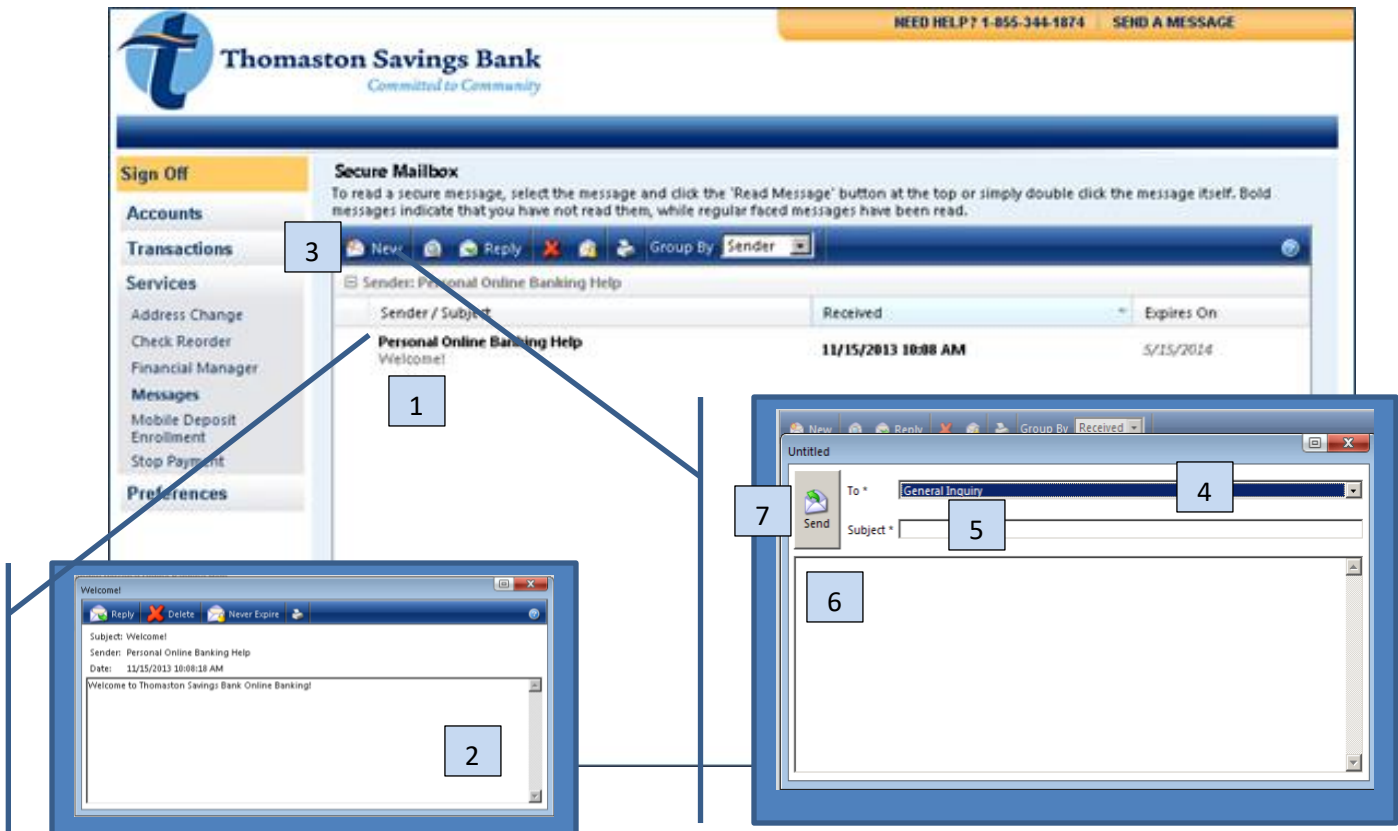


Secure Messages

The Secure Message feature is a notification service where you will find Alerts and Notifications regarding your account. Whether it is a message for a password change or security alert, this is the location to stay up to date with your account and our services!



Begin by choosing **Messages** from the Services menu.

1. Click on the **Message** you would like to read.
2. Your message will open in the new window. Here you can **Reply, Delete, Save & Print** your messages.
3. To send a new message, select **New**.
4. Select Group from the drop down menu.
5. Enter the **Subject**.
6. Type your message. Attach a document if desired.
7. Select **Send**.
8. We will respond to your inquiry by email during normal business hours.

Local 860.283.1874 | Toll-Free 855.344.1874 | www.thomastonsb.com