

Access to *WESTconsin* Remote Deposit is permission based. All enrolled Remote Deposit Users will have access to Source Capture, the check scanning application. All Remote Deposit Users will be created and managed by *WESTconsin* Credit Union. If you are a business owner and would like to apply for *WESTconsin* Remote Deposit, [CLICK HERE](#). If you are a business that currently uses Business Remote Deposit and have questions, [CLICK HERE](#).

**INFO**

Before attempting to a login, a *WESTconsin* Credit Union employee will install Fiserv Source Capture, the check scanning application, on the computer that will be used to access the application. Remote Deposit Capture Users will receive two emails from *WESTconsin* Credit Union; one containing a Username and one containing a Password. If you have not received both emails, please reach out via email [bservices@westconsinu.org](mailto:bservices@westconsinu.org) or call (800) 924-0022.

**Initial Login to Source Capture:**

1. **Click** on the already installed Desktop Icon for FISERV Source Capture to open Program
  - This would have been installed by a *WESTconsin* Credit Union Employee
  - If you do not see the desktop icon or have not had it installed please reach out via email [bservices@westconsinu.org](mailto:bservices@westconsinu.org) or call (800) 924-0022



2. **Login**
  - **Enter** the Username and Password that was emailed by *WESTconsin* Credit Union via [admin@FISERV.com](mailto:admin@FISERV.com)
    - i. If emails are not received please reach out to [bservices@westconsinu.org](mailto:bservices@westconsinu.org)
    - ii. The password is referred to as user information in the emails from *WESTconsin* Credit Union
3. **Update** Password
  - **Enter** the Password from the email in Current Password field
  - **Create and Enter** a new password in the New Password field
  - **Retype** the new password
  - **Password Rules:**
    - i. Expiration = 90 days by default, but can be varied by client
    - ii. Lockout after three failed attempts
    - iii. Minimum length not less than 8
    - iv. At least 1 Lower case letter
    - v. At least 1 Upper case letter
    - vi. At least 1 Numeric digit
    - vii. At least 1 of the following special characters: @ # \_ \* ^ \$
    - viii. Password security defaults have been set to prevent users from re-using the last five passwords.
4. **Click** Reset
5. **Success!**