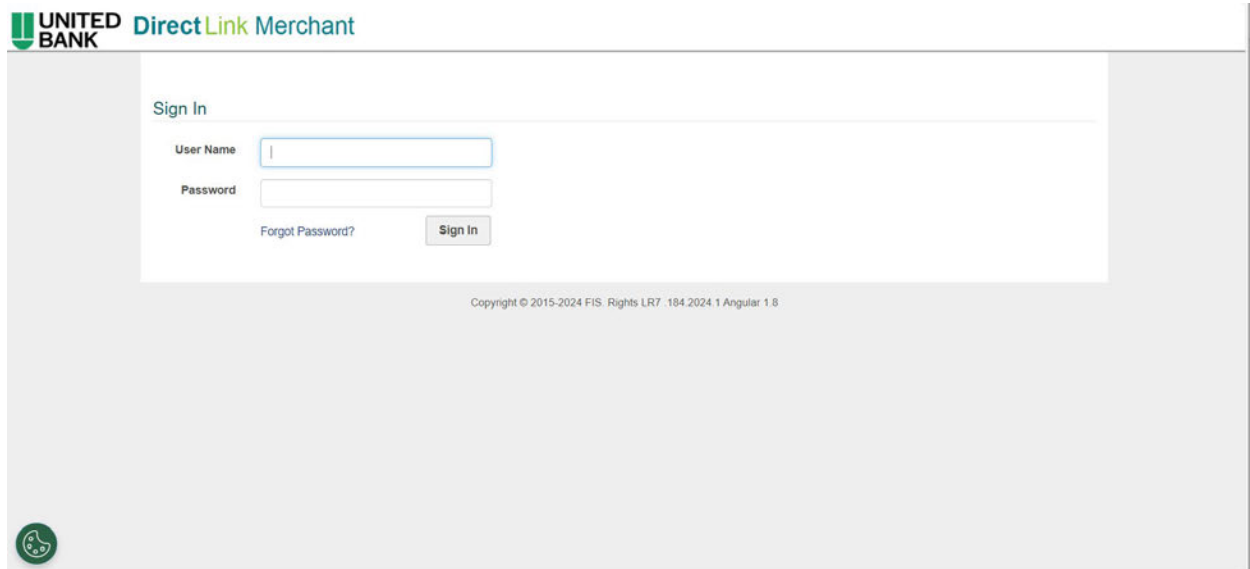


Home Screen

Enter User Name and Password.



UNITED BANK DirectLink Merchant

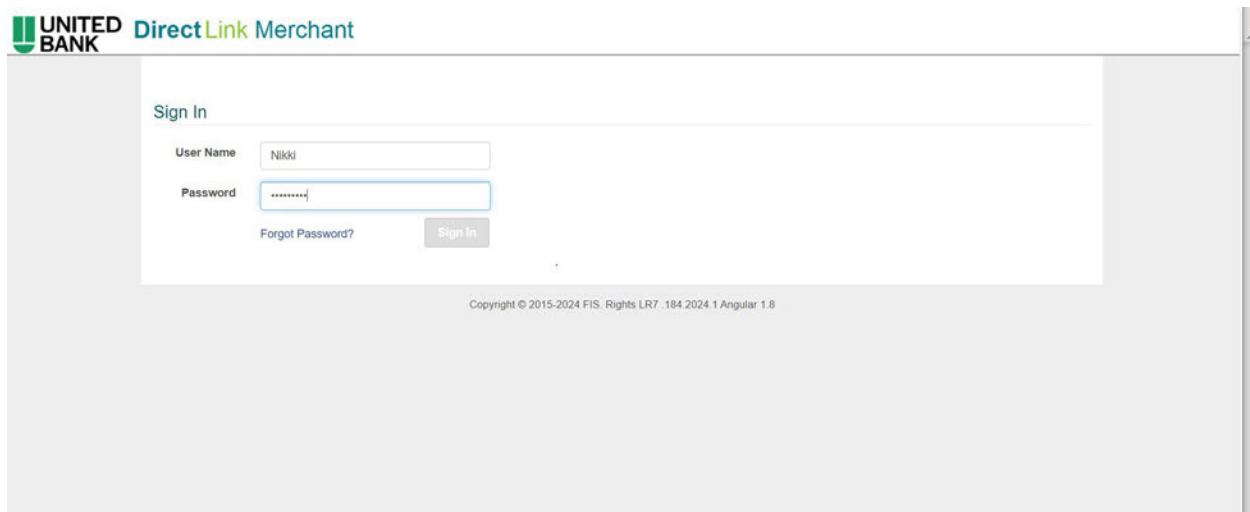
Sign In

User Name

Password

[Forgot Password?](#) [Sign In](#)

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UNITED BANK DirectLink Merchant

Sign In

User Name

Password

[Forgot Password?](#) [Sign In](#)

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Click **Sign In**

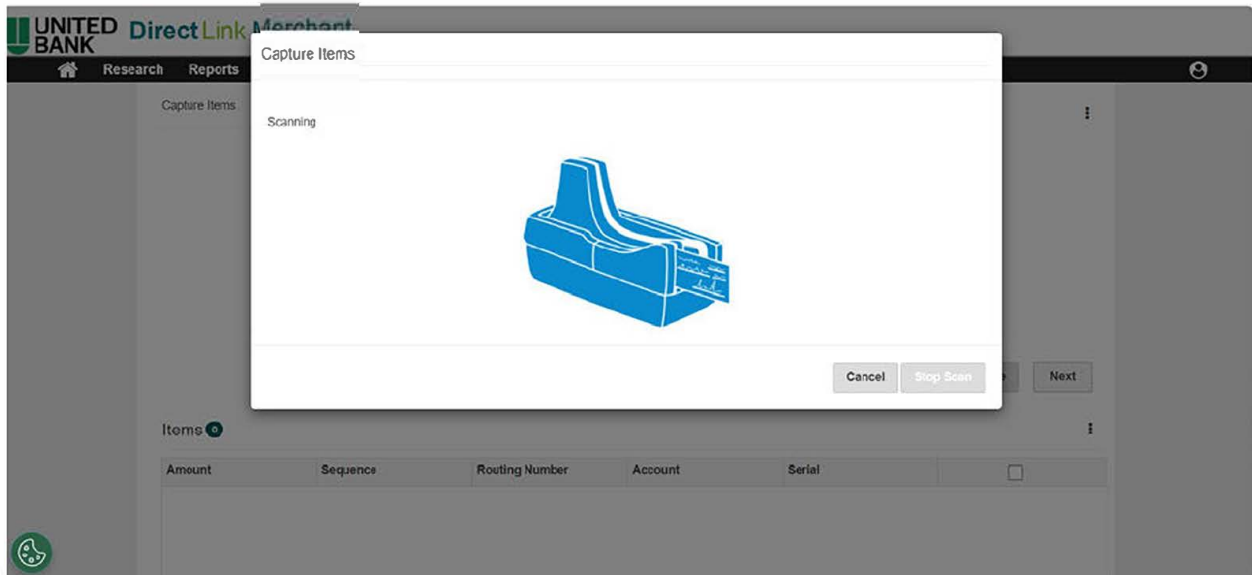
On the right-hand side under **Account**, use the drop-down arrow to select the account you want to deposit into.

Next you can enter the deposit total in the **Control Total** field and hit **Create Deposit**

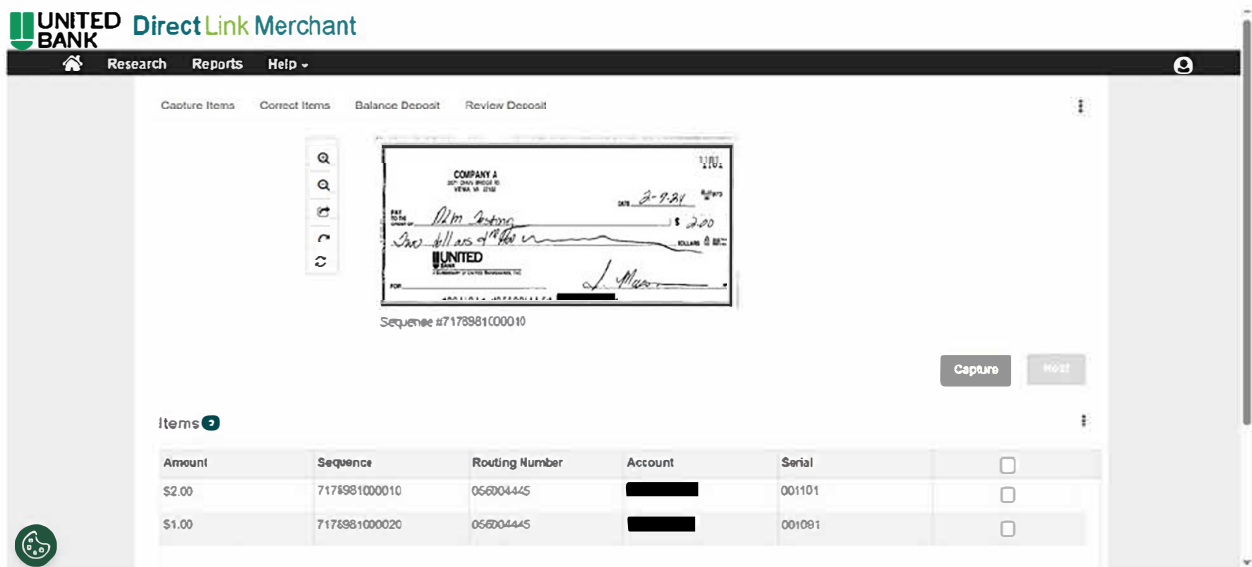
The screenshot shows the 'Create Deposit' interface. On the left, a welcome message for Nicole Gilbert is displayed, including login details and a recent deposit record. On the right, the 'Create Deposit' form is visible, featuring a 'Location' dropdown menu set to 'Ijamsville', an 'Account' dropdown menu set to 'Test Account', and a 'Control Total' field with a dollar sign icon and the value '3.00'. A 'Create Deposit' button is located at the bottom right of the form.

Load checks into the scanner and select **Capture**. The scanner will initialize, then hit **Capture**.

The screenshot shows the 'Capture Items' screen. At the top, there are tabs for 'Capture Items', 'Correct Items', 'Balance Deposit', and 'Review Deposit'. The main area contains a vertical stack of icons on the left and the instruction 'Press 'Capture' to begin capturing items.' Below this is a 'Sequence #' label. On the right side, there are 'Capture' and 'Next' buttons. At the bottom, there is a table with the following columns: Amount, Sequence, Routing Number, Account, Serial, and a checkbox. The table is currently empty.



Once all checks go through the scanner, select **Stop Scan**. The first image scanned will appear as shown below. Select **Next** to proceed.



If there are any “**exceptions**” the check image will appear, and you will have the option to accept or reject.
****endorsement is the most common exception****

Select **Accept**

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Merchant Capture Deposit Ticket

Account Number: [REDACTED]

Date: 02/09/2024 11:50:44 AM

Amount: \$ 3.00

4356004454 [REDACTED] 449 400000001000

Deposit Information

Location: Ijamsville

Item Count: 2

Date: 2/9/2024 12:50 pm

Tracking Number: M007178981

Account: Test Account

Control Total: \$3.00

Balance Submit

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To complete deposit select **Submit**

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✔ The deposit was submitted successfully!

Merchant Capture Deposit Ticket

Account Number: [REDACTED]

Date: 02/09/2024 11:50:44 AM

Amount: \$ 3.00

4356004454 [REDACTED] 449 400000001000

Deposit Information

Location: Ijamsville

Item Count: 2

Date: 2/9/2024 12:50 pm

Tracking Number: M007178981

Account: Test Account

Control Total: \$3.00

Receipt

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At this point you may select the **home button** or **receipt**.

The screenshot shows the United Bank DirectLink Merchant interface. At the top, there is a navigation bar with the United Bank logo and the text "DirectLink Merchant". Below the navigation bar, there are three tabs: "Research", "Reports", and "Help". The "Reports" tab is currently selected. In the center of the screen, there is a "Report Criteria" section. This section contains a "Report" dropdown menu. The dropdown menu is open, showing a list of report options: "Select a Report", "All Deposits Detail", "Deposit Detail", "Deposit Summary", "Deposit Summary by Location", "Image Cash Letter Report", "Image Report (1x3 Front Only)", "Image Report (Front + Back)", and "Image Report (Front Only)". The "All Deposits Detail" option is currently selected. To the right of the dropdown menu, there is a "Create" button. The background of the interface is a light gray color.