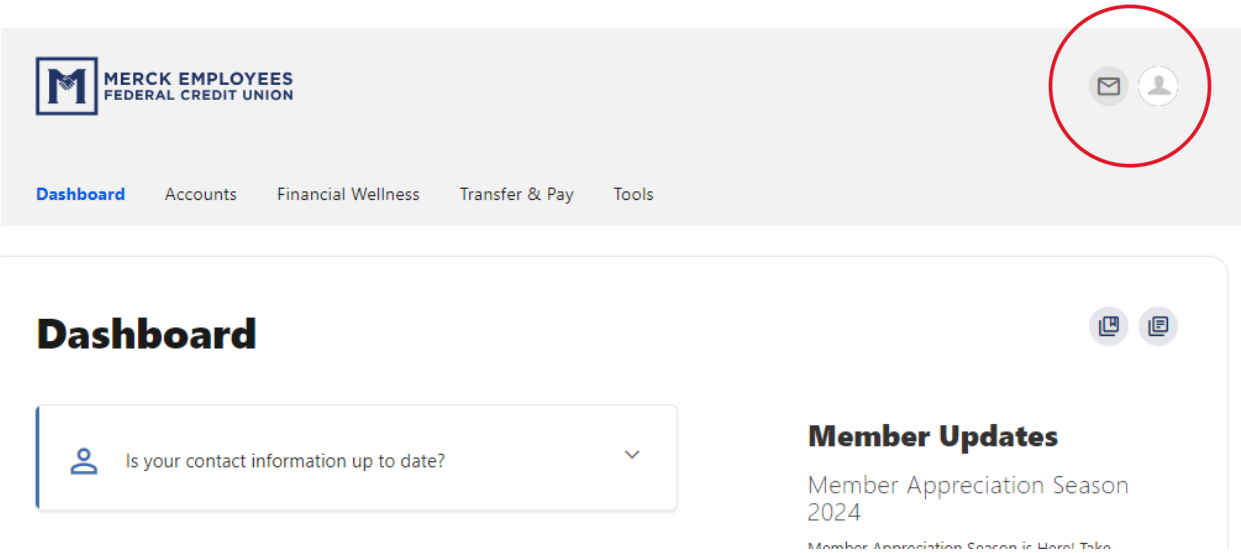
MERCK EMPLOYEES
FEDERAL CREDIT UNION

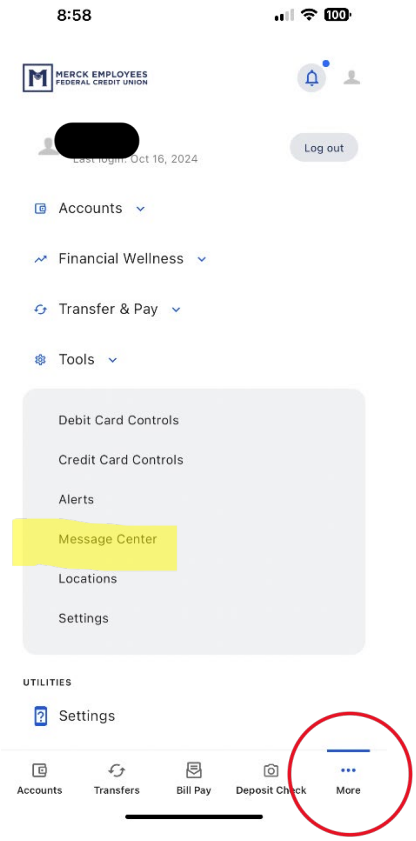
Steps for Uploading Your Wire Agreement

1. Log into online or mobile banking.
2. Choose the message option in the top right corner of online banking or the “Message Center” in mobile banking by clicking “More”, “Tools”, “Message Center”.

Example of Online Banking:

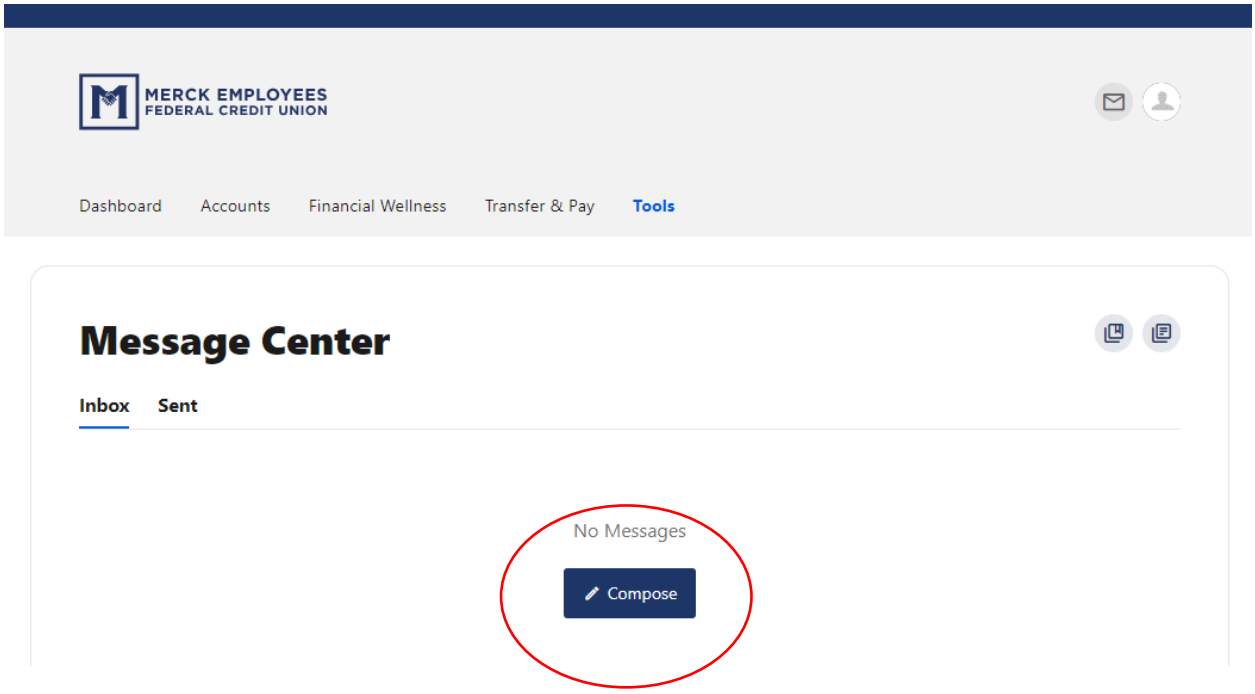


Example of Mobile Banking:

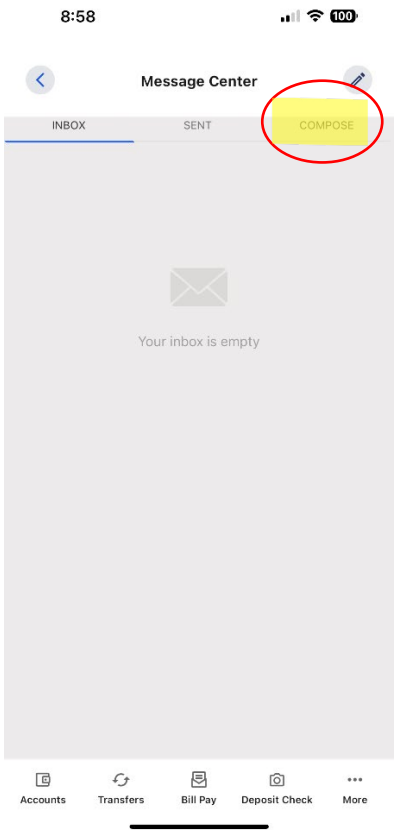


3. Next click “Compose”.

Example in Online Banking:



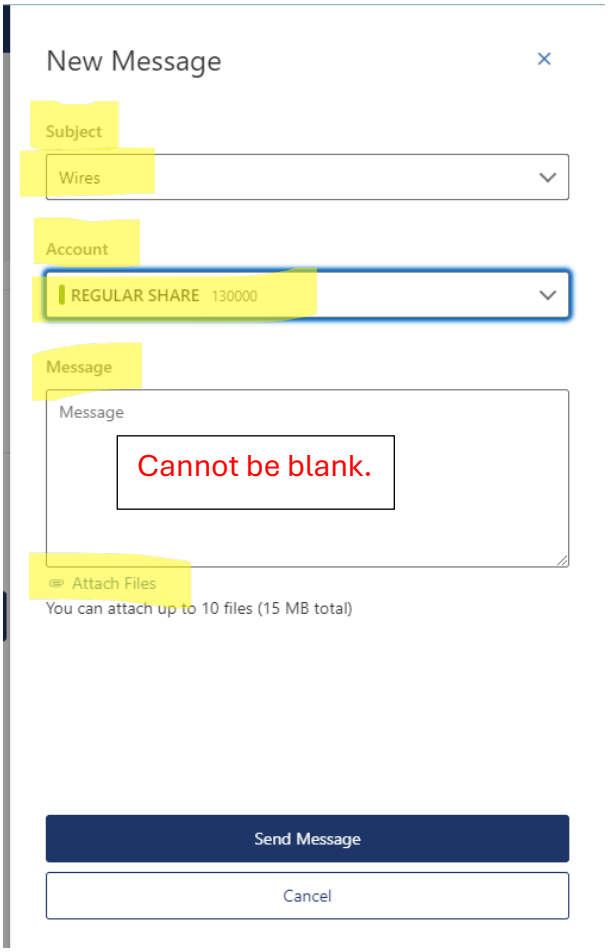
Example in Mobile Banking:



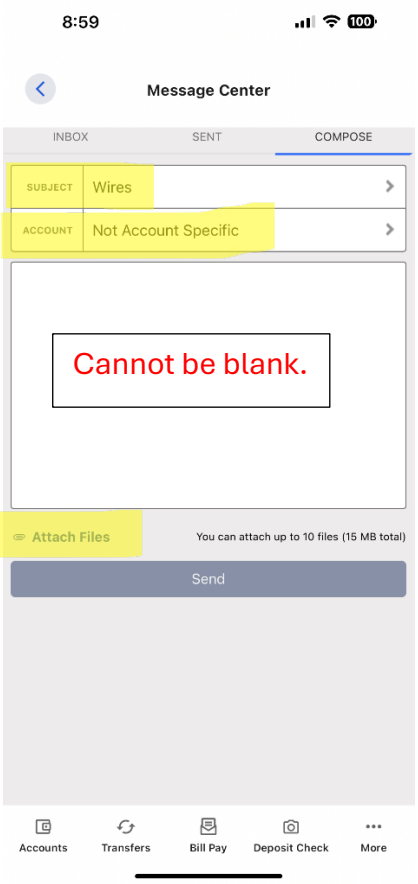
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4. Choose “Wires” as the Subject from the dropdown menu. Choose the Account you would like to use for this wire agreement. Enter a message of your intention for the wire agreement in the “Message” field (CANNOT BE BLANK). Select “Attach Files” and upload copies of your photo ID and your “wet” signed wire agreement.

Example from Online Banking:



Example from Mobile Banking:



5. Click “Send Message” or “Send”.
6. Someone from the credit union will review your wire agreement and follow up with any questions or additional needs.
7. Now you can complete your wire transfer request if you have not already done so. By clicking here.