

Logging In

1. In the browser address bar, enter the following URL to log in: <https://renasantbank.com/businesscheckexpress/>.
2. Save this new URL to your toolbar or favorites for quick access.
 - Note: <https://renasantbank.com/businesscheckexpress/> redirects to a secure link. To ensure you save the link listed above, right click on your bookmark after saving, select edit, and ensure the url listed above is in the url bar. If not, copy and paste the url in the bar for the bookmark and select save.

Edit bookmark

Name

URL

Edit bookmark

Name

URL

3. The migration to the new system requires a password reset. To log in, select **Forgot Password?**.

BCE Login Screen:

Sign In

User Name

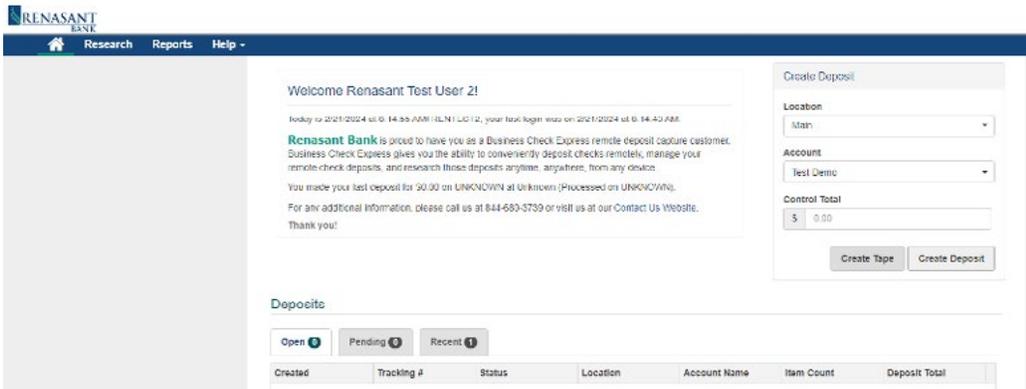
Password

[Forgot Password?](#)

Forgot Password

User Name:

4. Enter your current User Name, and select **Submit**.
5. This will generate a new password email, to the email address on file.
6. Follow the steps to establish your new permanent password.
7. Return to the BCE login page and enter your user name and new password to login.
8. After logging in, you will see the Home Page where all new deposits are created:

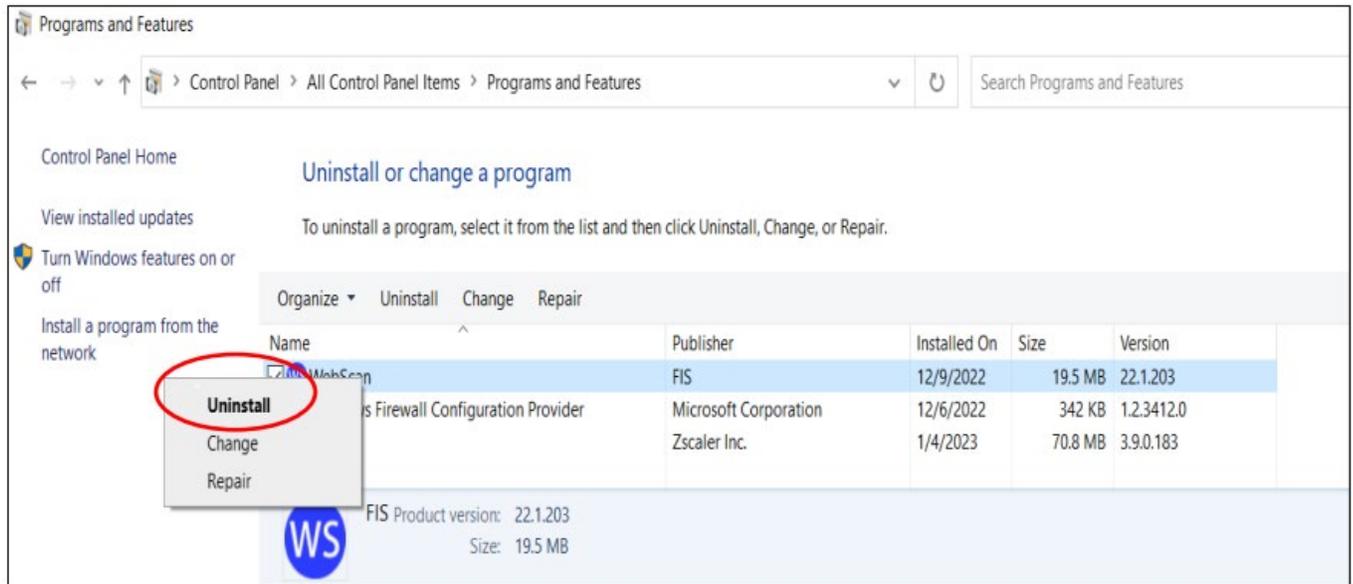


The screenshot shows the Renasant Bank Home Page. At the top, there is a navigation bar with "Research", "Reports", and "Help". The main content area includes a welcome message for "Renasant Test User 2f" and a "Create Deposit" form. The form has fields for "Location" (set to "Main"), "Account" (set to "Test Demo"), and "Control Total" (set to "\$ 0.00"). There are "Create Type" and "Create Deposit" buttons. Below the form, there is a "Deposits" section with tabs for "Open", "Pending", and "Recent". A table with columns "Created", "Tracking #", "Status", "Location", "Account Name", "Item Count", and "Deposit Total" is visible at the bottom.

Scanner Installation

To enable the scanner, perform the the following steps to retrieve and install the most current WebScan driver:

1. Uninstall the old Webscan by navigating to Programs and Features within the control panel. If Webscan is not currently listed, then proceed to the next step.



2. Go to the **Help** option on the tool bar at the top of the page.
3. Click the **Retrieve WebScan** option. This will start a download of the newest driver.
4. Follow the prompts to install the driver.
5. Once completed, restart your computer and access BCE.
6. Locate your open deposit and select the **Capture** button. This should initialize the scanner.

If scanner still will not initialize, please contact our Treasury Solutions Support for assistance or go to our Treasury Solutions Resource Center at <https://www.renantbank.com/business/treasury-solutions-resource-center> for more information about Business Check Express.

Creating a Deposit

1. Under **Create Deposit**, if applicable, select **Location** and choose the account from the drop-down list.
2. Enter the deposit total in the **Control Total** field and select **Create Deposit**. (Alternately, you can utilize the **Create Tape** to calculate the total of the deposit).

The screenshot shows a 'Create Deposit' form with the following fields and options:

- Location:** A dropdown menu with 'Main' selected.
- Account:** A dropdown menu with 'Test-Demo' selected.
- Control Total:** A text input field containing '\$ 0.00'.
- Buttons:** 'Create Tape' and 'Create Deposit' buttons are located at the bottom right of the form.

Scanning Checks

1. Once the deposit has been created, you will see the **Capture Items** screen:



- Place check or checks included in your deposit total in the scanner bin and click the **Capture** button. (If an error displays, please see scanner troubleshooting at the bottom of this document.)
- The **Capture Items** window will display. Click **Start Scan** and all loaded items will automatically start scanning for deposit.
- When finished scanning, select **Next** in the **Capture Items** window.
- The screen displays the items processing. When all items have been processed, the capture dialog closes automatically.
- The **Capture Items** page displays the captured items scanned in the deposit.



Capture Items Correct Items Balance Deposit Review Deposit

Q

Q

Q

C

C

TEST CHECKS 08-120942 1106

DATE 4-24-20

PAY TO THE ORDER OF Cookie Dough Inc \$ 1.00 DOLLARS

one dollar + 00/100

RENASANT BANK Test Business of New BCE David Young

MEMO Test Business of New BCE

⑆084201294⑆1106 0903331127⑆

Sequence #7605874000020

Capture **Next**

Items 2

Amount	Sequence	Routing Number	Account	Serial	<input type="checkbox"/>
\$1.00	7605874000020	084201294	11060903331127		<input type="checkbox"/>
\$1.00	7605874000030	084201294	11030903331127		<input type="checkbox"/>

- To add items to the deposit, select **Capture**. If complete, select **Next**.
 - Any failed items will be displayed in the **Correct Items** page to be corrected or removed.
- If the calculated total matches the deposit total, and there are no failed items, a virtual deposit ticket is created.
- If there are no failures, the **Balance Deposit** page is displayed.
- Once the deposit is balanced, you will be sent to the **Review Deposit** page to view the detail of the deposit and select **Submit** to transmit deposit.

Need Help?

For more information about the Business Check Express (BCE) Service, **844.680.3739**, or email treasurysolutionssupport@renasant.com Monday through Friday, 7:00 AM CT/8:00 AM ET – 5:00 PM CT/6:00 PM ET.



Understanding You.®

