

**CENTEX CITIZENS CREDIT UNION  
MOBILE DEPOSITS  
INSTRUCTIONS**

- Before logging into the CCCU Mobile app, close all other apps running in the background on your mobile phone.
- Sign/Endorse the back of your check as follows:
  - CCCU Mobile Deposit Only
  - Signature
  - Account Number
- When prompted for the amount, carefully enter the check amount to ensure it matches the amount written on your check.
- Flatten folded or crumpled checks before taking your photos.
- Keep the check within the view finder on the camera screen when capturing your photo. (Try not to get too much of the areas surrounding the check)
- Take the photos of your check in a well-lit area.
- Place the check on solid dark background before taking the photo of it.
- Keep your phone flat and steady above the check when taking your photos.
- Hold the camera as square to the check as possible to reduce corner to corner skew.
- Make sure the entire check image is visible and in focus before submitting your deposit.
- No shadows across the check
- All four corners are visible
- Check is not blurry
- The MICR line (numbers on the bottom of the check) is readable.
- Photograph the back of the check. Be sure the endorsement is legible and visible.

**CENTEX CITIZENS CREDIT UNION**  
**MOBILE DEPOSIT**  
**EDUCATIONAL TIPS**

**PREQUISITE**---MUST BE ENROLLED IN ONLINE BANKING  
MUST BE ENROLLED IN CCCU MOBILE APP  
IPHONE—4 AND ABOVE  
ANDROID—2.2 OR NEWER

**\*\***Must go into Mobile APP and click on the More icon. Click on icon at the end that has an Exclamation mark (!) enclosed in a triangle. This directs you to the Mobile AP Site> you will need to view and read the Deposit Terms and Agreement. Proceed back to the Mobile APP and you are ready to make deposits.

DAILY LIMIT: \$ 1,500.00

CHECK AMOUNT NOT TO EXCEED: \$ 1,500.00

ENDORSEMENT MUST READ: Write "CCCU Mobile Deposit Only" on endorsement line  
Sign the Check  
Write your account number

HOLDS ON FUNDS: You will be notified if a hold will be placed on your deposited funds.

FEES APPLIED: A \$ 25.00 FEE WILL APPLY IF THE CHECK IS RETURNED.

MEMBER RESPOSIBILITY: Member will be responsible for retaining the checks for deposit until a review of their account shows the funds are available.