

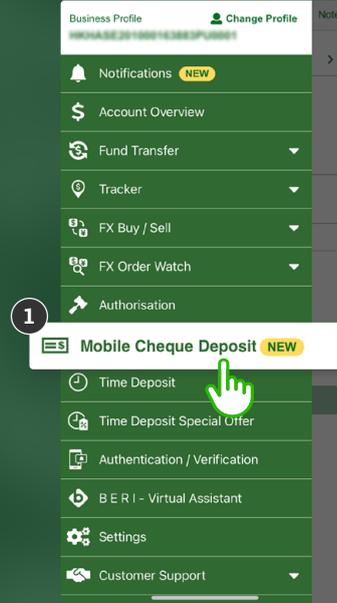
Hang Seng Business e-Banking User Guide

Mobile Cheque Deposit

Steps for Using Mobile Cheque Deposit Function on Mobile App

STEP 1 Select and Open the Function

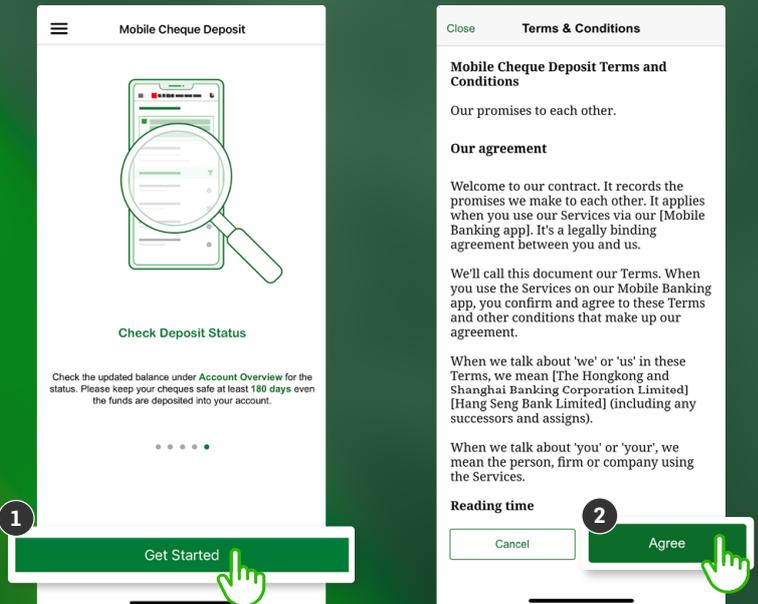
- 1 Tap **Mobile Cheque Deposit** from the side menu after logging in to the Hang Seng Business Mobile App.



STEP 2 Read the Instruction and Terms & Conditions

- 1 Read the Instruction carefully, then tap **Get Started**.
- 2 Scroll down and read the Terms & Conditions carefully, tap **Agree** if you agree with it.

*Note:
Once you have agreed to the Terms & Conditions, it will not be shown again unless there is any update.



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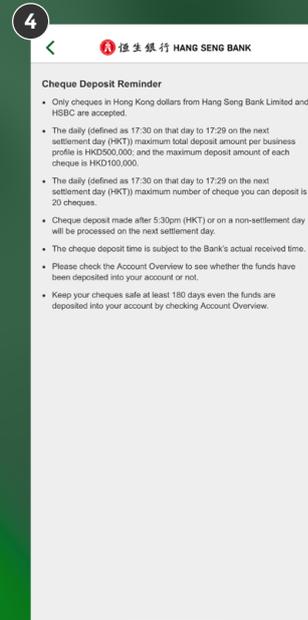
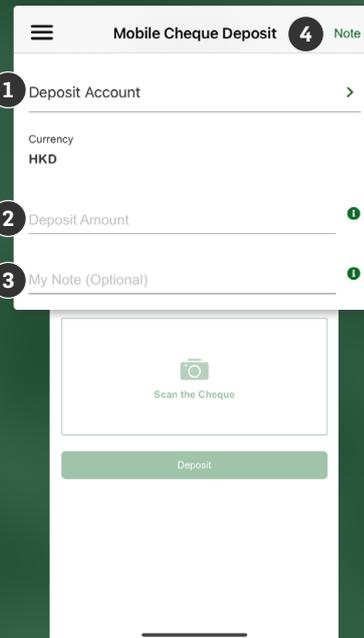
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STEP 3 Fill in Deposit Details

Before scanning the cheque, please make sure you have filled in below deposit details:

- 1 Tap **Deposit Account** and select your deposit account.
- 2 Tap **Deposit Amount** to fill in your deposit amount.
- 3 Tap **My Note (Optional)** to fill in a short note in English if necessary.
- 4 You can read the **Cheque Deposit Reminder** by tapping **Note** at the top right.



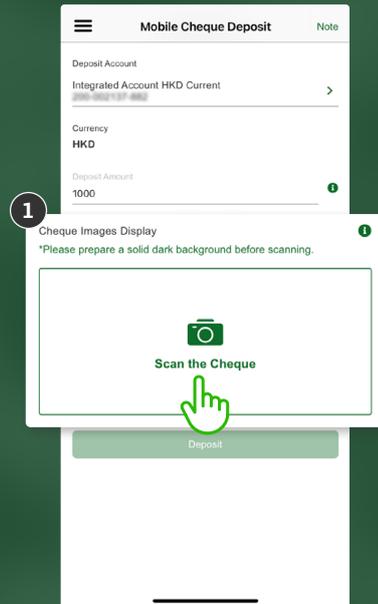
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STEP 4 Start Scanning Cheque

- 1 Please prepare a solid dark background while tapping **Scan the Cheque**.
- 2 Before scanning the cheque, please note that:
 - If this is the first time for you to enable camera access from your mobile device, please refer to **Step 5A**.
 - If you have disabled camera access to your mobile device previously, please refer to **Step 5B**.
 - Otherwise, please refer to **Step 6**.



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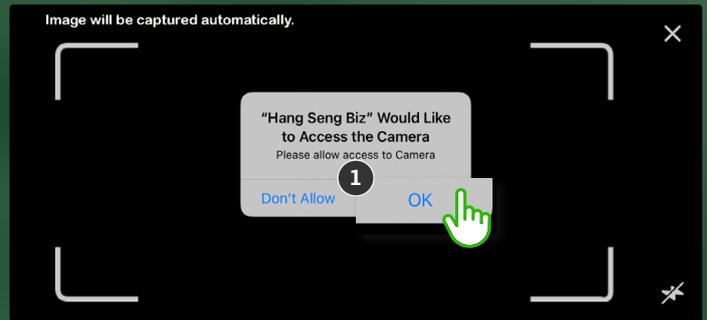
Mobile Cheque Deposit

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STEP 5A Enable Camera Access for the First Time

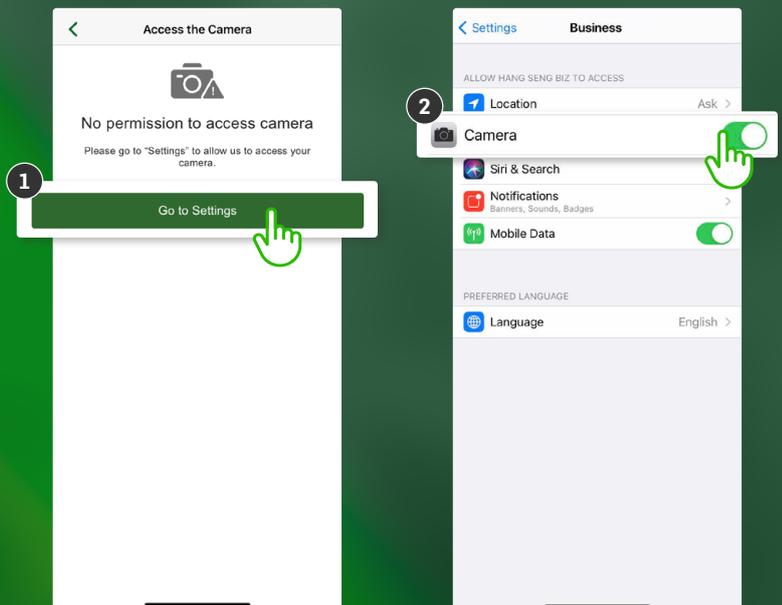
- 1 For the first time to enable camera access from your mobile device, please allow the app to take picture and record video. Tap **OK** to enable the camera from the pop-up message.

OR



STEP 5B Enable App Permissions for Your Camera

- 1 If you have disabled the camera access to your mobile device previously, tap **Go to Settings**.
- 2 Please enable app permissions for the camera access. Toggle on the **Camera** switch under **Settings > Business**, then go back to the Hang Seng Business Mobile App.



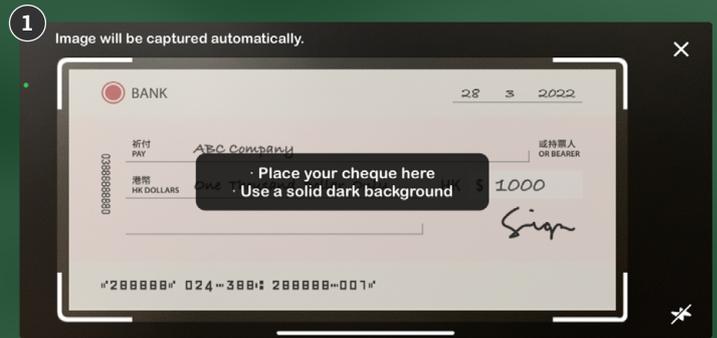
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STEP 6 Scan the Cheque

- 1 Prepare a solid dark background and place the edges of the cheque within the white frame as instructed.
- 2 Scan the front side of the cheque by following the instruction, the cheque image will be captured automatically if you follow the instruction well.
- 3 Make sure the cheque image is clear and tap **Continue** after scanning the front side.



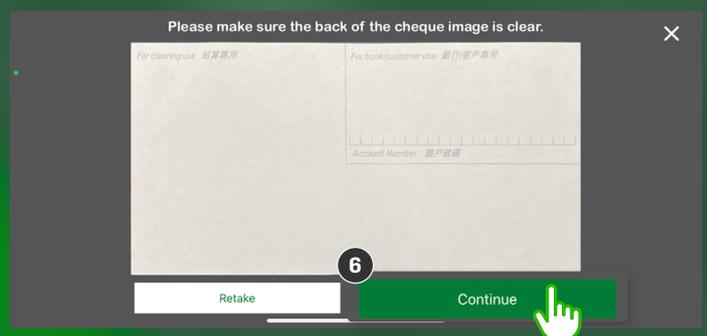
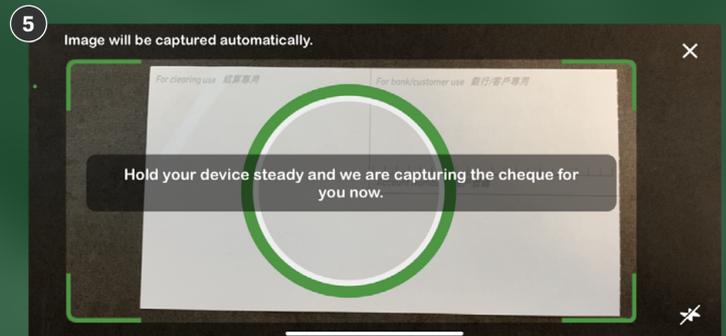
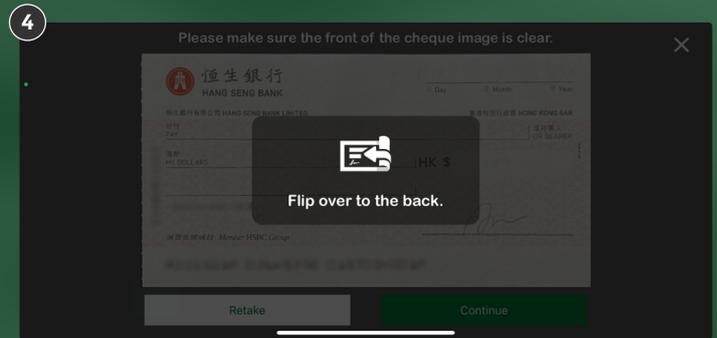
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STEP 6 Scan the Cheque

- 4 Flip over the cheque.
- 5 Scan the back side of the cheque by following the instruction, the cheque image will be captured automatically if you follow the instruction well.
- 6 Make sure the cheque image is clear and tap **Continue** after scanning the back side.



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STEP 7 Deposit the Cheque

- 1 All deposit details and cheque images will be shown on Deposit Details screen after scanning the cheque.
- 2 You can tap **Tap Here to Retake the Front Side** or **Tap Here to Retake the Back Side** to retake the cheque if necessary.
- 3 Then tap **Deposit** to continue.
- 4 Preview the deposit details and the cheque images display carefully, then tap **Confirm**.
- 5 Your Cheque Deposit request is completed. If you need to proceed another cheque deposit, please tap **Deposit Another Cheque**. Otherwise, please tap **Go to Account Overview** to check your account balance.

***Note:**
Please note that the cheque deposit made after 5:30pm (HKT) or on a non-settlement day will be processed on the next settlement day and the cheque deposit time is subject to the Bank's actual received time.

