

Deposit Express First-Time Login Instructions

Follow these instructions to login to Deposit Express.

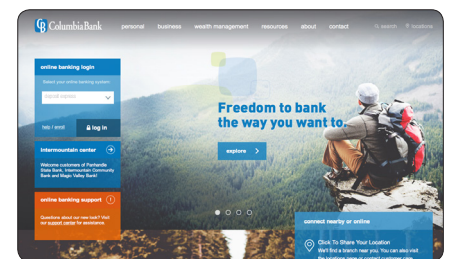
If you need help with your login, please contact our Commercial Care team at 1-877-305-7125.

1 Check to see that you have Adobe Reader v10 (or higher) and Java Runtime 7u55 (or higher)

Deposit Express requires the 32 bit Java Runtime even on 64 bit computers and operating systems.

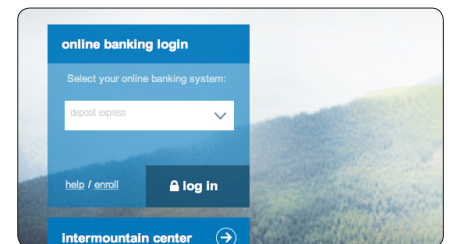
2 Visit www.ColumbiaBank.com

Go to www.columbiabank.com to access Deposit Express.



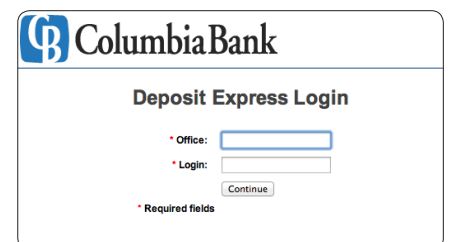
3 Select Deposit Express from the drop-down menu in the Online Banking login box

Select the arrow to show the option in the drop down box. Click on "deposit express". Click on log in.



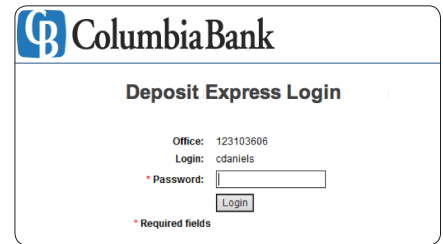
4 Enter your login credentials

Enter the Office ID and Login assigned to you. Click continue.



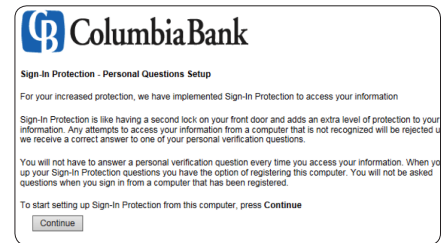
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5 Enter your password
Enter the password assigned to you. Click Login.



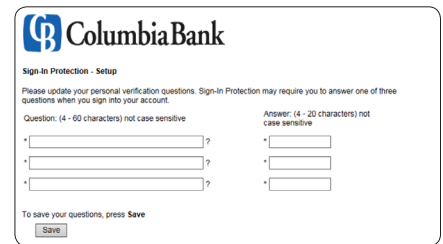
The screenshot shows the Columbia Bank Deposit Express Login page. It features the bank's logo at the top left. Below the logo, the text "Deposit Express Login" is centered. Underneath, there are fields for "Office: 123103606" and "Login: cdaniels". A "Password:" field is followed by a "Login" button. A red asterisk and the text "* Required fields" are located at the bottom of the form.

6 Read the security features
Read the security features that protect your information, click Continue.



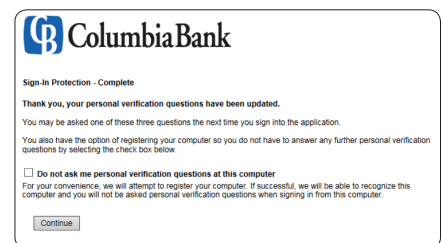
The screenshot shows the Columbia Bank Sign-In Protection - Personal Questions Setup page. It features the bank's logo at the top left. Below the logo, the text "Sign-In Protection - Personal Questions Setup" is centered. Underneath, there is a paragraph explaining Sign-In Protection. Below the paragraph, there is a "Continue" button.

7 Establish Security Questions and Answers
Create 3 questions and answers. You may be asked one of these questions when logging in from an unregistered computer. Click Save when you are done.



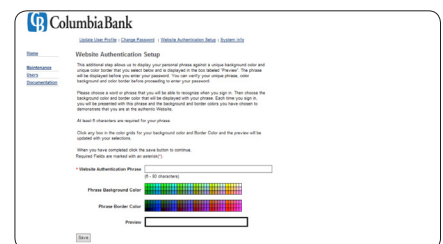
The screenshot shows the Columbia Bank Sign-In Protection - Setup page. It features the bank's logo at the top left. Below the logo, the text "Sign-In Protection - Setup" is centered. Underneath, there is a paragraph explaining the setup process. Below the paragraph, there are two columns of input fields for questions and answers. A "Save" button is located at the bottom of the form.

8 Complete Sign-In Protection
If you would like to register this computer, check the box by "Do not ask me personal verification questions at this computer". Click Continue.



The screenshot shows the Columbia Bank Sign-In Protection - Complete page. It features the bank's logo at the top left. Below the logo, the text "Sign-In Protection - Complete" is centered. Underneath, there is a paragraph thanking the user for updating their personal verification questions. Below the paragraph, there is a checkbox labeled "Do not ask me personal verification questions at this computer". A "Continue" button is located at the bottom of the form.

9 Create Website Authentication Phrase
Enter a phrase in the Website Authentication Phrase box. You must select background and border colors to customize your Authentication Phrase. Click Save when you are done.



The screenshot shows the Columbia Bank Website Authentication Setup page. It features the bank's logo at the top left. Below the logo, the text "Website Authentication Setup" is centered. Underneath, there is a paragraph explaining the setup process. Below the paragraph, there are input fields for "Website Authentication Phrase", "Phrase Background Color", and "Phrase Border Color". A "Save" button is located at the bottom of the form.

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10 Change your password

If change password is not displayed, click on any menu link to prompt the initial password change function.

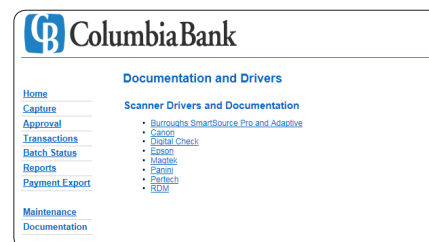
* Password requirements: A strong password is required for each user. The password must include at least six characters, must also include at least one upper and one lower case letter and must also include at least one number or one symbol.



The screenshot shows the Columbia Bank website interface. At the top, there is a navigation bar with links for 'Update User Profile', 'Change Password', 'Website Authentication Setup', and 'System Info'. Below this, a sidebar menu includes 'Home', 'Maintenance', 'Users', and 'Documentation'. The main content area is titled 'Change Password' and contains a note: 'Required Fields are marked with an asterisk(*)'. There are three input fields: 'Current Password', 'New Password', and 'Confirm New Password', each with an asterisk above it. A 'Change Password' button is located at the bottom of the form.

11 Begin scanner driver installation

Click on the documentation menu option. From the scanner drivers and documentation list, select the make of your current scanner (Panini, Digital Check, etc.).



The screenshot shows the Columbia Bank website interface. At the top, there is a navigation bar with links for 'Update User Profile', 'Change Password', 'Website Authentication Setup', and 'System Info'. Below this, a sidebar menu includes 'Home', 'Capture', 'Approval', 'Transactions', 'Batch Status', 'Reports', 'Payment Export', 'Maintenance', and 'Documentation'. The main content area is titled 'Documentation and Drivers' and contains a section for 'Scanner Drivers and Documentation'. This section lists several scanner models: Burroughs SmartSource Pro and Adaptive, Canon, Digital Check, Epson, Image, Ricoh, and Xerox.

12 Print installation instructions and install scanner driver

If you have a Vixion X or MyVision scanner, please select the Panini Universal driver package. **Please note:** in the scanner driver installation instructions the term CCX refers to Deposit Express.

13 Make a Deposit

The Deposit Express Quick Guide contains the basic steps for capturing and submitting your deposits. The Quick Guide can be found on the Treasury Management page in the Deposit Express Center on ColumbiaBank.com.

Welcome to Deposit Express

You have completed the first-time login process and installation. You are ready to scan a check and make a deposit. Please contact the Commercial Care team at 1-877-305-7125 with any questions about Deposit Express.

