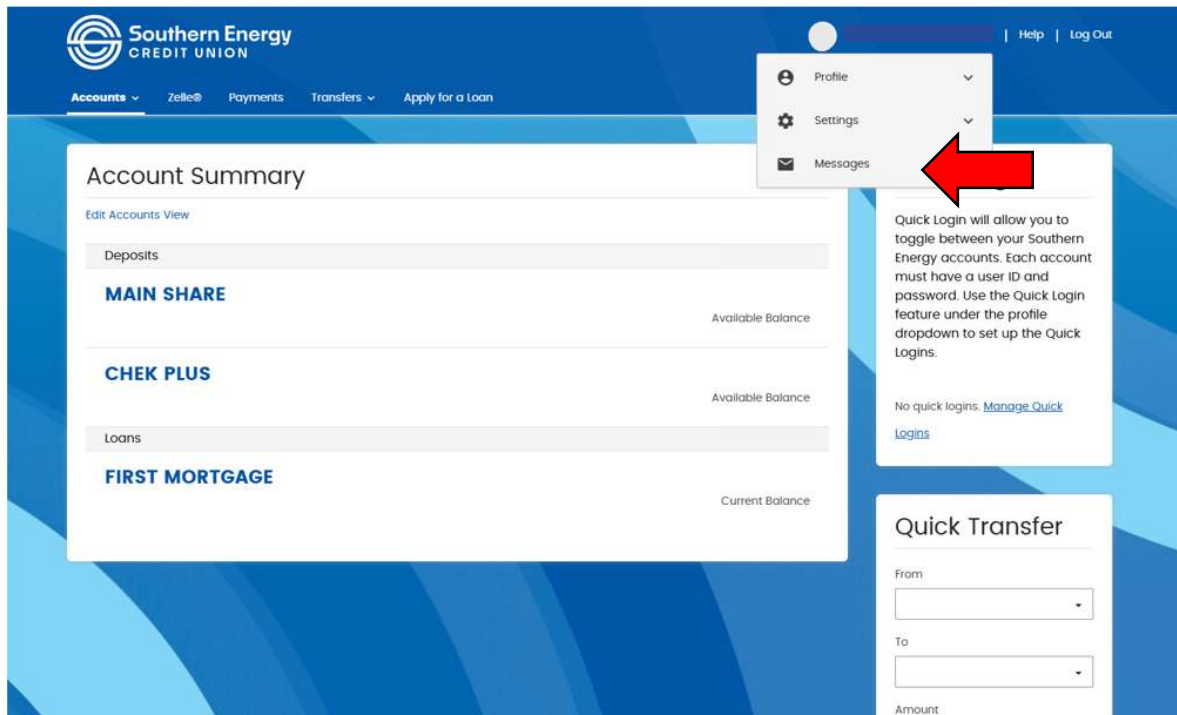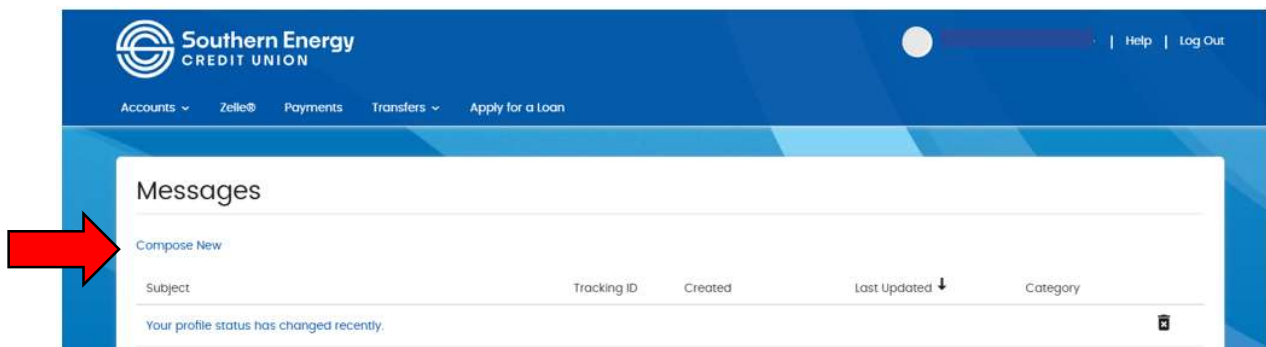# Sending a Secure Message Within Online Banking or Our Mobile Banking App

ONLINE BANKING INSTRUCTIONS

1. Log into Southern Energy Credit Union Online Banking.
2. From the Accounts Summary screen, click on your name at top left of the page and select *Messages* from the drop-down menu.

3. On the Messages screen, click "Compose New".

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4. On the Message Detail screen, you can choose the category that best fits your message from the drop-down options.

5. Next, choose which of your Accounts this is in reference to from the drop-down menu.

6. Type in your Subject and Message.

7. Consider checking the "Send notification on receiving a response to this message." box to ensure you're aware of response(s), and then click the *Send* button to submit your message.

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MOBILE BANKING APP INSTRUCTIONS

1. Log into our Mobile Banking App.
2. From the Account Summary screen, click the hamburger menu at top right and select *Messages* from the drop-down menu.
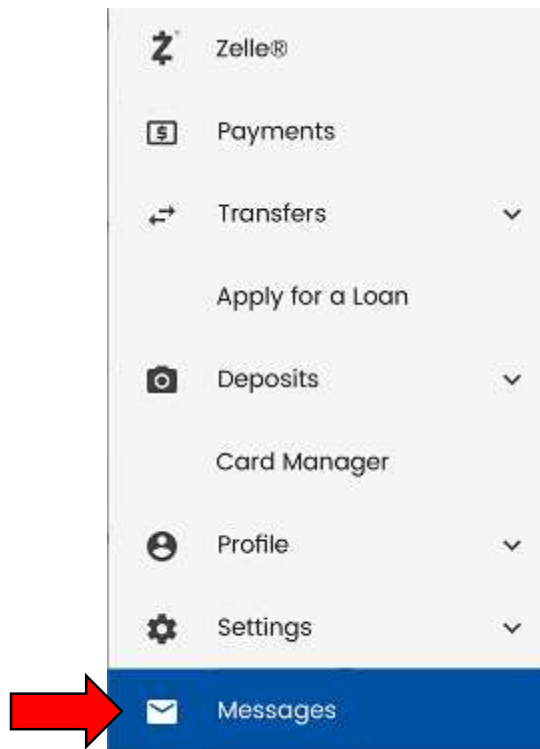
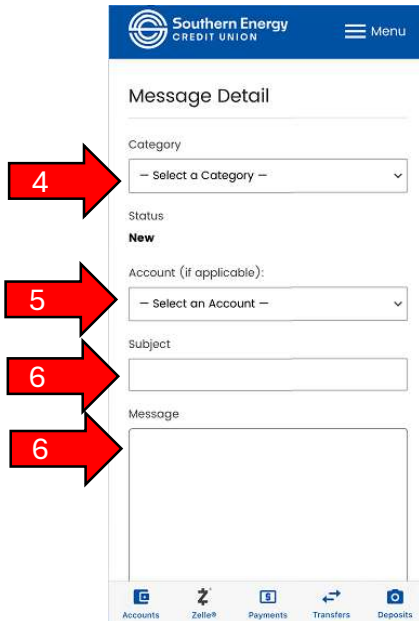3. On the Messages screen, select *Compose New*.

4. On the Message Detail screen, you can choose the category that best fits your message from the drop-down menu options.
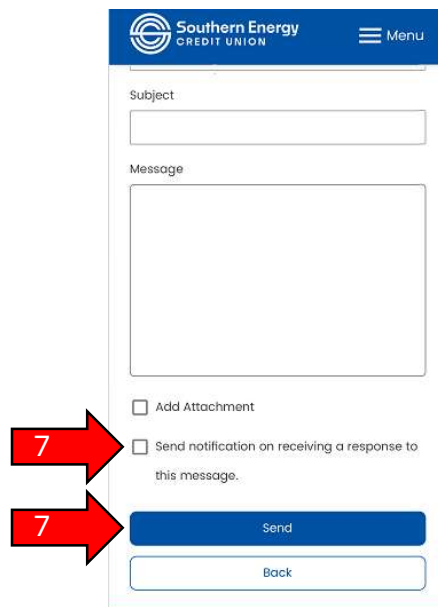
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5. Next, choose which of your Accounts this is in reference to from the drop-down menu.

6. Type in your Subject and Message.

7. Consider checking the "Send notification on receiving a response to this message." box to ensure you're aware of response(s), and then click the *Send* button to submit your message.