# Enterprise Payment System (EPS) Mobile Check Deposit Fact Sheet

Capture a check image using the camera on your Android smartphone, iPhone or iPad, and deposit funds to your EPS Trust Account.



#### **BENEFITS**

- Convenient: deposit checks from home (or wherever you are)
- Save time by eliminating trips to the Post Office to deposit money
- Make deposits 24/7
- Funds are available in account within 4-6 hours

#### MOBILE PHONE/OS VERSIONS SUPPORTED

- Android 8.0 or higher
- iOS 14.0 or higher
- iPadOS 14.0 or higher

#### RESOURCES ON POSTALPRO

- Enterprise Payment
   System
- Enterprise Payment
  System Account Creation
  Fact Sheet
- Enterprise Payment Retail Deposit Locations

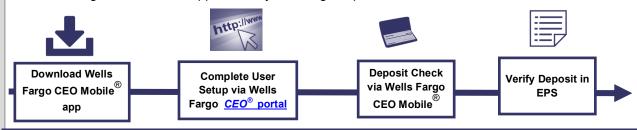
FOR ASSISTANCE,
CONTACT THE MAILING AND
SHIPPING SOLUTIONS
CENTER (MSSC)

EMAIL: <u>MSSC@usps.gov</u> Phone: (877) 672-0007

WELLS FARGO CEO MOBILE APP TECHNICAL SUPPORT

**Phone:** (800) 289-3557; Option 5

The Enterprise Payment System (EPS) enables customers to pay and manage their services online using a single account. Your EPS account can be setup as a Trust Account or Automated Clearing House (ACH) Debit. **Once you have migrated to EPS**, you are able to fund your EPS Trust Account via Wells Fargo CEO Mobile® application by following the process below:



#### Download the Wells Fargo CEO Mobile $^{ exttt{@}}$ Application

**STEP 1:** Complete the <u>EPS Mobile Deposit Terms & Conditions | PostalPro</u>, check the **Agree** box to acknowledge the Terms & Conditions. Complete the black column headers: First Name, Last Name, Email Address, EPS Account# and Location ID. Email the completed form to **MSSC@usps.gov**.

Include in email Subject Line: EPS Mobile Check Deposit Request



STEP 2: You will receive two emails from Well's Fargo with the subject: "Commercial Electronic Office (CEO) Portal Alert: CEO Enrollment Information."

- Email #1 will include your new credentials: Company ID and assigned User ID.
- Email #2 will include a temporary password.

#### Email #1



Email #2



**STEP 3:** Open the App Store on mobile device Type "**WF CEO**" into the search field and tap the Free button to download the application.

**STEP 4:** The application is now downloaded and should appear on your mobile device.

Follow **STEPS 5 - 8** to continue the application download.





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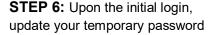


Capture a check image using the camera on your Android smartphone, iPhone or iPad, and deposit funds to your EPS Trust Account.

### DOWNLOAD THE WELLS FARGO CEO MOBILE® APPLICATION (CONTINUED)

**STEP 5:** Open Wells Fargo CEO Mobile<sup>®</sup> application from your mobile device

- Enter the Company ID
- Enter your User ID
- Enter the temporary password provided in the e-mail from Wells Fargo
- Tap Sign On



- Enter the your temporary password
- Enter your new password
- Verify your new password
- Tap Continue





**STEP 7:** Upon updating your password you receive a message that your password was updated successfully

• Tap Continue

**Note:** The Wells Fargo CEO Mobile<sup>®</sup> password is a unique password that must be updated every 90 days



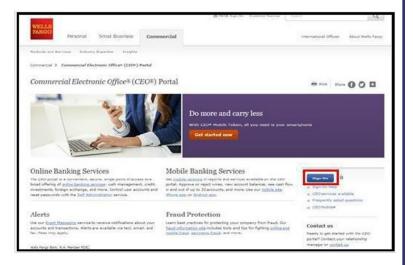
**STEP 8:** You will now have to complete the *New User Setup* through the Wells Fargo CEO® Portal

 Tap **OK** to be redirected to the Wells Fargo CEO Portal<sup>®</sup>



#### COMPLETE NEW USER SETUP VIA THE WELLS FARGO CEO® PORTAL

#### Tap Sign On



Enter your credentials: Company ID, User ID, Password, and tap **Sign On** 



# Enterprise Payment System (EPS) Mobile Check Deposit Fact Sheet



Capture a check image using the camera on your Android smartphone, iPhone or iPad, and deposit funds to your EPS Trust Account.

### Complete New User Setup Via the Wells Fargo CEO $^{ ext{@}}$ Portal (Continued)

**1. Authentication:** set up two secret questions and tap **Continue** 



2. Terms of Use: tap I Accept

**Note**: Declining the Terms of Use will sign you off the Wells Fargo CEO<sup>®</sup> Portal

Commercial Electronic Office*
New User Setup
Change Passavol Authentication Terms of Use
Secret Questions saved
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EFFECTIVE August 2017
You have now entered the Commercial Eventrous Office (ECOS) bosiness portial at the velocite for Writish Fargor Stank, N. A. ("Writish Fargor"). Through the CEO portial you will be able to use entian financial services (the "Services") of Writish Fargor or it additions (the "Williams"). The term "Addisons" the work of the present company of Writish Fargo, Writish Fargor, Order Fargo & Company and your refer to the individual accessing or using the CEO Portial
A Senice may be used through the CEO goold only after (all you agree to these Terms of Use. (b) you or your company accepts an ordine access agreement and/or other agreement(s) required to receive the Senice; and (i) you or your company accepts the application forms, instruments, uses, standards, policies, instructions, and other documents and toms required to receive the Senice; the "Senice Forms").
YOU MUST AGREE TO THESE TRAMS OF USE BEFORE USING THE CEO FORTIAL. To agree to these Terms of Use, you must, using your mouse, keystoke, or other drives, select the FALCEPER USING all the end of these Terms of Use.
The I Accept bullow will only appear for next sees enterling in the CEO portal for the first time.
Serving I Accept will be deemed the logal equivalent of your handwrifen regulars and will conside your agreement with Viele Targo and to Affaides to These Terms of Use, to any other imms and conditions appearing on any screen on the website when entrolling for or yang any of the Services, and to the release, policebers, and notices that apply to this vectode or to have Service.
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3. Profile: enter your contact information and tap Save

Note: Email and Phone Number are required fields

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#### DEPOSIT CHECK VIA THE WELLS FARGO CEO MOBILE® APPLICATION

1. Open the Wells Fargo CEO Mobile<sup>®</sup>
Application from your mobile

Enter the Company ID

device

- Enter the Company ID
- Enter your User ID
- Enter your password

**Note:** The Wells Fargo CEO Mobile® password is a unique password that must be updated every 90 days

• Tap the **Sign On** button

WELLS FARGO	
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Passv	rord
✓ F	temember me
	Sign On
	Trouble signing on?
	Security & Privacy Policy

2. Select Mobile Deposit

**Note:** Checks must be made payable to "Postmaster" or "Postal Service" and endorsed on the back as "For Remote Deposit Only" (\$7000.00 maximum)



## **Enterprise Payment System (EPS)**





### DEPOSIT CHECK VIA THE WELLS FARGO CEO MOBILE® APPLICATION (CONTINUED)

- 3. On the Mobile Deposit Screen:
  - Select Location (the EPS Number)
  - Enter the Check Amount
  - Tap the Continue



- 5. Verify the Mobile Deposit Information:
  - Select 'Yes' for Email Confirmation to receive an email confirmation for deposits made using the Wells Fargo CEO Mobile<sup>®</sup> Application

**Note:** The email does not confirm that the bank has processed the deposit

• Tap Submit to complete deposit



- 4. Select the camera icon to first take a picture of the front of the check and then take a picture of the back of the check
  - Select either Use or Retake depending on the quality of the photo



6. A Mobile Deposit Confirmation message displays if the deposit is successful

**Note:** Deposits take 4-6 hours to hit EPA. Verify the deposit has gone through before presenting your mailing. Securely store and eventually securely destroy the check (to minimize the risk of inadvertent rescanning or potential fraud)



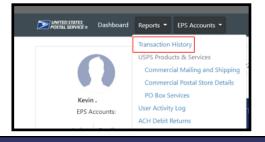
#### VERIFY MOBILE CHECK DEPOSIT IN EPA

Verify the Mobile Check Deposit has been processed to your EPA by reviewing the EPS Transaction History Report from the **Business Customer Gateway** (BCG):

1. Select the **Additional Services** tab and select **Go To Service** next to Enterprise Payment System.



2. On the EPS Dashboard, click the **Reports** dropdown and select the **Transaction History** report.



3. Verify Mobile Check deposit has been processed. The report **Description** will show as **Mobile**.

