## **St. Jude Rides Mobile Check Deposit Instructions**

St. Jude Riders can now use the mobile check deposit feature of the Fundraising Center to scan/deposit personal checks via their mobile device.

1. Prior to using the mobile check deposit feature, St. Jude Riders should be registered to the fundraising event into which they would like to deposit a check. Once registered, they can login with their credentials to access their participant center.

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L	og in to your	St. Jude fundraising	
	a	ccount.	
Use	rname	Forgot username?	
Pas	sword	Forgot password?	ļ
	Remember me		
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2. Once in the fundraising center, the Rider will see a blue button with the option to **start mobile check deposit**.

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one 🔒 fundraising	.qa.stjude.org
St. Jude Memphis Marathon <sup>®</sup> Weekend	≡
Dashboard Email Resources	Registration info
Your event details	Go to the Event Page
Location	
Date	
Saturday, December 7, 201	19
Submit check donati	ons
Start mobile check depo	sit



3. When the Rider clicks the button, they will be prompted to enter the donor's information. When entering this information, they can also choose to display the gift as anonymous by checking the box above the donation amount.

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	* Mobile Check Deposit						
1. E	nter donor information						
Do	nor first name						
Do	nor last name						
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\$	\$ Donation amount (USD)						
	Capture Check Image						

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4. When the Rider has entered the donor's information and check amount, they can begin the check capture by clicking the capture check image button. They will be prompted to capture the front and the back of the check with their mobile device's camera. They will submit the front image and the back image of the check separately. The Rider will need to make sure the images have good lighting and words can be seen clearly for a better check processing experience. Please make sure the check is placed against a dark background.





5. Once uploaded successfully, the Rider will see a thank you message as well as images of the front and back of the check deposit. The confirmation message will also provide instructions on what to do with the paper check.



6. Once the check scanning process is complete, the donation and the donor's information will display in the recent activity section of the Rider's participant center. The amount of the scanned check will also update in the Rider's fundraising total within 24-48 hours. This completes the process.

10:46 fundraising.qa.stjude.org	ııl?∎⊃
Let your donors know how much you appreciate their help!	
Say Thanks	
O You have contacts that you have not email Be sure to let them know about your fundraising efforts.	iled.
Reach Out	
Recent activity	
Greg Adam donated \$1,280.00 Check	Sep 20
You joined St. Jude Memphis Marathon Weekend	Sep 20
You donated \$35.00 Cash	Sep 20
Your fundraising	nange Goal
\$1,315.00	\$0.00

