

HOW TO – Send a secure message to APCI FCU through APCIRCUIT®

APCIRCUIT is the main system of our APCI eCU suite of electronic banking services.

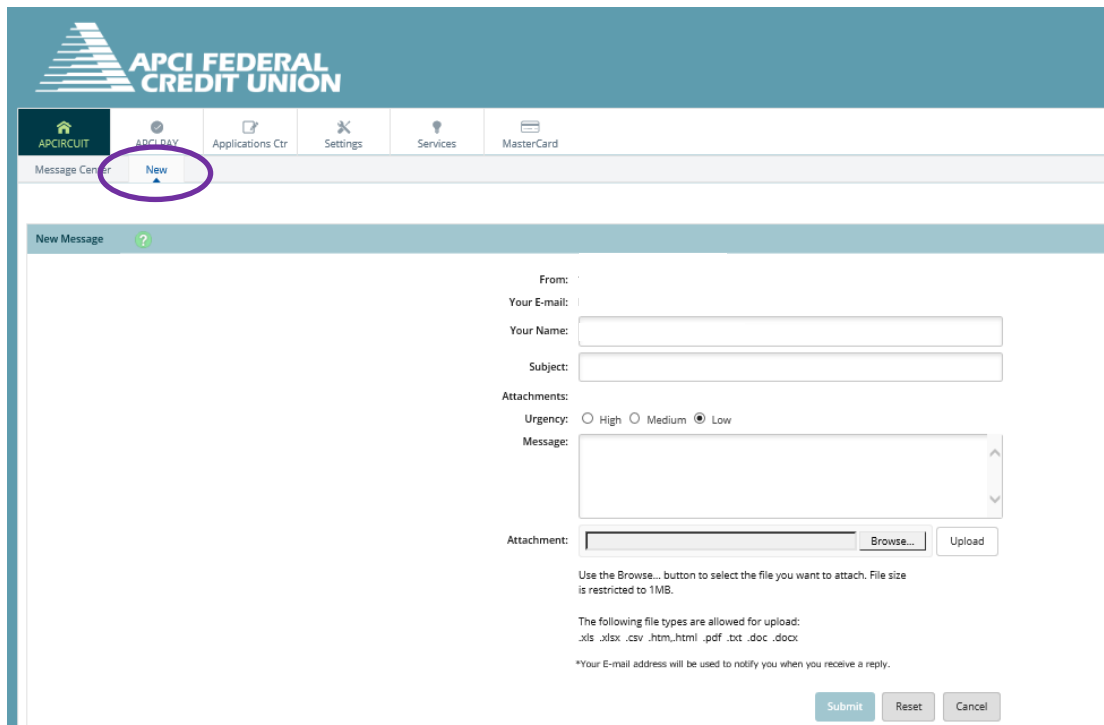
1. Visit apcfcu.com and enter your APCIRCUIT ID and click “Continue.” Follow the prompts to complete the login process.



2. Click the “Message Center” option at the top right corner of the APCIRCUIT Home page.



3. Select “New” from the navigation bar to open a New Message Window Box.



From:

Your E-mail:

Your Name:

Subject:

Attachments:

Urgency: High Medium Low

Message:

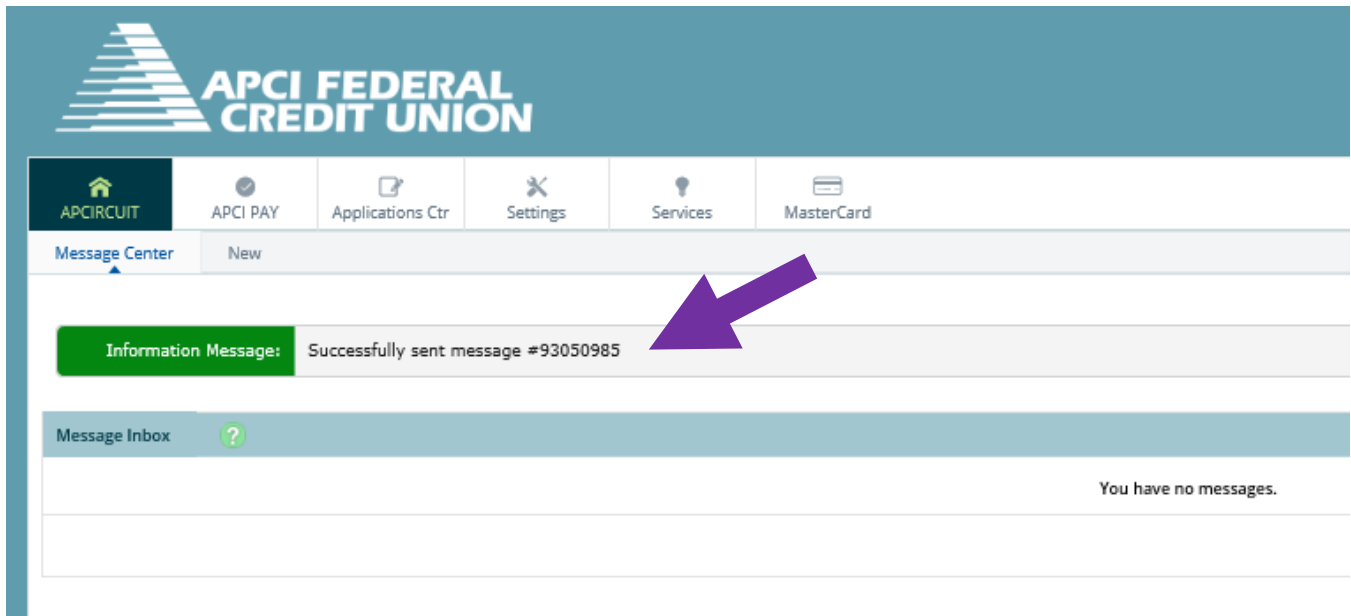
Attachment:

Use the Browse... button to select the file you want to attach. File size is restricted to 1MB.

The following file types are allowed for upload:
.xls .xlsx .csv .htm .html .pdf .txt .doc .docx

**Your E-mail address will be used to notify you when you receive a reply.

4. Enter your message information and click the “Submit” button.
5. You will receive a confirmation message and number confirming that your message was successfully sent to APCI FCU.
6. Please note your email address on file will be used to notify you when you receive a reply message.



7. You can also access the Message Widget on the APCIRCUIT Home page to Send a Message to APCI FCU.

The screenshot displays the APCIRCUIT home page. At the top, there is a navigation bar with the APCIRCUIT logo and several menu items: APCI PAY, Applications Ctr, Settings, Services, and MasterCard. Below this is a secondary navigation bar with 'My APCIRCUIT' (highlighted), Accounts, Order Checks, and Transfers. A grey announcement banner states: 'We are excited to announce that as of 6/6/17, a new modernized look will be implemented for APCIR'. Underneath, there is a 'Configure This Page' section with a table of account balances:

Account Name	Balance
S0003 ALTERNATE	\$3.67
S0004 SHARE DRAF	\$3.50
S0001 PRIMARY SH	\$0.00
S0002 ALTERNATE	\$13.83

Below the table is a 'Download' section with three dropdown menus: '--Select Account--', '--Select Format--', and '--Select Range--', followed by a 'Download' button. The 'GoTo' section includes links for 'New Transfer', 'Personal Settings', 'Transactions', and 'Search Transactions'. At the bottom, the 'Messages' widget is highlighted with a purple arrow; it shows 'Messages' with expand/collapse icons and the text 'No new Secure Messages'.