Select Business™
Quick Start Guide
Basics for Getting Up and Running

Log In

Open Select Business in your browser using the internet address given to you and type your username and password credentials on the Login page to open the Home page.

Scanner Installation

1. Set up your scanner to work with Select Business, following the scanner manufacturer's instructions.
2. Click the Resources menu on the Home page of Select Business to open a list of scanner drivers.
3. Click the link for your scanner, if needed, and download your driver. Scanner installation is necessary only the first time you set up Select Business, and from then on, your login takes you directly to the Home page.

Scanning Checks

1. From the Home page, click the **Create New Deposit** button to open the Create New Deposit dialog box.
2. Unless the Administrator has set up the program to automatically read and generate the numbers for Deposit Total and Number of Checks, enter that information as well as the Deposit Location, Account, and a Description.
3. Click the **Continue** button.
4. When the page refreshes to a summary detail page, click the **Add Items** button to open the scanner window.
   a. The first time you click **Add Items**, you must download the Internet Deposit Application (IDA) to your computer. Click **Run** on the alert message to download and launch. The IDA window opens.
5. Load your scanner with one or more checks for this batch, depending on your scanner model.
6. On the IDA window, click the **Scan** button. Continuous-feed scanners are automatically fed while single-feed scanners require manual feeding of checks.
7. When finished scanning checks for this batch, click the **Stop** button on the IDA window.

8. Inspect images in the IDA window and make any necessary corrections for each check. When making changes to MICR information or amounts, click the **Update** button to finish.
9. Click the **Complete** button when finished with all scans and all corrections in this batch. If the scans were completed without error, a confirmation message appears. Click **Yes** to tally your results and end your session.
10. If your scans had errors, alert messages appear, such as for duplicate deposits or out-of-balance deposits, discussed in the "Correcting Deposit Errors" section of the *Select Business Merchant User Guide*. Refer to that guide for more complete information.

Edit Pending Deposits

Scanned deposit batches are Pending until they are "Submitted".

1. To view a Pending Deposit detail, open its shaded gray block on the Enterprise's Home page by clicking its blue batch number link, or clicking the white **Edit** button.
2. The batch's detail page opens with each check listed and pictured in a vertical scrolling list. If necessary, click the blue **Edit** button to correct batch details.
3. To adjust the details about an individual check, click the orange **Edit** button next to a check.
4. To add to, or edit, or delete a deposit, see the corresponding topics in the *Select Business Merchant User Guide* for more complete information.

Submitting Deposits

1. To submit a batch for processing, click the blue **Submit** button in the shaded batch, and when the confirm message opens, click the **Yes** button.
2. The batch moves to the Submitted column on the Home page and will be moved to Deposit History at the next processing time.
3. For more information about Submitting or Unsubmitting Deposits, see the *Select Business Merchant User Guide*.