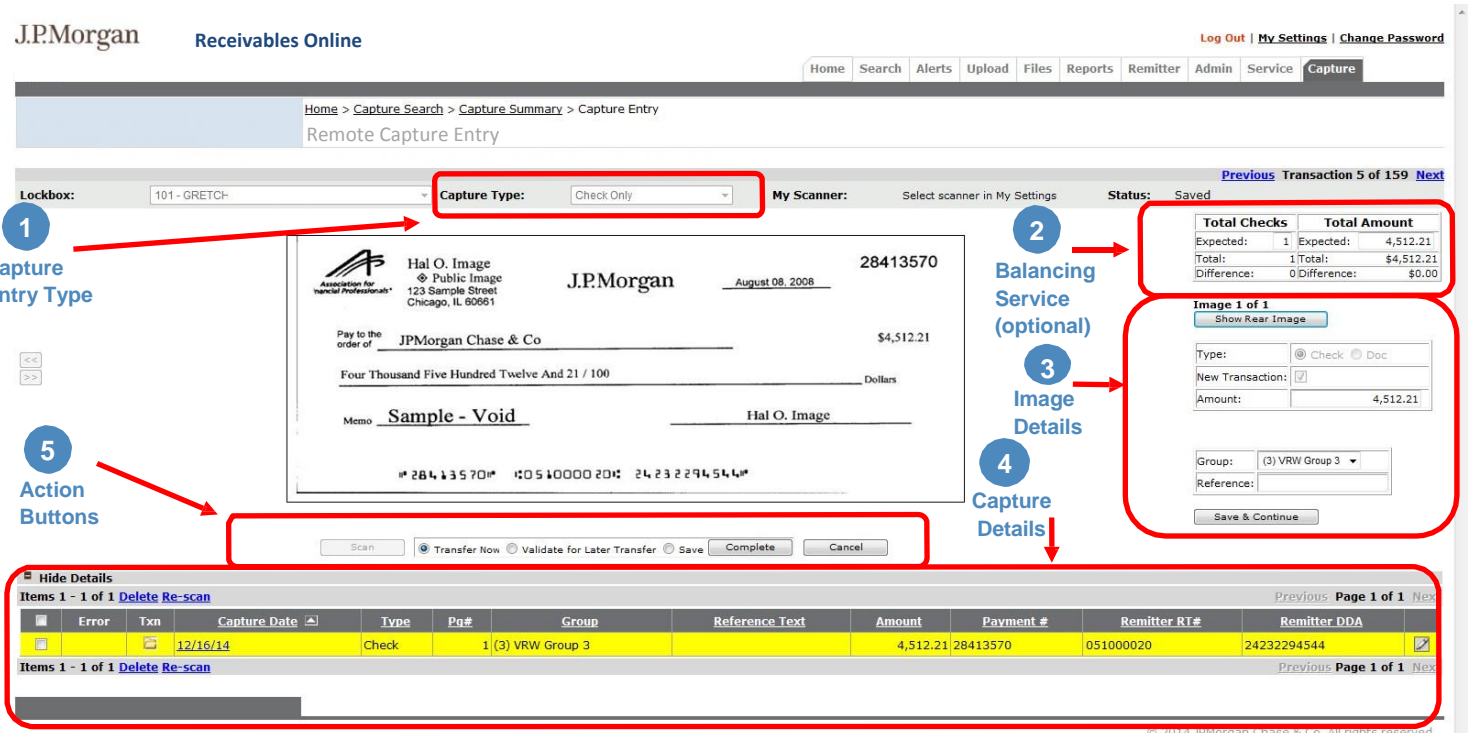


# Remote Capture Quick Reference Guide



## Remote Capture Input Screen

### 1. Capture Entry Type

**Lockbox** – Lockbox number into which captured items will be deposited

**Capture Type** – Specific to each lockbox (Check, Check and Doc, Scannables and/or Doc Only)

**Scanner** – Device used to capture the digital image of checks and documents

**Status** – Current status of transaction displayed on screen (Refer to the Remote Capture User Guide for a complete list of statuses and descriptions)

### 2. Balancing Service (Optional)

**Totals** – Number of checks and total check amount expected

**Difference** – The difference between the expected and actual number of total checks and total amount

### 3. Image Details

**Show Rear Image** – Displays back of current image

**Type** – Identifies the image as a check or document

**New Transaction** – Allows user to identify a new transaction

**Amount** – Check amount (can be edited by the user)

**Group** – (If applicable) Lockbox-specific processing group

**Reference** – Optional memo field input by Remote Capture user (up to 50 characters)

**Save & Continue** – Saves the image details captured for an image

### 4. Capture Details

**Error** – Icon indicates an error has occurred for scanned document

**Txn** – Icon indicates beginning of new transaction

**Capture Date** – Date and time image was scanned into Remote Capture. Selecting the link will display the image.

**Type** – Identifies image as a check or document

**Page #** – Sequence of pages scanned for a transaction

**Group** – Optional if selected lockbox is setup with group sorting

**Reference Text** – Searchable memo field

**Amount** – Check amount (editable in Edit Mode)

**Payment #** – Check number (editable in Edit Mode)

**Remitter RT** – Displays drawee bank's routing number (editable in Edit Mode)

**Remitter DDA** – Displays the remitter's account number (editable in Edit Mode)

### 5. Action Buttons

**Scan** – Capture image of additional check and/or document

**Transfer Now** – Transfers the transaction to lockbox for deposit processing

**Validate for Later Transfer** – Saves validated transactions for later transfer

**Save** – Saves transactions to be validated and transferred later

**Complete** – Executes option to Transfer, Validate for Later Transfer or Save.

**Cancel** – Cancels the transaction

- Allows the user to go to the previous transaction
- Allows the user to go to the next transaction

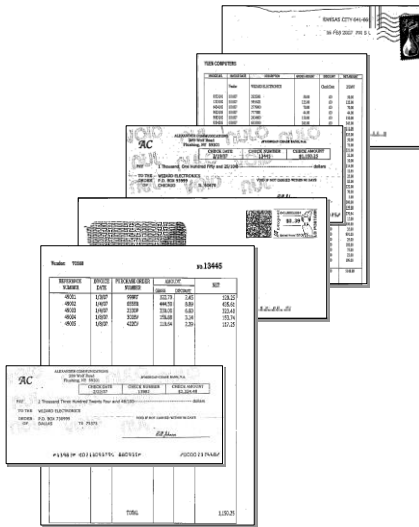
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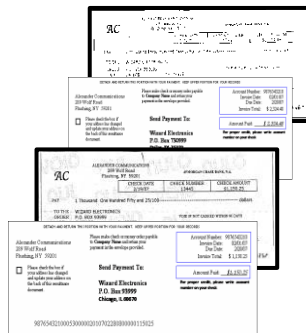
## Preparing Transactions

1. Review the instructions on the lockbox provided on Receivables Online for processing your work.
2. Prepare work in transactions corresponding to the available capture types
3. Review the checks to ensure they are negotiable
4. Place checks in front of the corresponding materials and envelopes for each transaction processed in the "Checks and Documents" mode
5. Prepare checks and/or documents horizontally prior to scanning
6. Place the checks in the top center of the work being scanned
7. Depending on the scanner, checks and documents will be placed either face up or face down (Please see the Remote Capture User Guide for complete instructions on document preparation and scanning)

### Check and Document Type (check then document scanning order)



### Scannable Type (coupon then check scanning order)



## Balancing Service Option

1. Enter the total number of checks and total amount of checks before scanning transactions. As each check is saved, the difference will be presented.
2. Balance transactions before transmitting them for processing

## Scanning Transactions

1. Turn on scanner
2. Log on to Receivables Online
3. Choose the lockbox where payments are to be processed
4. Choose the capture type for the transactions you are processing
5. Click "Scan" button

## After Scanning

1. Verify that each item and transaction is identified correctly and check amounts are keyed
2. Select "Save and Continue" on every image after review
3. Select one of the three options to complete the processing of scanned transaction:
  - Transfer now
  - Validate for Later Transfer
  - Save
4. Click "Complete" to execute action

5. Store checks in a secure area for future retrieval
6. Review "Validate for Later Transfer" and Saved items within 5 days to avoid transactions expiring

## Transaction Status Search

To perform a search on processed transactions:

1. Select Capture and click on Capture Search
2. Choose the appropriate lockbox
3. Choose the transaction status
4. Choose date range or amount range
5. Click "Search"

## Reports Search

To generate a report on Remote Capture transactions:

1. Select Reports and click on Capture Search
2. Choose the Remote Capture Activity or Operator Summary Report on the Report drop-down list
3. Choose date range
4. Choose the appropriate lockbox or all
5. Choose the appropriate status or all
6. Click "Search"

## Additional Reference Materials

1. Remote Capture User Guide
2. Remote Capture Scanner Installation Guide
3. Remote Capture Scanner Ordering Guide
4. Remote Capture Frequently Asked Questions (FAQ)
5. Remote Capture Marketing Sheet
6. Remote Capture Material Replacement Document

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