

Messages

Note, the **Messages** feature is a secure messaging function which allows for two-way communication between the online banking user and Susser Bank. Since the message is delivered securely within the Online Banking system, it can include sensitive material.

1. Select the Messages menu.



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).

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



Secure Messages & Conversations



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

