From **desktop computer** log into Image Now.

1. Double click here.
   - ![Double click here](image)

2. Enter your **eID** and **eID password**.
   - ![Enter eID and eID password](image)

3. Click on the down arrow **NOT the word Capture**.
   - ![Click down arrow NOT Capture](image)

4. Select **Deposits-Manual**.
   - ![Select Deposits-Manual](image)
Click on the down arrow. Select Interfunds.

Click on the down arrow. Select the account number the deposit uses.

Leave on the AGCOM Deposit Document Type.

Select capture.
Load your paper into the scanner.

*If continuous scanning is not on see the document at the end to set up continuous scanning.

Select Scan*

If your document needs rotated these are the arrows to do so until it is right side up.

Use these arrows to advance forwards and backwards in the document. Make sure all the pages are scanned in right side up and delete any blank pages.

Click on the trashcan icon to delete any blank pages.
After you have rotated the pages so they are right side up, deleted any blank pages, and made sure all your pages are there in the ImageNow document you can start to add information regarding the document in the Custom Properties section.

Here you will find the deposit amount, account number, and receipt code for the Custom Properties area.

Document Date
Cashnet Number
If you are done scanning you can log out of ImageNow.

Exit ImageNow at scanning station.

Click save after going through the document.

This part of the process is complete. Be sure to log off the scanning station when you are finished.