



# Communication with Members

*When Members Receive Emails and Online Banking Messages*

## INSIDE THIS GUIDE:

This guide describes what account changes (by the member in **It's Me 247** or by the employee in CBX) result in communication, as well as whether this communication comes in the form of an online banking message or as an email notification.

**Last Revision date:** May 19, 2025

Find other Reference Materials page on our website: <https://www.cuanswers.com/resources/doc/cubase-reference/>

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# Information About the Member

Members can choose to receive notice when their profile information or passwords are changed.

## Online Banking Password Change

The system automatically generates an email notification any time a member makes an online banking password change. This email is sent whether the change is made online by the member (in the Preferences area of **It's Me 247**) or by an employee in CBX (via **Tool #14 Member Personal Banker**).

This is a security feature that is intended to warn members if someone else initiates a password change on their accounts without their knowledge. The content of the email reads as follows. (The text changes slightly if the change was made in CBX.)

### Example of Message

Your online banking password was changed 04/04/25. For your protection we are sending this message as confirmation to verify that this change was made according to your instructions.

If you did not initiate this change, please contact your credit union immediately. Remember that if you have more than one membership at the credit union, the change may only have affected one of these accounts.

ABC Credit Union  
616-555-1212  
www.abccreditunion.com

- NOTE: This email ends with the credit union's Signature Line (SL) message to further confirm the message has come from the credit union. This is configured in the Master Message Center. (Refer to the [Marketing Campaigns with Member Connect](#) reference guide on the CBX Reference Page for details.)
- The message is slightly different depending on who (member or employee) made the change.

## Changes to Personal Information Via "It's Me 247"

The system automatically sends a confirmation online banking message to members any time they make a change to the "My Information" page in the Preferences section in **It's Me 247** (see below for example). Additionally, an email address is sent to the member when changes are made to the items listed below with an asterisk next to them. If the member changes their email address, an online banking message and two confirmation emails are sent (one to the old email address and one to the new one).

- The emails that are generated are formatted in a similar style as the online banking message shown in the previous section.

On the "My Information" page members can make changes to the following items:

- Address Line 1\*
- Address Line 2\*
- City\*
- State\*
- ZIP\*
- County
- Cell Phone\*
- Work Phone
- Third Phone Number
- Email\*
- Code Word

## Personal Information Page in “It’s Me 247” (Top and Bottom of Page)

The image displays two side-by-side screenshots of the Success Credit Union mobile app interface for editing personal information. Both screenshots feature the Success Credit Union logo and a user profile icon (JM) in the top right corner.

The left screenshot is titled "Edit Personal Information" and shows the "Address" section. It includes a checkbox for "Use a foreign address." and several input fields: "Address Line 1" (123 East Way), "Address Line 2 - Optional" (empty), "City" (Grand Rapids), "State" (Michigan), "ZIP" (49546), and "County - Optional" (ANYCOUNTY).

The right screenshot shows the "Email Address - Optional" field (amember@gmail.com) with a note: "Note: An email address is required for some features in online banking. If you choose to leave this blank, these features will not be accessible to you." Below this are the "Phone Number" section (cell, (555) 555-5555), "WORK - Optional" (333) 333-3333, "Phone 3 - Optional" (empty), and "Code Word" section (When you contact us, we may sometimes need to ask you a few questions to verify your identity. A Code Word is one of the questions we might ask to confirm who you are.) with an "Enter Code Word" field.

- NOTE: If the credit union is configured to review these changes prior to the system making the change, the online banking message (or email where applicable) are sent when the approval is made.

## Changes to Personal Information in CBX

When the member’s email address is changed by an employee in CBX, an online banking message and two confirmation emails are sent to the member (one to the old address and one to the new address).

If an employee uses CBX to make a change to any of the items listed on the previous page, or the member’s name, the member will receive an online banking message to confirm the change was made. Members also receive email notification if the change is made to the Name, Address (Line 1 and Line 2), City, State, ZIP code, and the phone number field of the lowest sequenced contact number. (A masked account number – all but the last two numbers – will assist members if they have more than one membership.)

The member will receive a message similar to the one shown below:

Your {address} on account #xxxxxxx35 was changed on {mm/dd/yy}. For your protection, we are sending this message as confirmation to verify that the change was made according to your instructions.

If you did not initiate this change, please contact your credit union immediately. Remember that if you have more than one membership at the credit union, the change may have only affected one of these accounts.

ABC Credit Union  
616-555-1212  
www.abccreditunion.com

# eAlerts and eNotices

Members can enroll to receive eAlerts and eNotices through **It's Me 247**. Employees can also assist a member to enroll in these services via CBX.

The eNotices and eAlerts themselves are sent to the member as online banking messages. If the member's email address is valid in the system, the member can also select to receive an email notification whenever eAlerts or eNotices are sent. However, any time the member's email is marked as invalid, the member will cease receiving these email notifications until the condition is corrected.

- Members can enroll in eNotices and eAlerts even if they have an invalid email address in the system. They require a valid email address only to receive the email notifications.
- Members enrolled in Mobile Text Banking can receive text eAlerts.

Members are alerted that their address has been marked as invalid first thing upon entering online banking, thus giving them an immediate option to update it. They also have the opportunity to change the address when they enroll in eNotices or add an eAlert. Messaging in CBX alerts employees that the email address is invalid, should the member select to receive the email notification.

## eNotice and eAlert Enrollment Screens

Following are samples of the screens used for eNotice and eAlert enrollment:

### Tool #14 > eAlerts/eNotices > Add > eNotices

- eNotice Subscription Maintenance

Member  ADD

Email address

Send eNotices Frequency When generated

Send eAlert  Only to secure message center  Only to secure message center with a simple email reminder

Add

← → ↑ ⏸ 🔗 ⓘ ? @ (4045)

- An employee selects *Only to secure message center with a single email reminders* if the member wants email notification in addition to the eNotice online banking message.

**Tool #14 > eAlerts/eNotices > Add > [Any option except eNotices]**

**Add**

Member

Email address

eAlert type **Account Balance** Frequency **Near real time**

Account **000 REGULAR SAVINGS**

Account nickname **REG SAVINGS**

Send eAlert when my  Available  Current balance is above  or below

Send eAlert  Only to secure message center

Only to secure message center with a simple email reminder

Send the complete alert via email only

- An employee selects *Only to secure message center with a single email reminder* if the member wants email notification in addition to the eAlert online banking message.
- An employee selects *Send the complete alert via email only* if the member wants email containing the contents of the alert (minus personal information).

## Enrollment in eNotices via Online Banking

The screenshot shows the 'Configure Alert Preferences' screen in the Success Credit Union mobile app. At the top, there is a teal header with the Success Credit Union logo and a 'MM' icon. Below the header, the title 'Configure Alert Preferences' is displayed with a back arrow. The main content area is titled 'Account eNotices' and contains the following text: 'Don't be stuck waiting for mail to arrive, get critical information about your accounts fast and more securely with eNotices!'. Below this, a paragraph explains that signing up for eNotices means periodic notices will be sent via the It's Me 247 secure Message Center instead of the U.S. Postal Service, and that users can also choose to receive an email notification. The screen is divided into two steps: 'Step 1 - Subscribe to eNotices' and 'Step 2 - Alert Destination'. Step 1 has a checked checkbox for 'Send me an eNotice rather than a printed notice'. Step 2 has three radio button options: 'Secure Message Center Only', 'Secure Message Center & Email Reminder', and 'Send a message to my mobile device(s)'. The 'Send a message to my mobile device(s)' option is currently unchecked.

- NOTE: eNotices are considered a form of eAlert in online banking. Members see a similar format for eAlert enrollment

## eStatements

Members can elect to enroll (or unenroll) for eStatements.

### Enrollment

When the member enrolls, they will receive the following message:

#### Email Received by Member

*Your request for credit union e-Statement enrollment has been received. Thank you! If you received this message in error, please reply to the above email address.*

## Change of Status

Whenever members change their eStatement enrollment status, either to enroll or unenroll, the members receive both an email notification and a secure online banking message confirming the status change. These emails are generated both when the member makes the change in online banking and when an employee makes the change in CBX.

A valid email may be required in order for the member to be able to enroll in eStatements. (Credit unions can select whether to require a valid email address for their members using eStatements in their eStatement configuration.)

During enrollment via CBX, there is an email address field for the employee to either enter an email address if one does not exist in the system or to update the email address if it is incorrect. Members can easily change their email address via online banking prior to enrolling in eStatements.

## eStatement Notification

Each time an eStatement is generated, the member receives an email notification that the eStatement is ready for viewing. Credit unions generally require that the member have a valid email address in the system for enrollment, to ensure the system also has a valid email address to which to send the notification.

- For credit union requiring a valid email address for eStatements: With this configuration, a member will receive a paper statement whenever the email address is marked as invalid in the system. (An eStatement is still generated, however, and the member remains enrolled in eStatements.) Once the email address is updated, the member will cease receiving the paper statements and will resume receiving the email notification. (Rare exceptions to this are when credit unions have specifically selected to offer members the option to receive both paper statement and email notification, for example during an initial enrollment period.)

## Online Banking Indemnification Not Required for eStatements

Once a member is enrolled in eStatements, the system begins generating eStatements for the member. The member does not need to log into online banking and accept the Online Banking Use Agreement. To audit the creation of eStatements to only members who have logged into online banking, use the batch unenroll feature covered in the next section of this guide.

## Unenrolling a Batch of Members

The member will receive an email when they are unenrolled from eStatements.

You can unenroll members from eStatements using the feature below. This feature lets you gather a batch of members according to their eStatement enrollment status, compared to either their Use Agreement acceptance date, or their last logged in date, or even the status of their email address, and then elect to unenroll them from eStatements all at the same time. This screen allows you to run an Audit and prints a corresponding report. After evaluation, select the Update *Processing type*.

## Tool #365 eStatement Batch Unenrollment

- Batch Un-enroll Members from E-Statements

Corp ID 01

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Report Options

Processing type  Audit  Update

Print report

Export to file

Online banking use agreement last updated on Feb 25, 2016

Online banking passwords do not expire.

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Membership Qualifications

Un-enroll members with an e-statement enrollment date PRIOR TO

That have:  Not accepted the use agreement

Not logged into the online banking in over  days

Bad email address

Job Queue

(4339)

### Email Received by Member

#### *Credit Union E-Statement Unenrollment*

*Your request for un-enrollment of the e-statement program has been received.*

*If you received this message in error, please reply to the above email address.*

## Personal Internet Branch (PIB)

Personal Internet Branch (PIB) provides a layered security approach to add additional authentication controls and member personalization features to **It's Me 247**. Through an individualized account on a separate web application, members can use PIB to customize multiple, configurable controls that govern how their online banking account behaves. For example, PIB allows members to control the day of week or time of day their accounts can be accessed or to define additional confirmation passwords for certain activity in their accounts, such as a transfer over a certain dollar amount.

Members will receive online banking messages whenever PIB settings are changed or when an infraction of a PIB setting occurs. For example, an online banking message is sent to a member if an incorrect confirmation code is entered or if someone attempts to access an online account outside of the PIB-allowed hours.