New CU*BASE Workstation Configuration Request

CU*ANSWERS
A Credit Union Service Organization

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To request the creation of a new workstation device in CU*BASE, please complete this worksheet and fax it to CU*Answers, Attn: Network Services, **fax# 616-285-7288**, or attach it to an email to **helpdesk@cuanswers.com.** A Support Specialist will contact you to verify authorization and assist you with completion of the new device configuration. If you have questions about the process or need assistance filling out the worksheet, please contact a Network Services associate at 800-327-3478, option 2. We will be happy to assist you.

Credit Union Name [ ]   CU # [ ]

Requested date for completion [ ]

General Information

Requested Device ID [ ][ ][ ][ ][ ][ ][ ]

The first two characters are your CUID, the second two are your branch #, and the last three characters must be unique
Ex: [T] [R] [0] [1] [A] [0] [1]

Device Description [ ]
(Such as "Jim's Terminal" or "Teller Station 2" etc.)

Cash Dispenser ☐ Yes ☐ No   Branch ID# [ ]

Default Printer IDs

Specify the default printers that should be used when printing from this workstation.
Example: [T] [R] [0] [1] [A] [0] [1]

General Printer [ ][ ][ ][ ][ ][ ][ ]

Checks/Money Orders [ ][ ][ ][ ][ ][ ][ ]

Receipts [ ][ ][ ][ ][ ][ ][ ]

Custom Loan Forms [ ][ ][ ][ ][ ][ ][ ]

Loan Apps/Denial Notices [ ][ ][ ][ ][ ][ ][ ]

Posting/Receipt Information

☐ Name ID Verification   ☐ Always Ask for Employee ID

Local Time Zone ☐ Eastern ☐ Central ☐ Mountain ☐ Pacific   Daylight Saving ☐ Yes ☐ No

Receipt form type ☐ Half ☐ Full   Maximum transactions per receipt [ ]

Generate receipts for the following transaction types (select all that apply):
☐ Journal Transfer   ☐ Loan Disbursement   ☐ Create Share Certificate
☐ Error Correction   ☐ SD/Ck Stop Payment   ☐ Redeem Share Certificate
☐ Cash Back to Mbr   ☐ Cash Transfers   ☐ CD Dividend on Demand
☐ Misc. Receipts/Exp Chks   ☐ Check Cashing   ☐ Share Dividend on Demand
☐ Direct Deposit   ☐ Funds-in   ☐ Transaction Reversal

continued>>>

Authorization

Authorized by [   ] Date [   ]

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Configured by [   ] Date [   ]