From desktop computer log into Image Now.

Double click here

eID

eID password

Click on the down arrow
NOT the word Capture

Select Deposits-Manual
Click on the down arrow. Select General Deposit.

Click on the down arrow. Select the account number the deposit uses. Most times it will be multiple accounts.

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.

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.

Kelly normally will have the account(s), receipt code, and deposit amount for the Credit Card Deposit here. The transaction number does NOT serve as the Cashnet number in the Black and Red Deposit.
If you are done scanning you can log out of ImageNow.

Exit ImageNow at scanning station.

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