



SmartAHD Deposit Kiosk Quick Reference Card



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Introduction

The smartAHD[®] system is a new depository system created by 3-East LLC that offers enhanced features and capabilities. These features include:

- Electronic Receipts
- Pre-staging functionality that preps the deposit kiosks with required information using a web-based portal
- Unique QR codes used to communicate deposit information to stations
- Viewing deposit history
- Reduction of time in making the deposit at the kiosk to a less than one minute
- Geo-location information of where a deposit was made

Locations

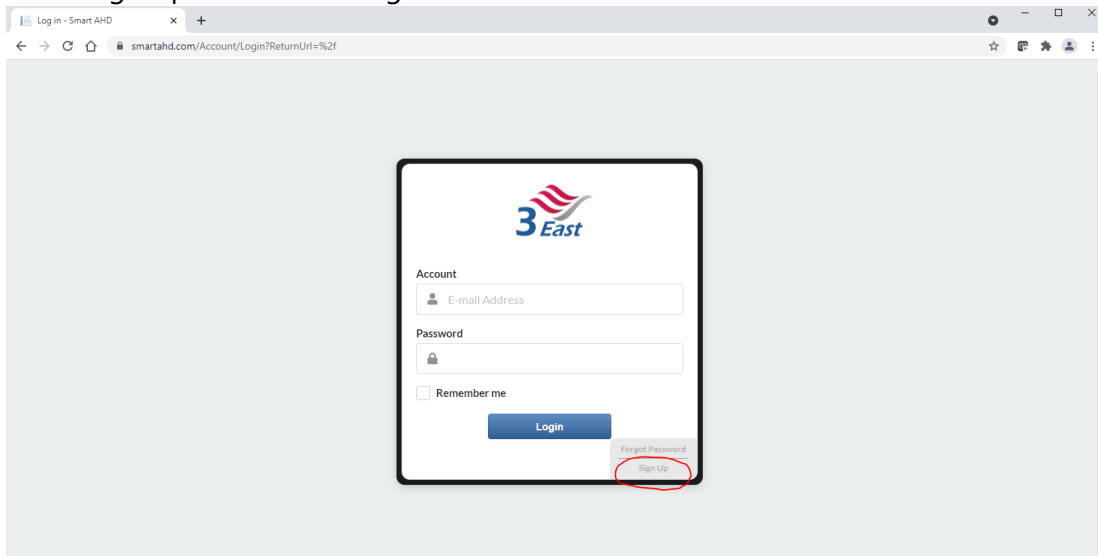
Deposit kiosks are currently located in the following buildings:

- **Gatton Student Center** – Just inside the northeast entrance near UK Federal Credit Union
- **Funkhouser** – In the hallway outside Student Account Services (Room 018)
- **Ag Science North (Ag North) Building** – On the ground level just outside the mailroom

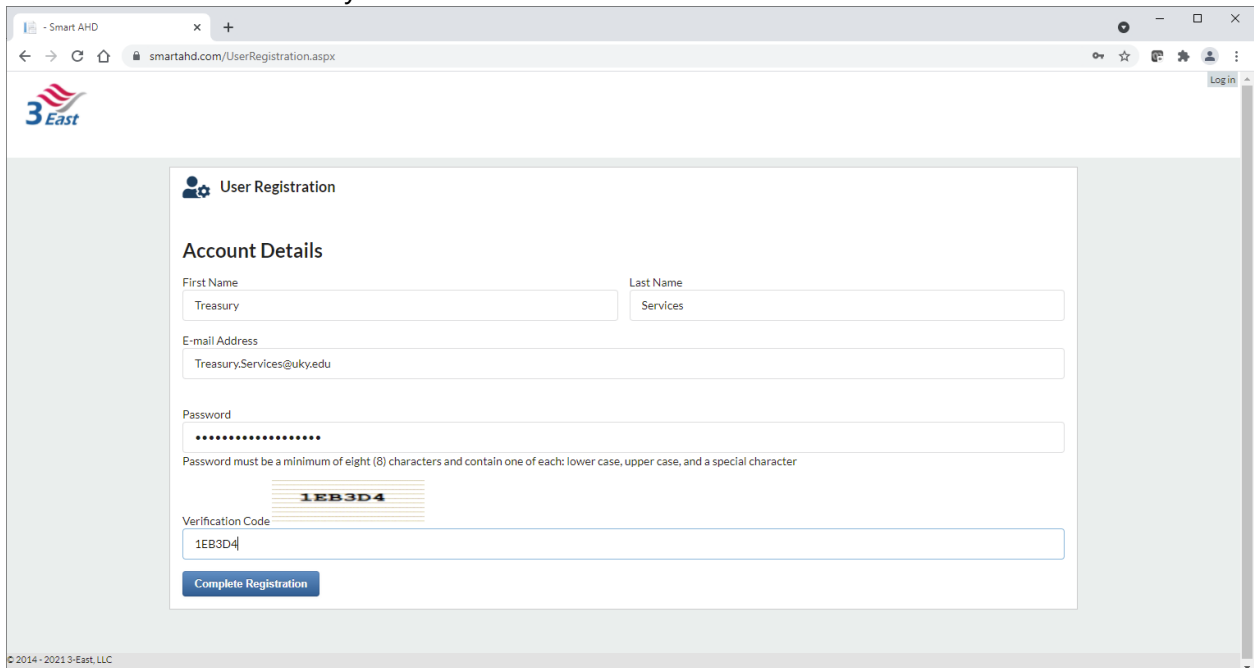
Account Management - Registering for Access to the System

In order to access the smartAHD[®] portal, you must first register. To do so:

1. In an internet browser, type in the following URL: smartahd.com
2. Click "Sign Up" in the lower right-hand corner.



3. Complete all required fields. You must use an email address ending in @uky.edu in order to create an account to access the system.

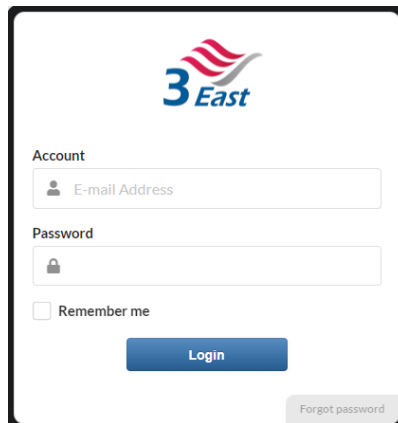


Pre-staging a Deposit

To begin the process, prepare your deposit and Transmittal as outlined in **BPM E-2-1 – Treasury Operations Manual**.

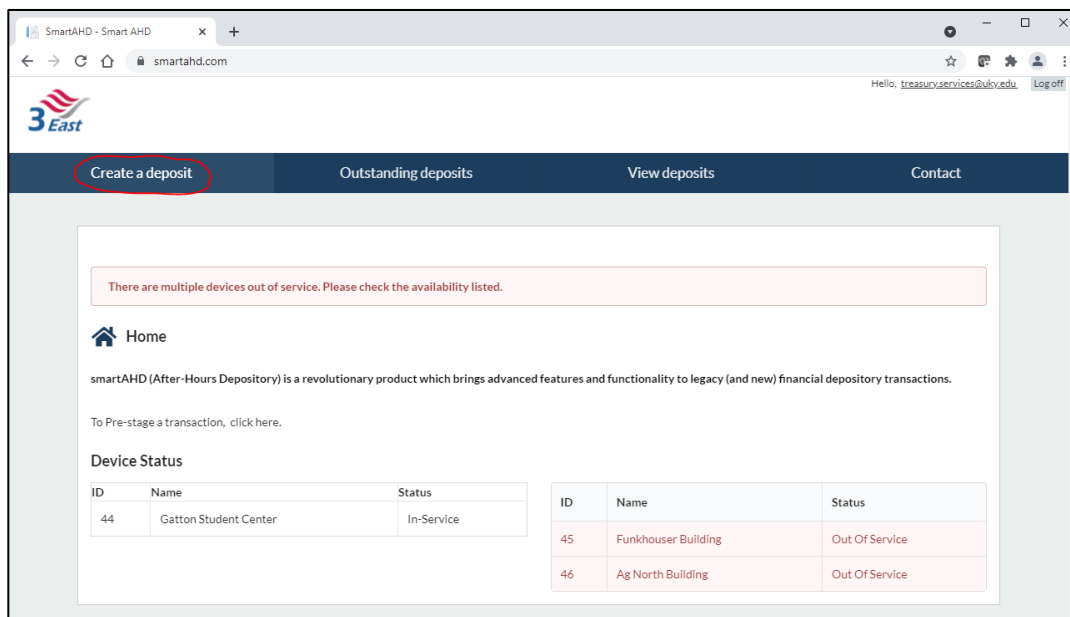
To “Pre-Stage” the deposit within the smartAHD[®] portal:

1. In an internet browser, type in the following URL: <https://smartahd.com> and login using your username and password.



The image shows a login form for the SmartAHD portal. At the top is the '3 East' logo. Below it are two input fields: 'Account' with a sub-label 'E-mail Address' and a password field with a sub-label 'Password'. There is a 'Remember me' checkbox and a blue 'Login' button. A 'Forgot password' link is located at the bottom right of the form.

2. Click the “**Create a deposit**” to begin pre-staging your deposit.



The screenshot shows the SmartAHD dashboard in a web browser. The 'Create a deposit' button in the top navigation bar is circled in red. Below the navigation bar, there is a message: 'There are multiple devices out of service. Please check the availability listed.' Underneath, there is a 'Home' section with a brief description of smartAHD and a link to 'Pre-stage a transaction'. A 'Device Status' section contains two tables.

ID	Name	Status
44	Gatton Student Center	In-Service

ID	Name	Status
45	Funkhouser Building	Out Of Service
46	Ag North Building	Out Of Service

3. Fill in the appropriate fields including Bag #, Content Type (Cash or Check), and the

The screenshot shows the 'Create a Deposit' form in the Smart AHD system. The form includes a navigation bar with 'Create a deposit', 'Outstanding deposits', 'View deposits', and 'Contact'. The main form area has a title '+ Create a Deposit' and a note: 'Bag or reference number must be written on both the outside and inside of the bag/envelope.' Below this is an 'Account' dropdown menu showing '[XXXXX4321] - University of Kentucky'. The form is divided into sections: 'Bag/Envelope Reference #' with two input boxes (1 and 2), 'Content' with a dropdown for 'Content type' (set to 'Cash'), an 'Amount (\$)' input box, and a 'Reference Note - 50 character Limit:' text area. A '+ Add Content' button is at the bottom right of the content section. Below the content section is an 'Add Bag' button (3). At the bottom, there are two options: 'Additional recipients' with an 'Additional e-mail recipients' input box (4), and 'Save Deposit' with a 'Save Deposit' button (5). The word 'OR' is centered between these two options. The footer of the page reads '© 2014 - 2021 3-East, LLC'.

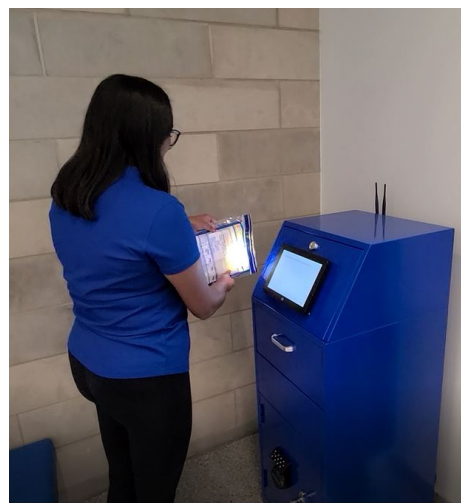
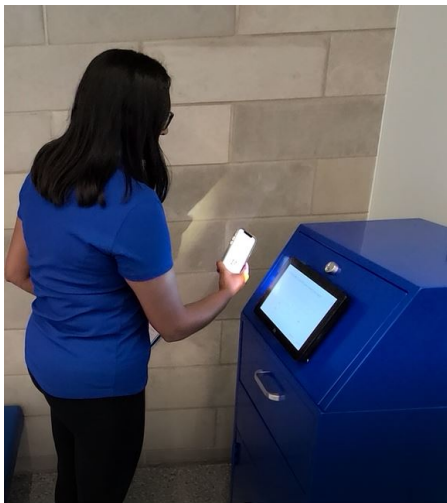
1. Enter the **Bag Number** found on the tamper-resistant bag. **Confirm the Bag Number** in the second box.
2. Enter the Deposit details
 - a. **Content type** – Select *Cash* or *Check*
 - b. **Amount** – Enter the total amount of the deposit
 - c. **Reference** – Enter the **SAP Document Number from your "Saved as Complete" Transmittal**
 Note: Because we require separate deposits for Cash and Checks, it will not be necessary to use the + **Add Content** button to add additional items to the contents of your bag.
3. (Optional) – Click **Add Bag** to enter any additional deposit bags you will be depositing. Complete steps 1 and 2 above for additional deposit, ensuring to enter the unique bag number for each deposit bag.
4. (Optional) – Enter any **Additional Recipients** that should receive a copy of the deposit receipt. The additional email recipient(s) will receive both the transaction QR code and the deposit receipt emails.
 Note: To add more than one additional recipient, make sure to use a comma to separate email addresses (e.g. kevin.sisler@uky.edu, karen.lawson@uky.edu, tsemail@uky.edu)
5. **Save Deposit** – Once you save the deposit, the system will generate the transaction QR code and send it to your email, as well as any additional recipients entered.

Making a Deposit at the Kiosk

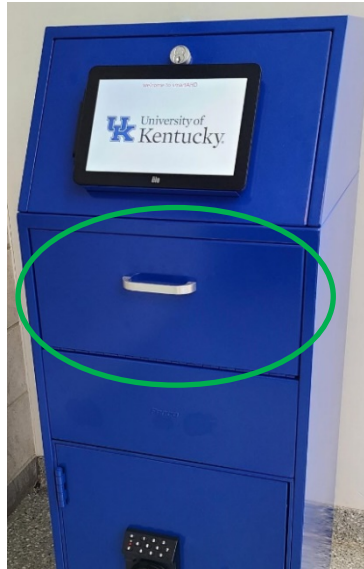
Once you arrive at the deposit kiosk of your choosing, tap the screen of the tablet to begin.



Once the screen is tapped, present your QR code from your Pre-Stage email or the Barcode from your Bag to the scanner fixed to the left side of the tablet screen. You may also manually enter in the bag number on the screen.

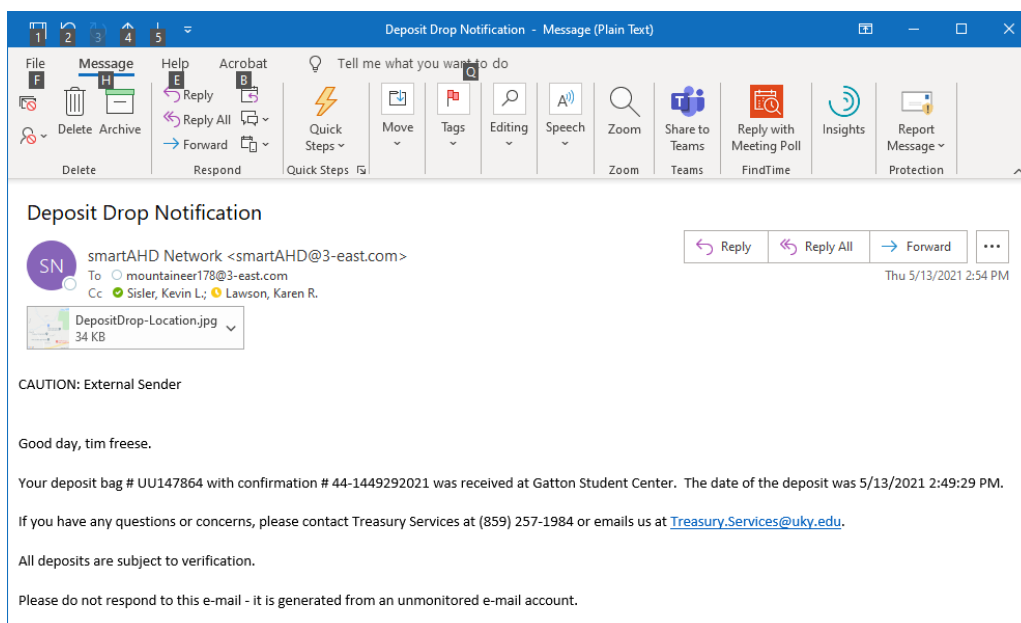


After the vault door unlocks, the screen will prompt the user to open the depository and drop all of their bags at once.



An electronic receipt containing the deposit information (bag number, date, time, location) will be emailed directly to you.

The email will have the subject line **Deposit Drop Notification** and come from **smartAHD Network <doNotReply@3-east.com>**. A sample email is shown below.



Help and Contacts

For up-to-date information on deposit kiosk locations and status, please visit the Treasury Services website: <https://www.uky.edu/ufs/treasury-services>

For assistance with using the new deposit kiosk system or user issues with the smartAHD[®] portal, please contact Treasury Services at treasury.services@uky.edu or (859) 257-1983.

Note: Please notify Treasury Services to remove any users that no longer need access to the smartAHD[®] portal. Please include the name and email address of the user needing to be removed.

If a deposit kiosk is not working properly, please contact Treasury Services at treasury.services@uky.edu or (859) 257-1983.

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