

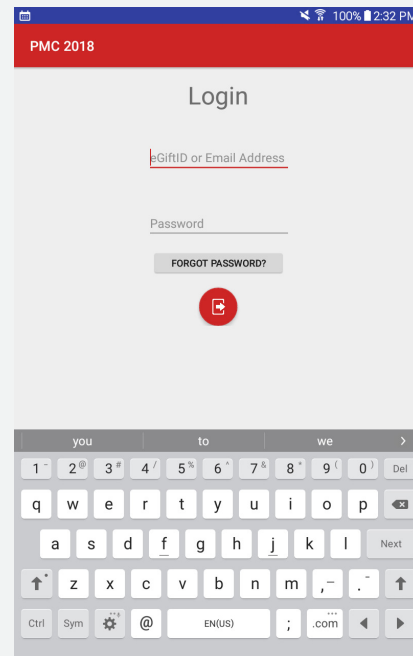
# PMC MOBILE DEPOSIT

## HOW TO DEPOSIT A FUNDRAISING CHECK

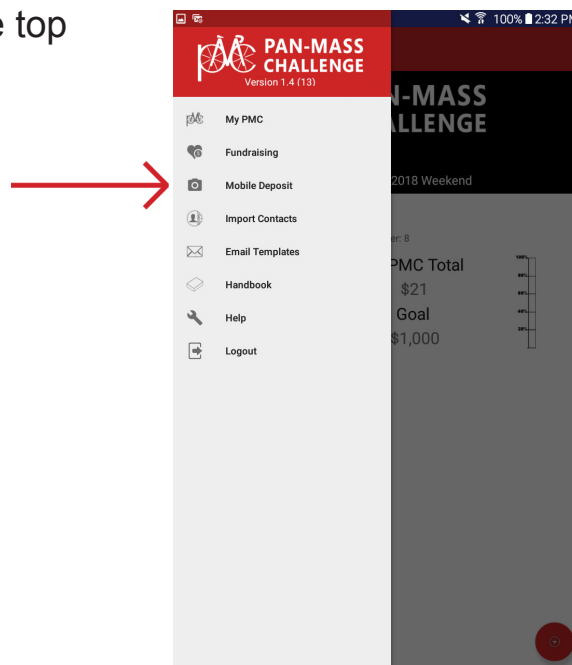


Use the PMC 2018 Fundraising app to deposit checks to your PMC fundraising  
<https://play.google.com/store/apps/details?id=org.pmc.pmc2018.pmc2018>

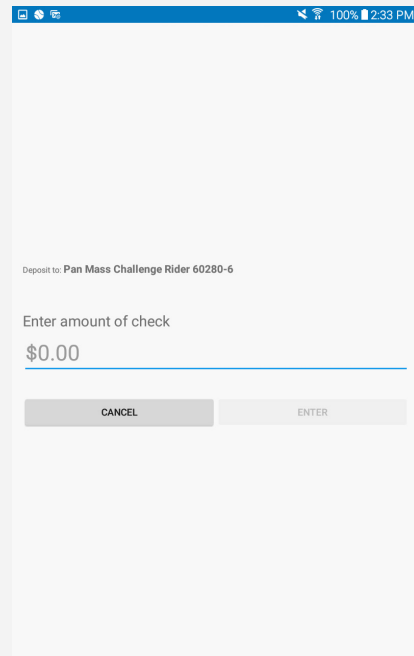
1. Sign into the **PMC 2018 Fundraising app** using your eGift ID or email address and your password.



2. Select **Mobile Deposit** from the top left menu.

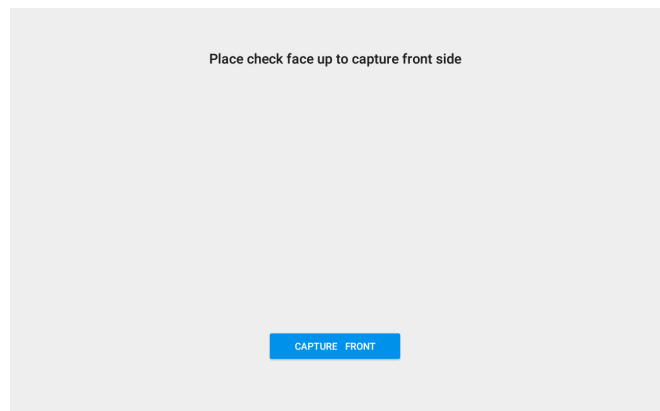


3. Enter the amount of the check then press **Enter** to continue.



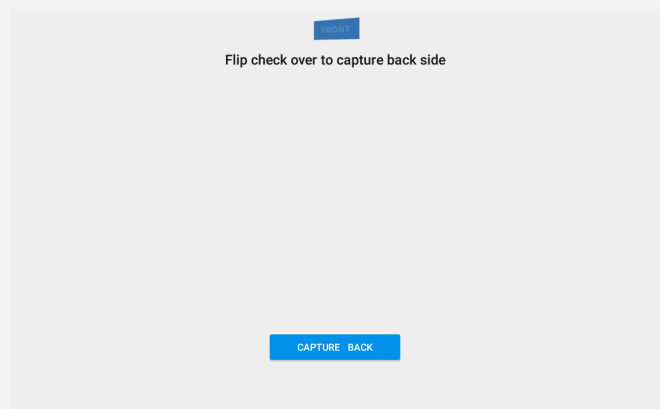
4. Place the check face up to capture the front side and press **Continue**. If prompted, grant permission to the app to access your camera.

Center the check on a dark background and make sure all of the numbers are visible on the front of the check. Focus the white box on the screen over the check so that some of the check extends beyond the box.



5. Turn the check over to capture the back. Once photos of the front and back of the check are taken, the deposit will process.

If any errors are detected, you will be prompted to retake the photo(s).



6. Enter your donor's contact information on the next screen. The information entered here will show in your MyPMC Contacts and Donations, so it is important to enter as much information as possible.

If the checking account is associated with a previous donation, these fields will be pre-populated and the only field you can enter will be the email address.

If the checking account is not associated with a previous donation, you will be able to fill out all fields on this screen. If the pre-populated information does not match the check, complete the deposit then email [panmass@pmc.org](mailto:panmass@pmc.org) to update the donor information.



Successfully saved donation



Once the donor's information has been entered, click **Deposit** to complete the process.

The app will display a **Success** notification once the deposit is completed. You will also receive an email notification.

## PMC MOBILE DEPOSIT FAQs

### HOW MANY CHECKS CAN I DEPOSIT AT A TIME?

You can only deposit one check at a time through the PMC 2018 fundraising app. Each mobile deposit records the donor's contact information, so each check must be deposited individually.

### I MADE A MISTAKE WHEN DEPOSITING A CHECK THROUGH THE APP. HOW DO I CORRECT THIS?

Contact the PMC office at 781-449-5300 or [panmass@pmc.org](mailto:panmass@pmc.org).

### WHAT HAPPENS IF THE PRE-POPULATED DONOR INFORMATION DOES NOT MATCH THE NAME AND ADDRESS ON THE CHECK?

Contact the PMC office at [panmass@pmc.org](mailto:panmass@pmc.org) and we will update the donor information for you.

### I'M HAVING TROUBLE WITH THE MOBILE DEPOSIT PROCESS. WHO CAN I TALK TO?

Contact the PMC office at 781-449-5300 or [panmass@pmc.org](mailto:panmass@pmc.org) for help with your mobile deposit.