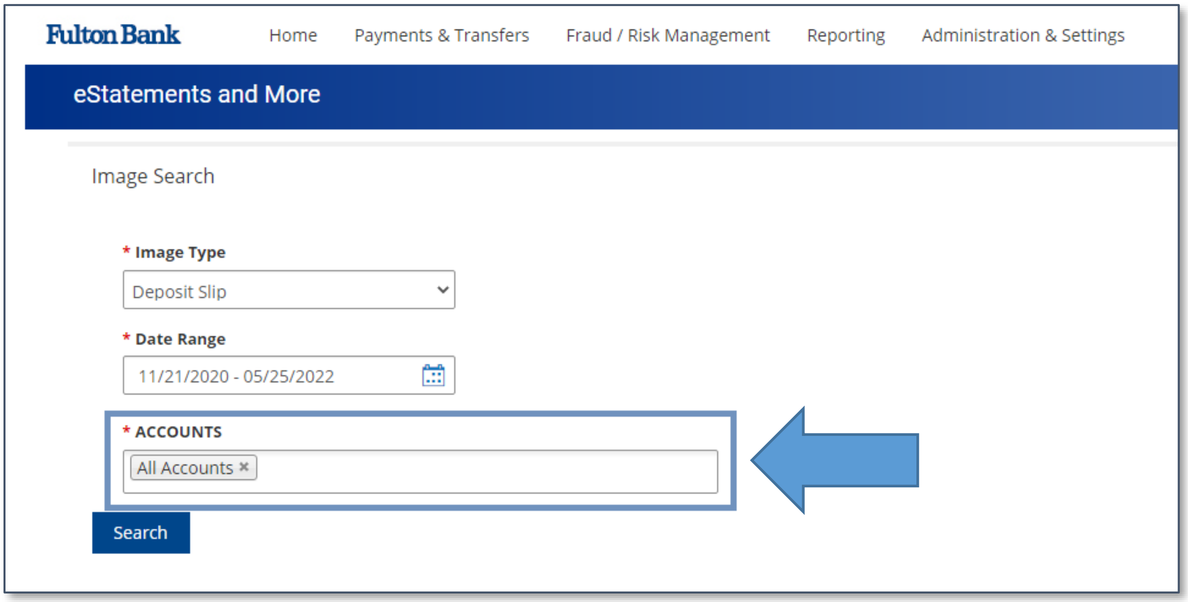
- From the **Image Type** drop-down box, select **Deposit Slip.**



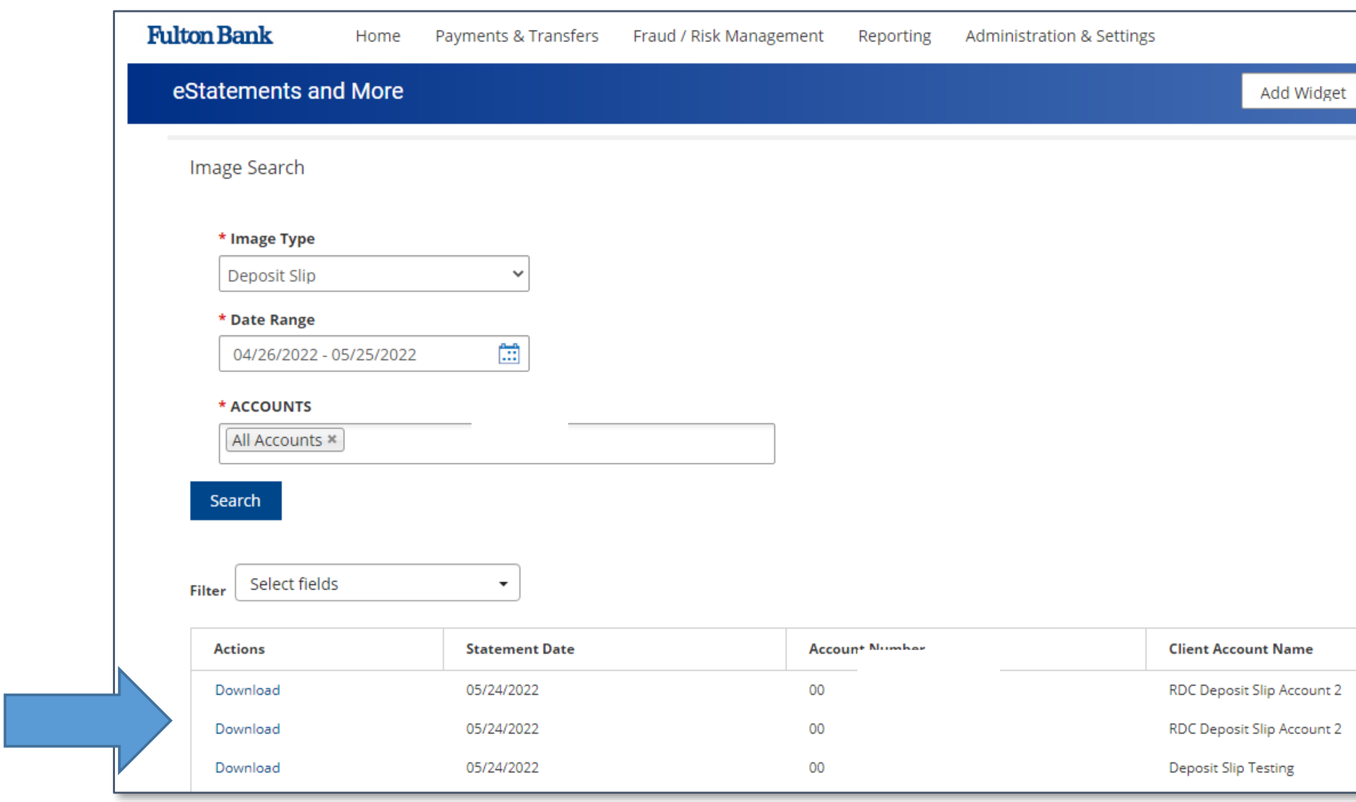
- Select the **Date Range** and click **Apply**



- Select the account number or leave it set to **All Accounts**



- Click **Search**
- You will be presented with the filter search of your Deposit Slip Images
- Click **Download** to view each one



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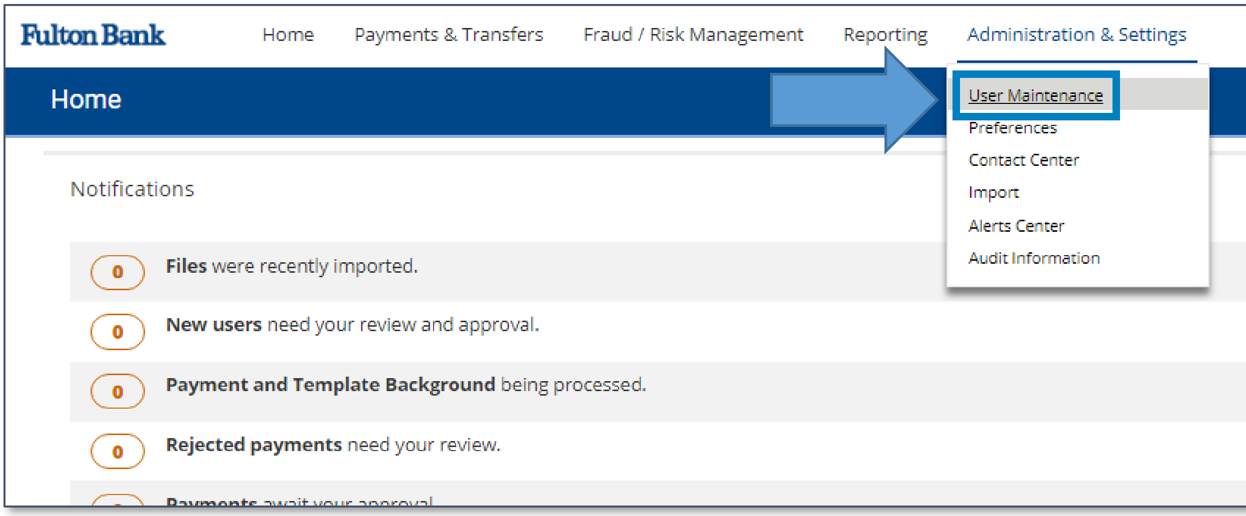
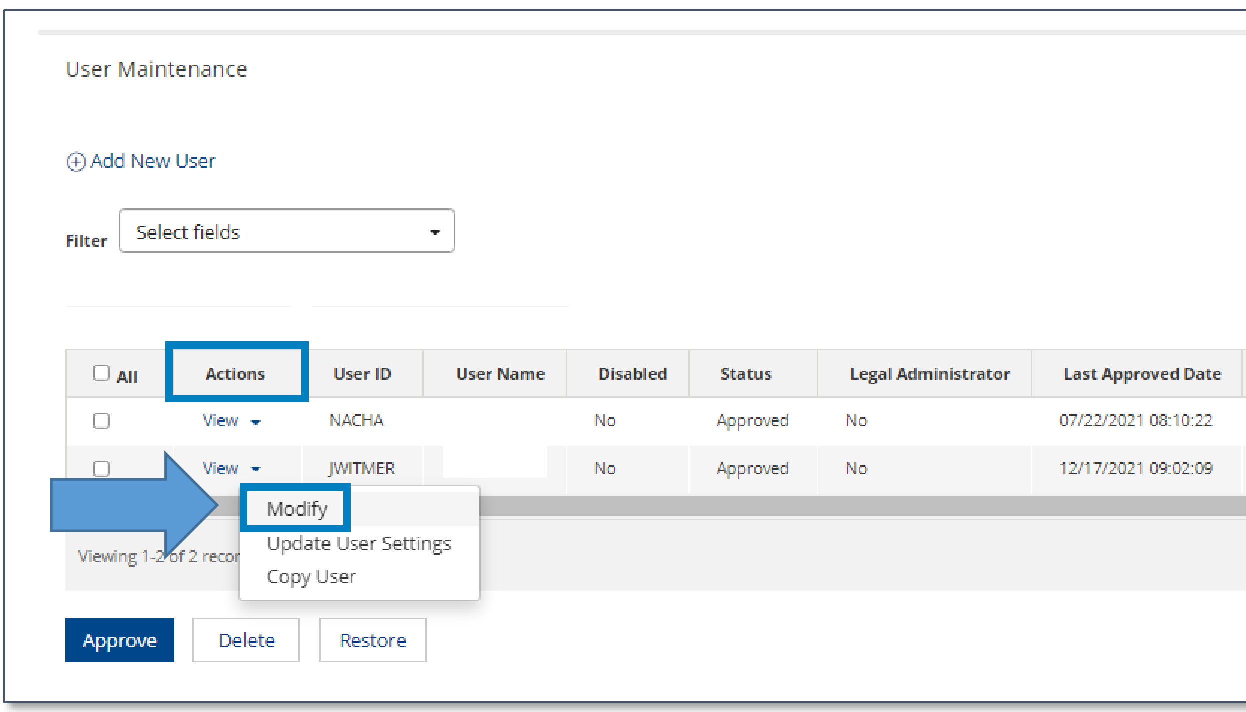
Entitling Deposit Slip Images to a BOSS user

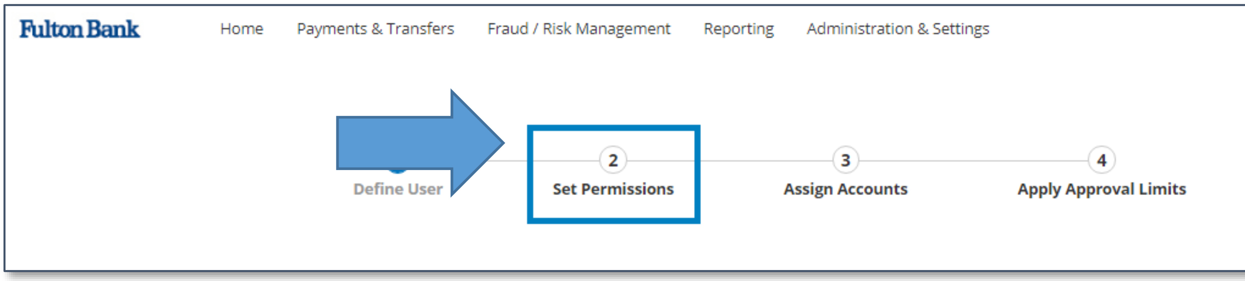
- Log into BOSS Online Banking
- Click on **Administration & Settings**
- Choose **User Maintenance** from the drop-down menu



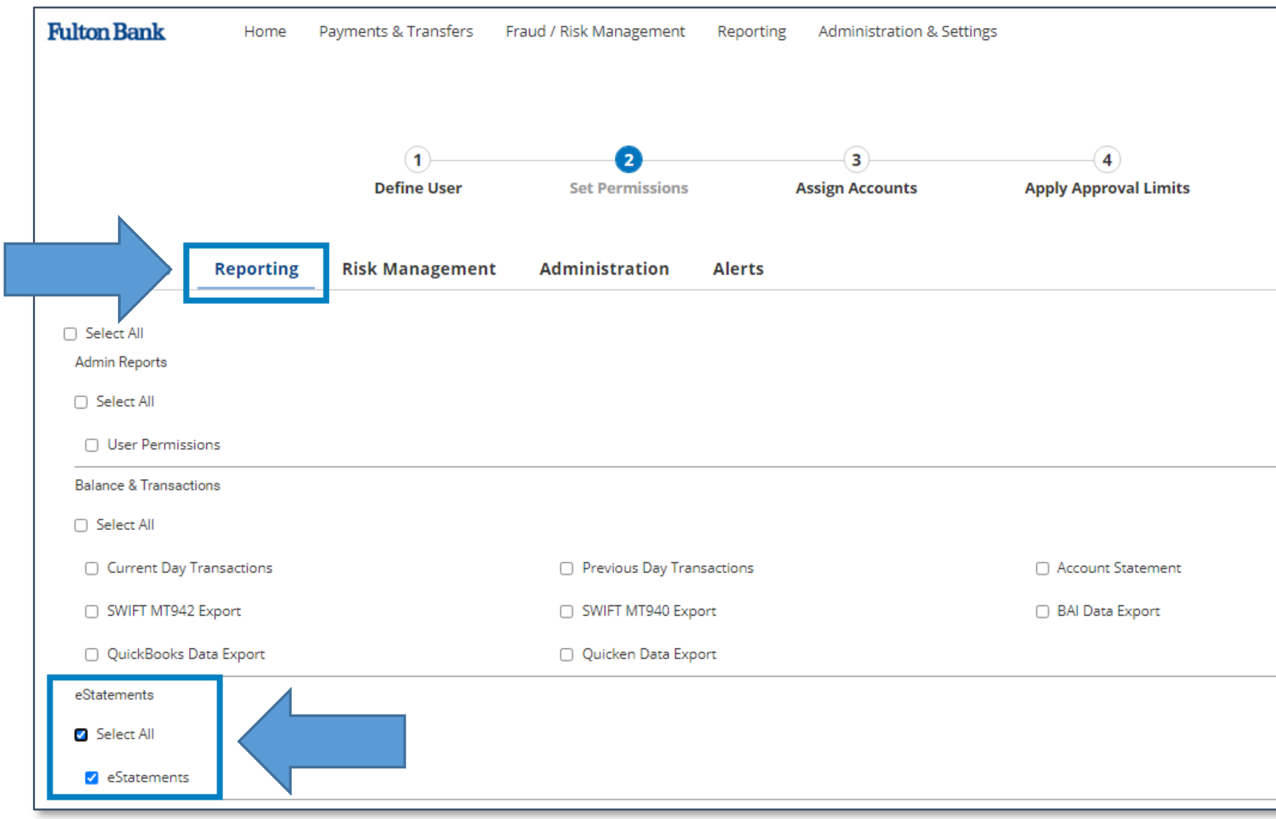
- Next to the user you would like to update, select **Modify** under the **Actions** column



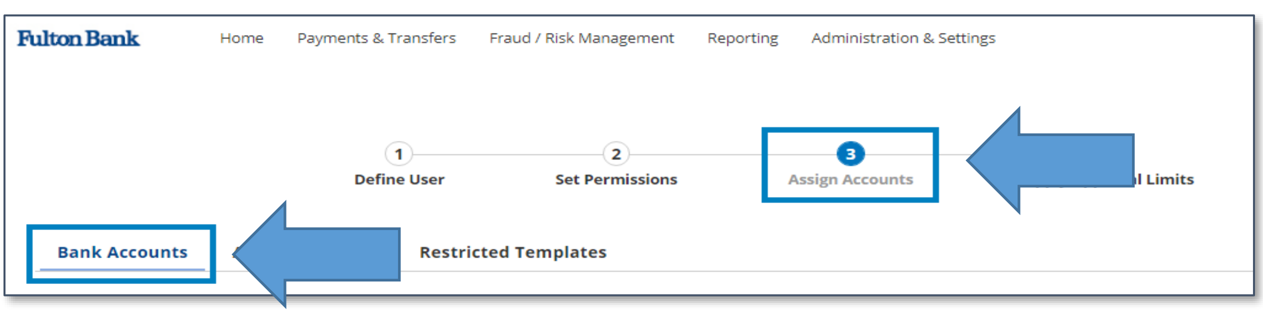
- Select **Set Permissions**

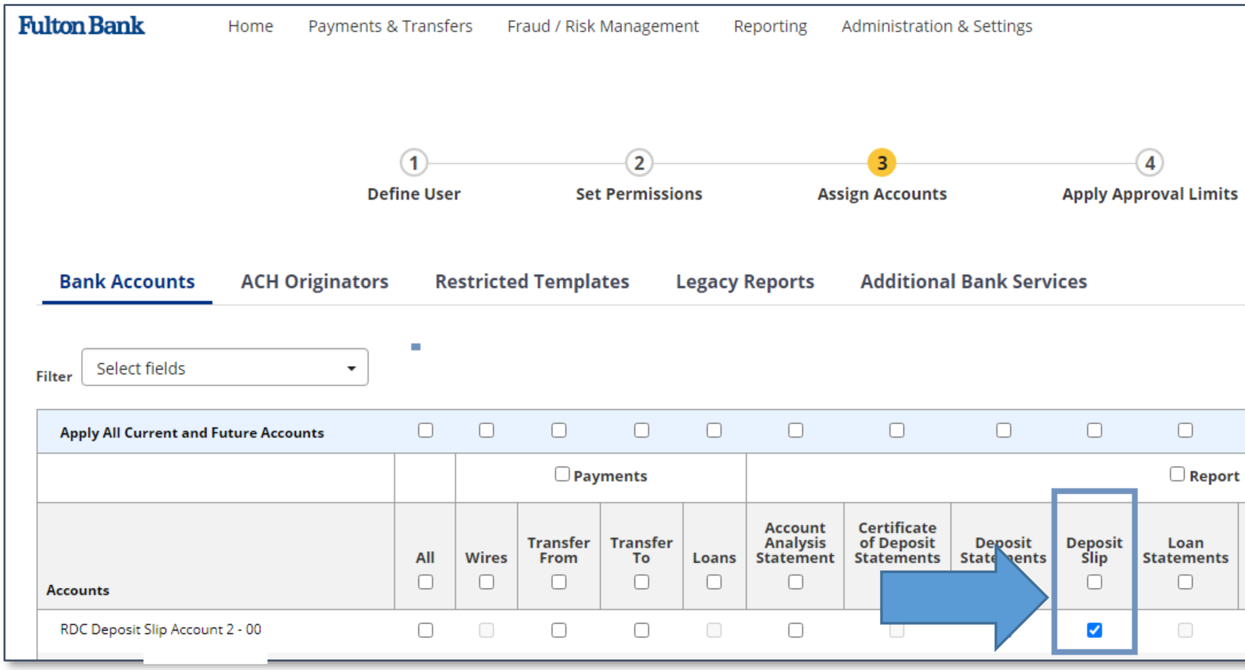


- Select **Reporting** and check the box next to **eStatements**



- Click **Assign Accounts** and **Bank Accounts**





- Select the check box for the **Deposit Slip Image** that you would like to entitle to a specific account.
- Click **Update** to save your changes

For technical support regarding Deposit Slip Images, please call Customer Care Center at (800)385-8664, or Cash Management Support at 866-943-8739.