

## Sending Secure Messages

To protect your account information and provide the highest level of service, we are no longer accepting client service inquiries through email. Detailed instructions are outlined below for submitting inquiries to Treasury Management Support using Secure Messaging via InBusiness Online Banking.

### STEP 1:

Log into InBusiness Online Banking, select **Messages**, select **Pencil Icon** in the upper right hand corner, and select Recipient.



### STEP 2:

Complete the required fields in the New Message request, add attachments if necessary, and then click **Send Message**.

### STEP 3:

Once your message has been sent, you will receive a confirmation notice.

