

Business Check Express (BCE) Quick Start Guide

Welcome to Renasant Bank Business Check Express Service or BCE. Before accessing BCE, please ensure your scanner driver is installed. For assistance with scanner installation, contact Treasury Solutions & BCE Support at [844.680.3739](tel:844.680.3739) or email bce@renasant.com Monday through Friday, 7:00AM – 5:00PM CT.

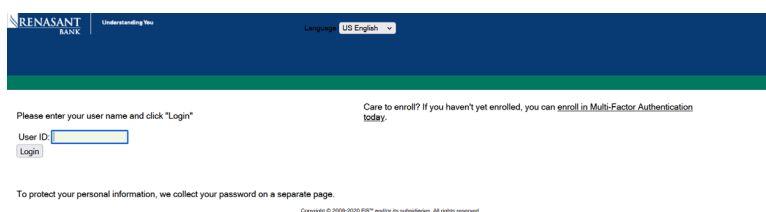
I. Logging In:

- a. Confirm that your scanner is installed, connected and powered on.
- b. Launch Internet Explorer and enter the following URL:

<https://ebankingtest.renasantbank.com/Merchant.htm>

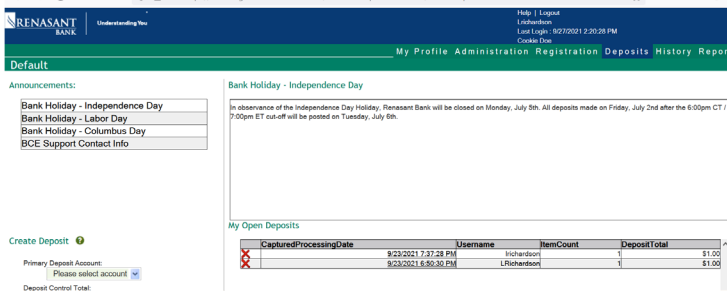
- i. Your existing BCE desktop icon will no longer be a working site. Save the new URL to your toolbar or favorites for quick access.
- ii. Below are the steps for creating a desktop shortcut to BCE:
 1. Left click the Internet Explorer icon located in the address bar to the left of the BCE website.
 2. Continue to hold down the mouse button and drag the icon to your desktop.

c. BCE Login Screen:



The screenshot shows the BCE login interface. At the top left is the Renasant Bank logo with the tagline "Understanding You". To the right of the logo is a language dropdown menu set to "US English". Below the header, there are two columns of text. The left column says "Please enter your user name and click 'Login'" and contains a text input field for "User ID" and a "Login" button. The right column says "Care to enroll? If you haven't yet enrolled, you can enroll in Multi-Factor Authentication today:". At the bottom of the page, there is a small disclaimer: "To protect your personal information, we collect your password on a separate page." and a copyright notice: "Copyright © 2009-2020 FIB® and/or its subsidiaries. All rights reserved."

- d. Once logged into the application, you will be automatically directed to the **Deposits** screen:



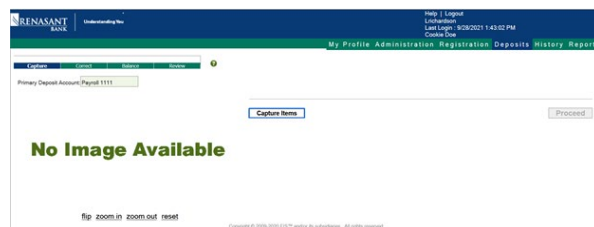
Note: If your email address is not currently on file, you will be directed to the **My Profile** page to add your email before proceeding.

II. Creating a Deposit

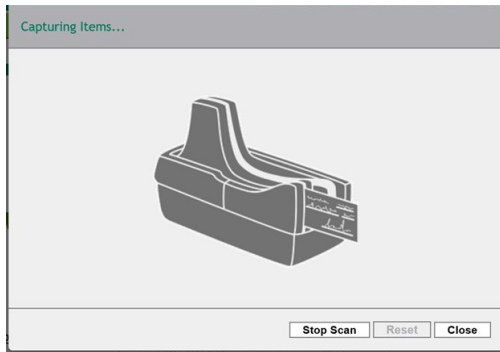
- a. Under **Create Deposit**, select the deposit account from the Account drop-down list or type the account name.
- b. Calculate and enter the deposit total in the Deposit Control Total field and click **Proceed**.

III. Scanning Checks:

- a. Once the deposit has been created, you will land on the Capture Items screen:



- a. Place check or checks included in your deposit total in the scanner bin and click the **Capture Items** button.
- b. The capture Items window will display. Loaded items will automatically start scanning and are captured for deposit.



- c. When finished, click the **Stop Scan** button in the Capture Items window.
- d. The screen displays the items processing. When all items have been processed, the capture dialog closes automatically.
- e. The **Capture Items** page displays the captured items scanned in the deposit.



- f. You may continue to add items to the deposit by clicking the **Capture Items** button or click **Proceed** if complete.
- g. If the calculated total matches the deposit total and there are no failed items, a virtual deposit ticket is created.
- h. If there are any failed items, the **Correct Items** webpage displays those items and their corresponding failures and exceptions.
- i. If there are no failures, the **Balance** webpage is displayed.
- j. Click **Finish Deposit**.

IV. System Requirements:

Hardware Requirements	Software Requirements	Browser Applications	Supported Scanners
Pentium 4 2.0 GHz or Core 2 Duo 1.86 GHz processor	Windows Vista SP2 (32-bit)	Internet Explorer 9, 10, or 11- Only supports ActiveX controls	Panini mI:Deal
250 MB free hard drive space	Windows 7 SP1 (32-bit or 64-bit)	PDF Viewer - Required for viewing Reports. Adobe PDF Viewer is qualified.	Panini Vision X
Network card	Windows 8 (32-bit or 64-bit)	Safari version 8 if using Panini mI:Deal on Apple OS	Digital Check CheXpress CX 30
Broadband Internet access	Windows 8.1 (32-bit or 64-bit)	Firefox version 36	Digital Check TellerScan 220/230/240
USB 2.0	Windows 10 (32-bit or 64-bit)		Unisys My Vision X30/X90 ROHS
Screen resolution 1024 x 768	Apple OS X Yosemite*		Canon CR-80/CR-180/CR-190
A check scanner connected to the workstation			
* Apple OS is only supported for Merchant Web Deposit using the Panini mI:Deal scanner on Safari and Chrome browsers			