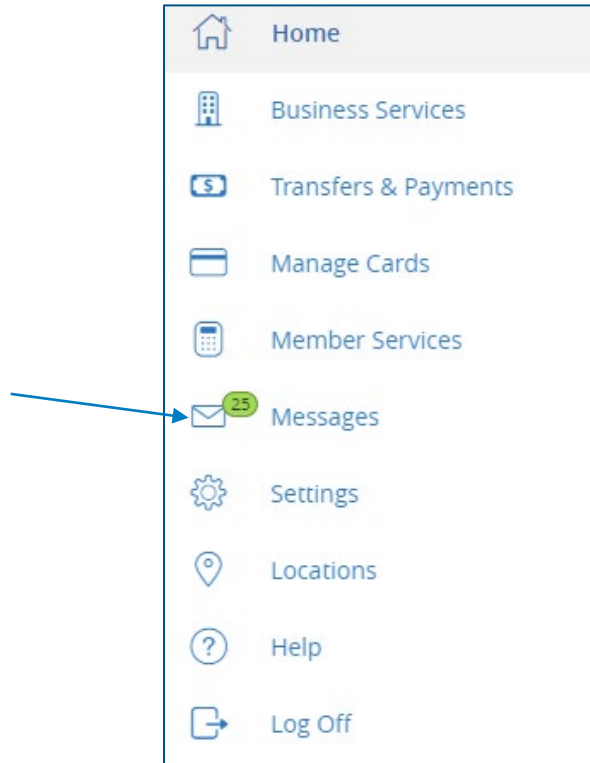


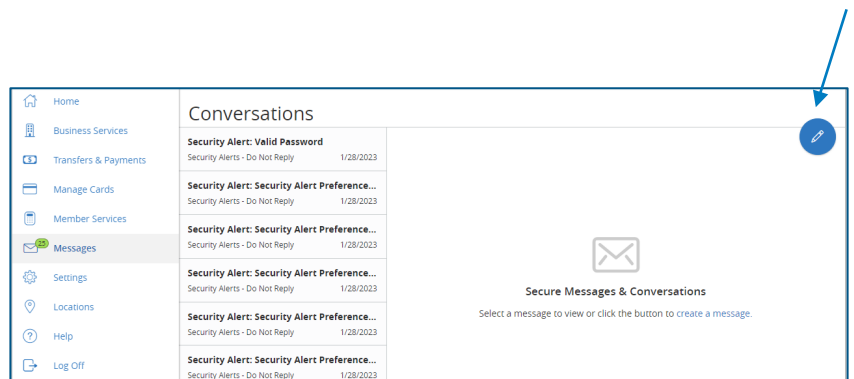
NOTE: The 'Message' feature is a secure messaging function, which allows for two-way communication between online banking users and Virginia Credit Union.

1. Select 'Messages' from the menu. If there are any unread messages, the number will show here.



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

2. To write a message, select the pencil icon on the right side of the screen.



3. Select the appropriate 'Message recipient' from the drop-down menu.

Message recipient

VACU Business Services

--Select Recipient--

ACH Services

Wire Transfer Services

Debit/Credit Card Inquiry

VACU Business Services

VACU Treasury Services

4. Enter the 'Message Subject', write your message, and add any necessary attachments by selecting 'Attach a file'.

NEW MESSAGE

Message recipient

VACU Business Services

Message subject

Message

Attachments (optional) [Attach a file](#)

i Supported attachment file types:
.ach, .doc, .docx, .log, .pdf, .png, .ppt, .pptx, .rtf, .text, .txt, .wpd, .xls, .xlsx, .zip

Go back **Send message**

5. Select 'Send message' at the bottom of the screen to submit your message.

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

