

Business Banking Anywhere

Do all your everyday banking, quickly, easily and safely.

Secured Messages

Business Online Banking



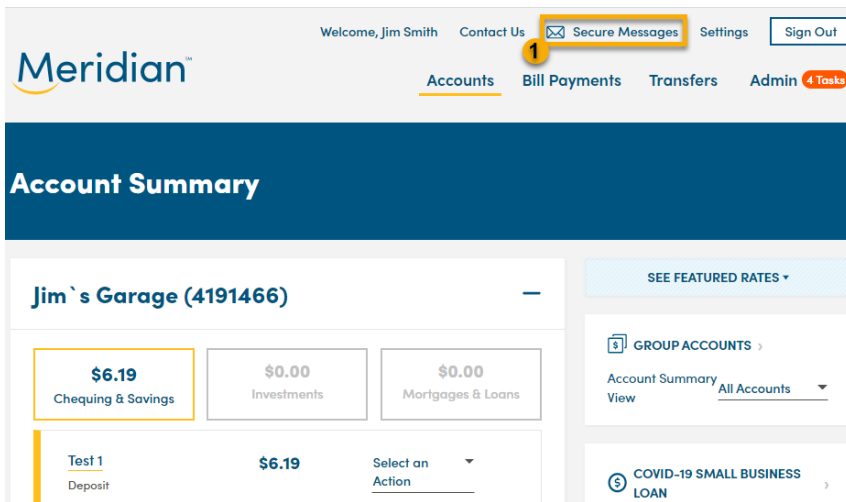
Online Guide

For more ways to bank from home, visit:
www.meridiancu.ca/businessbankanywhere

MeridianTM
Where banking feels good.

This guide outlines how to send Secured Messages through the Business Online Banking Platform. Secured Messaging allows you to communicate safely and securely with Meridian.

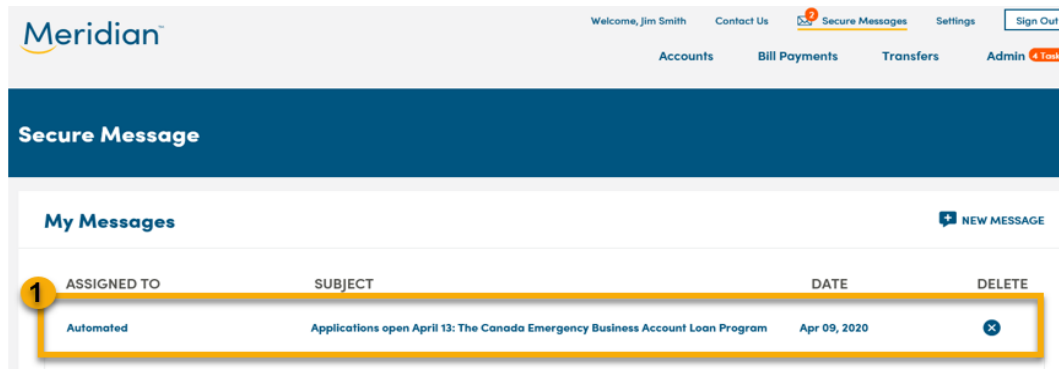
Ensure that you have logged into your online banking before following the below instructions.



Step 1: Navigate to your Secure Messaging Page

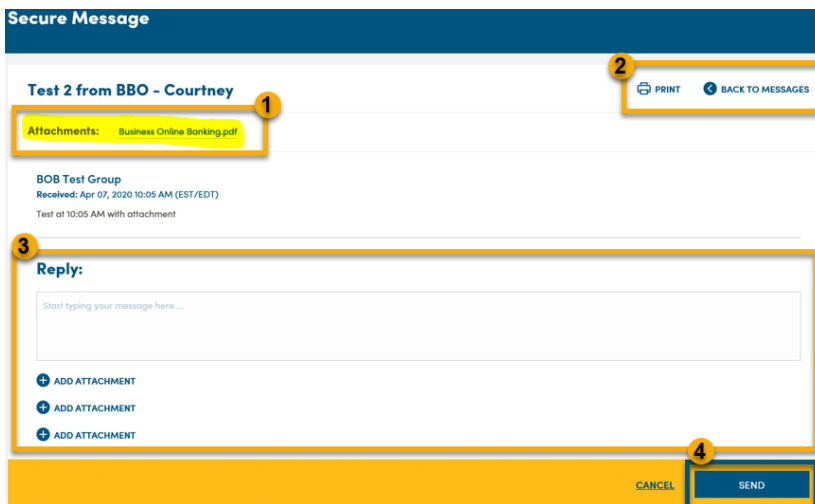
When you log into your Business Online Banking, click **Secure Messages** at the top of the screen to navigate to your secure messaging page.

Step 2: Retrieving and Replying to a message



When the small numbered bubble icon appears with the mail icon, this means there are unread secured messages in your inbox.

All new messages will appear at the top of the inbox and be white rather than grey. Click on the message to view it.

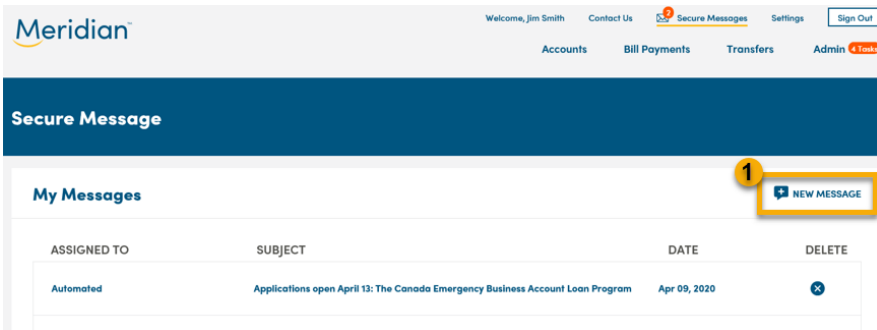


If there are any attachments for your review, they will appear at the top of the message.

You have the option to print the message by clicking the *Print* icon, or return to your secure messages inbox by clicking *Back To Message*.

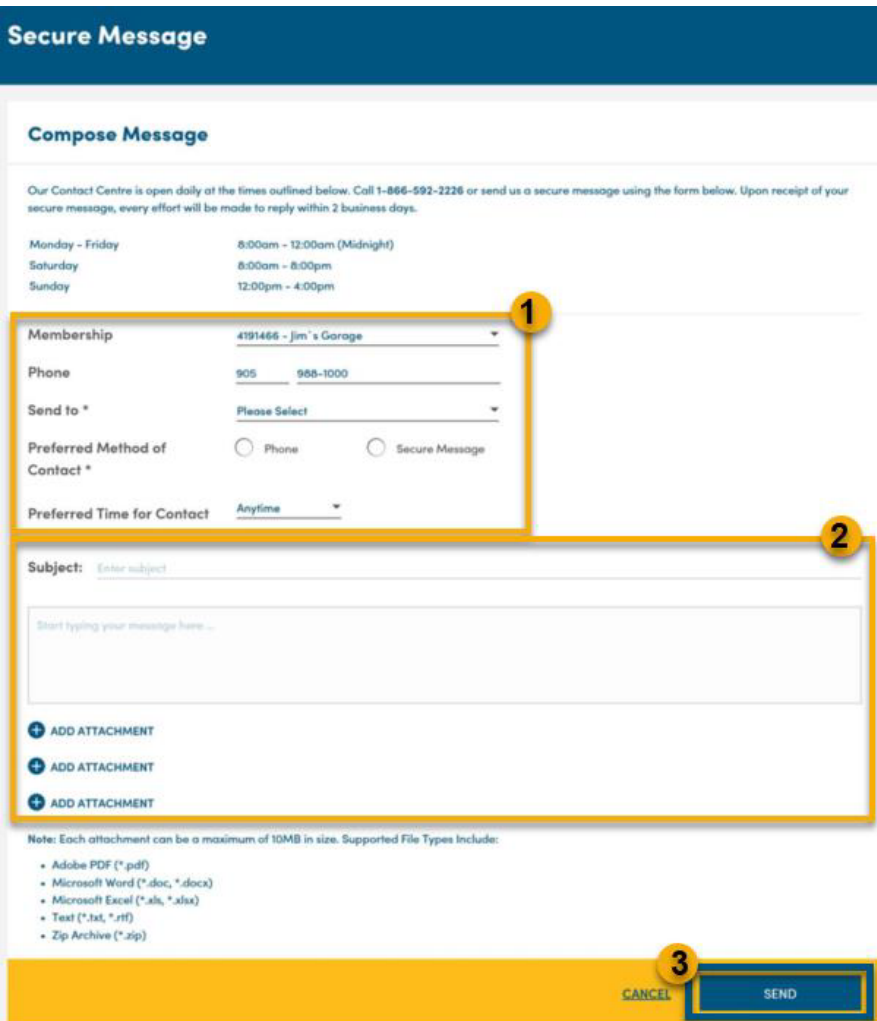
By scrolling to the bottom of the message, you can also reply to a message by typing your response into the Reply field. Add attachments if necessary and then click the Send button.

Once submitted, your message will have the same subject line as the subject of the original message.



Step 3: Sending a New Message

To send a new Secured Message, click the **New Message** icon.



Select your Membership and enter your contact information.

Enter a subject line in the **Subject** field, and then type your message in the **Text** field below.

You can add an attachment by using the **Add Attachment** option. You can up to 3 files with a maximum of 10MB for each file.

When you are ready to send your message, click the **Send** button.

✔ Your message has been sent! We will get back to you within 2 business days ←

CEBA Loan

PRINT BACK TO MESSAGES

BOB Test Group
Received: Apr 09, 2020 2:58 PM (EST/EDT)
XXXXXXXXXX

Reply:

Start typing your message here ...

+ ADD ATTACHMENT

+ ADD ATTACHMENT

+ ADD ATTACHMENT

CANCEL

SEND

A confirmation will appear at the top of the page when a message has been successfully sent.

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