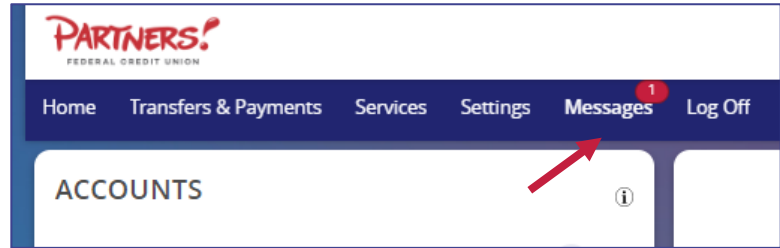


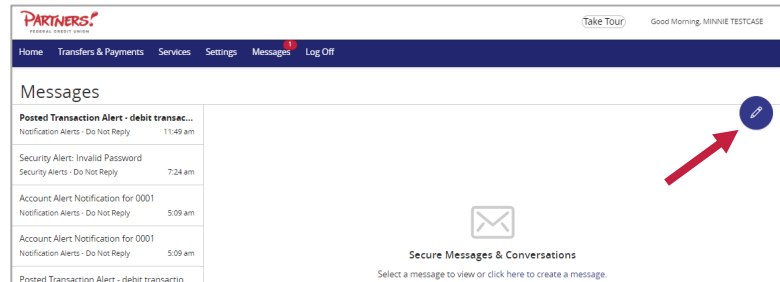
1. Select the **Messages** menu.

**NOTE:** The 'Messages' feature is a secure messaging function which allows for two-way communication between the online banking user and Partners Federal Credit Union. Since the message is delivered securely within the Digital Banking system, sensitive material can be included.



2. Click the pencil icon on the right side of the screen.

**NOTE:** Both incoming and outgoing messages will appear in the column directly to the right of the menus in descending date order (newest on top).



3. Select the appropriate **Message Recipient** from the drop-down menu.
4. Enter the desired **Message Subject** and **Message**.
5. Click **Send Message** at the bottom of the screen to submit the message.

**NEW MESSAGE**

**Message recipient**

--Select Recipient--

**Message subject**

**Message**

0/1000

**Attachments (optional)** Attach a file

**Supported attachment file types:**

.ach, .doc, .docx, .log, .pdf, .png, .ppt, .pptx, .rtf, .text, .txt, .wpd, .xls, .xlsx, .zip

Go back
Send message

6. Select the arrow icon beneath the pencil to reply to a secure message or the trash bin to delete the message.

