

# Enterprise Payment System (EPS)

## Mobile Check Deposit Fact Sheet

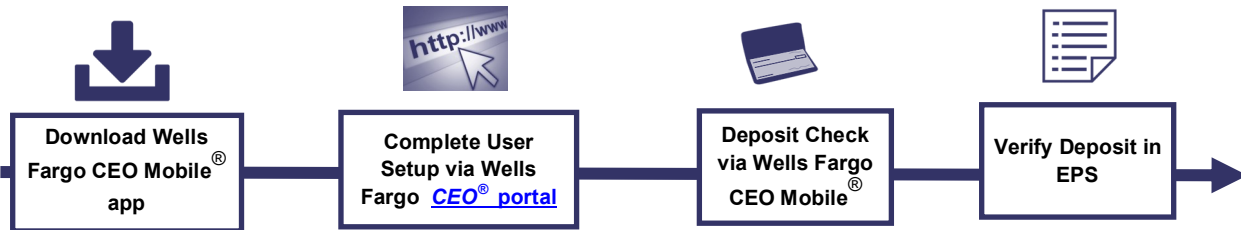
Capture a check image using the camera on your Android smartphone, iPhone or iPad, and deposit funds to your EPS Trust Account.



### 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

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® APPLICATION

### MOBILE PHONE/OS VERSIONS SUPPORTED

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

**STEP 1:** Complete the [EPS Mobile Deposit Terms & Conditions | PostalPro](#), 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](mailto:MSSC@usps.gov).

**Include in email Subject Line: EPS Mobile Check Deposit Request**

CEO ID	Account Last 4 Digits	FIRST NAME	LAST NAME	EMAIL ADDRESS	EPS Account #/LOCATION ID	USER ID
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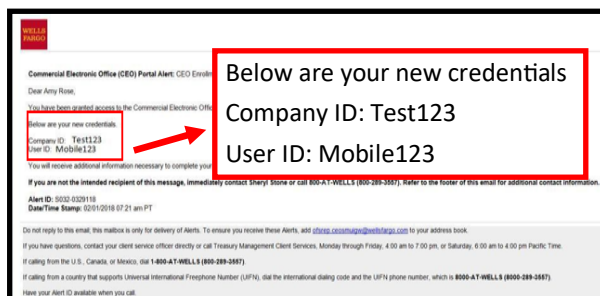
### RESOURCES ON POSTALPRO

- [Enterprise Payment System](#)
- [Enterprise Payment System Account Creation Fact Sheet](#)
- [Enterprise Payment Retail Deposit Locations](#)

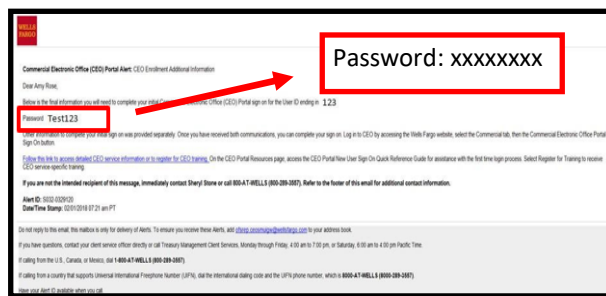
**STEP 2:** You will receive two emails from Well's Fargo with the subject: "Commercial Electronic Office (CEO) Portal Alert: CEO Enrollment Information."

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

Email #1



Email #2



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

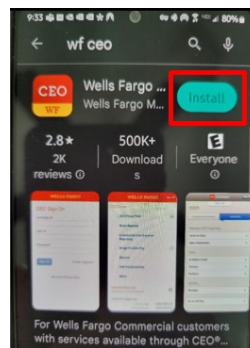
**EMAIL:** [MSSC@USPS.GOV](mailto:MSSC@USPS.GOV)  
**Phone:** (877) 672-0007

### WELLS FARGO CEO MOBILE APP TECHNICAL SUPPORT

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

**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.

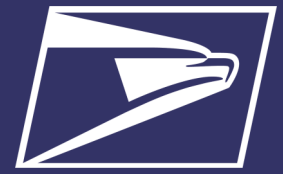
**STEP 4:** The application is now downloaded and should appear on your mobile device.



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

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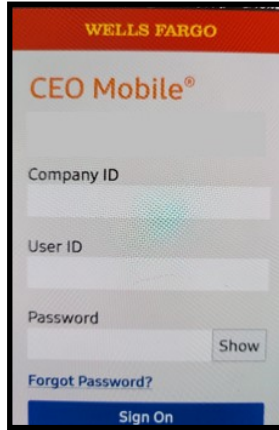


Capture a check image using the camera on your Android smartphone, iPhone or iPad, and deposit funds to your EPS Trust Account.

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

**STEP 5:** Open Wells Fargo CEO Mobile® 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**



**STEP 6:** Upon the initial login, update your temporary password

- 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® password is a unique password that must be updated every 90 days



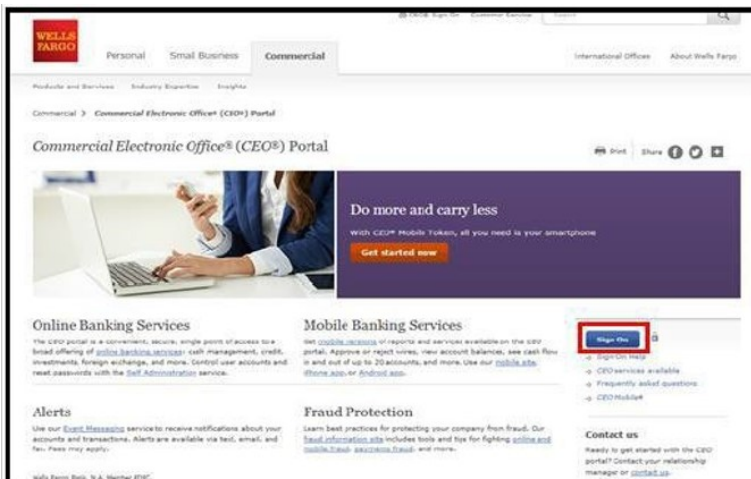
**STEP 8:** You will now have to complete the *New User Setup* through the Wells Fargo CEO® Portal

- Tap **OK** to be redirected to the Wells Fargo CEO Portal®

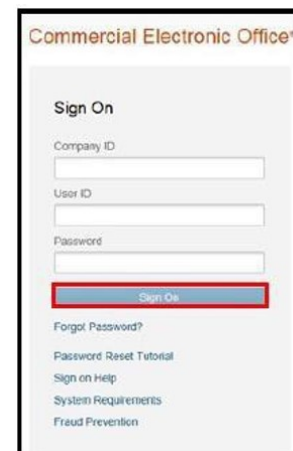


### COMPLETE NEW USER SETUP VIA THE WELLS FARGO CEO® PORTAL

Tap **Sign On**



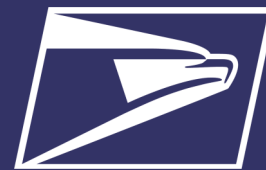
Enter your credentials: Company ID, User ID, Password, and tap **Sign On**



# 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® 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® Portal

#### 3. Profile: enter your contact information and tap Save

**Note:** Email and Phone Number are required fields

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

#### 1. Open the Wells Fargo CEO Mobile® Application from your mobile device

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

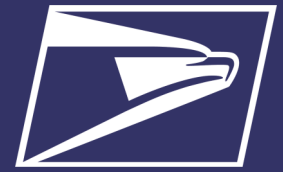
**Note:** The Wells Fargo CEO Mobile® password is a unique password that must be updated every 90 days

- Tap the **Sign On** button

#### 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)

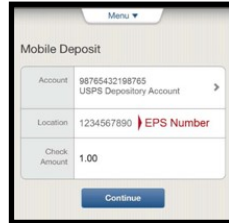


Capture a check image using the camera on your Android smartphone, iPhone or iPad, and deposit funds to your EPS Trust Account.

## 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**



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

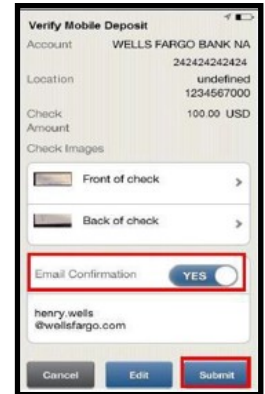


5. Verify the Mobile Deposit Information:

- Select 'Yes' for Email Confirmation to receive an email confirmation for deposits made using the Wells Fargo CEO Mobile® Application

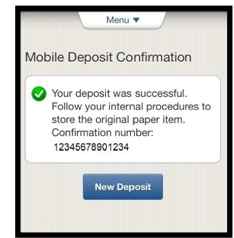
**Note:** The email does not confirm that the bank has processed the deposit

- Tap **Submit** to complete deposit



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

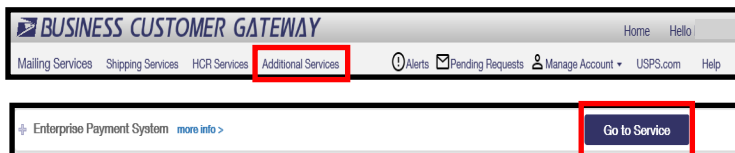
**Note:** Deposits take 4-6 hours to hit EPA. Verify the deposit has gone through before presenting your mailing. Securely store and eventually securely destroy the check (to minimize the risk of inadvertent rescanning or potential fraud)



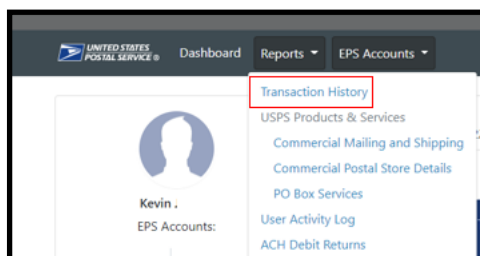
## VERIFY MOBILE CHECK DEPOSIT IN EPA

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**.

Tran Id	Date	Tran Type	Description	Product Id	Business Location	EPS Account Number
116004	01/16/2018 08:52:11 am	DEPOSIT	ACH_CREDIT		123456	1000012345
114188	01/11/2018 03:11:07 pm	DEPOSIT	FEDWIRE		123456	1000012345
114190	01/11/2018 03:11:08 pm	DEPOSIT	MOBILE		123456	1000012345
114191	01/11/2018 03:11:08 pm	DEPOSIT	MOBILE		123456	1000012345