

REMOTE DEPOSIT CAPTURE

("RDC") SECURITY GUIDE

GENERAL SECURITY REMINDERS:

- Store checks in a secure/locked location on site.
- Destroy/shred checks after 60 days.
- Do not share login and password information.
- Do not deposit checks from one Gateway deposit account into another Gateway deposit account.
- Maintain up-to-date anti-virus software.
- Apply all available security updates and patches on RDC workstations as soon as possible.
- Maintain adequate firewalls on computer hardware.
- Protect against unauthorized access to the Scanner and the Remote Deposit Services, including unauthorized electronic or internet access to the programs.
- No less than annually review and remove rights for any users that should no longer have access to the RDC system.
- Notify Gateway immediately if you have any reason to believe security or confidentiality has been or may be breached.

PROCEDURAL REMINDERS:

- Training your employees on the technical and operational procedures related to RDC is critical to ensure effective and accurate RDC transmissions.
- RDC Services should be used for business purposes only.
- Gateway RDC deposit deadline is 5pm CT Monday - Friday (excluding Federal Holidays).
- Check images should be reviewed prior to approving a batch to verify checks can be read clearly.
- Duplicate checks identified by the system should be reviewed prior to your approval of a batch.
- Chargeback notices along with substitute checks will be sent by USPS; Do not re-deposit the original check. You may re-deposit the substitute check one time.
- Gateway may conduct on-site inspections to confirm adequate RDC processes are in place and meet the requirements outlined in the Commercial Online Banking Agreement.
- Contact your Treasury Client Services at 800-214-5138 regarding
 - Connectivity Issues
 - Temporary or Permanent Limit Increases

**REFER TO TREASURY
MANAGEMENT MASTER
AGREEMENT FOR FULL TERMS
AND CONDITIONS.**

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