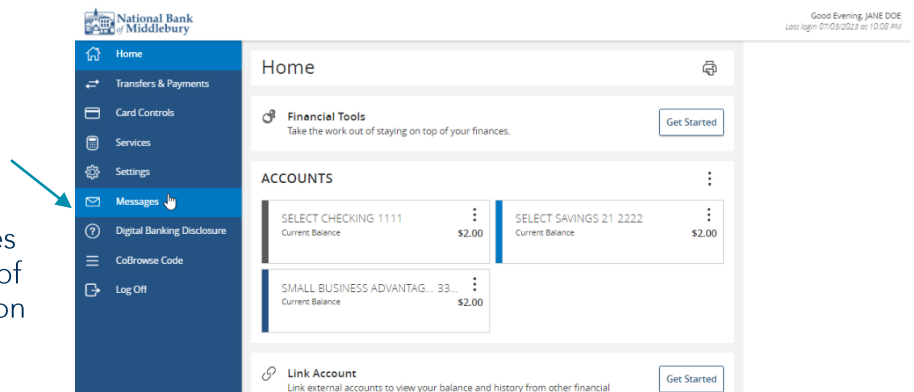




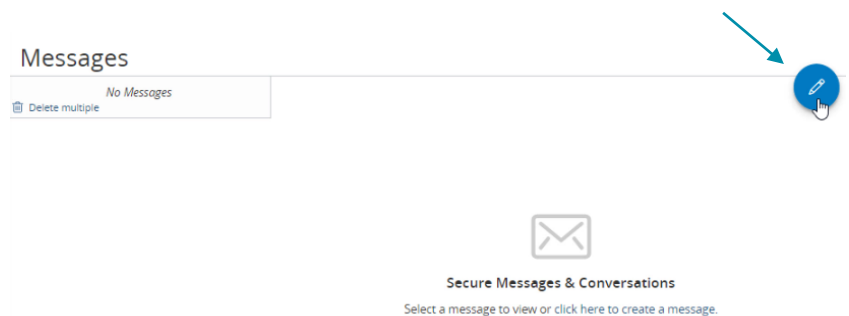
**NOTE:** The 'Messages' feature is a secure messaging function which allows for two-way communication between the online banking user and National Bank of Middlebury. Since the message is delivered securely within the Online Banking system, sensitive material.

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.



Questions? We're here to help.  
Customer Service: 877.508.8455





**National Bank  
of Middlebury**

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

4. Enter the desired 'Message Subject' and 'Message'.

5. Click the 'Attach a file' link to attach a file or document if desired.

6. Click 'Send Message' at the bottom of the screen to submit the message.

## Messages

No Messages  
Delete multiple

### NEW MESSAGE

Message recipient

--Select Recipient--  
--Select Recipient--  
Customer Service

### Message subject

Test

### Message

12345

I

Attachments (optional)

Attach a file

**i** Supported attachment file types:

.ach, .doc, .docx, .gif, .jpeg, .jpg, .log, .pdf, .png,  
.ppt, .pptx, .rtf, .text, .txt, .wpd, .xls, .xlsx, .zip

Go back

Send message

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## Secure Messages

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

**TEST**

This message should never expire

**JANE DOE** 7/4/2023 - 12:40 AM

12345

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