

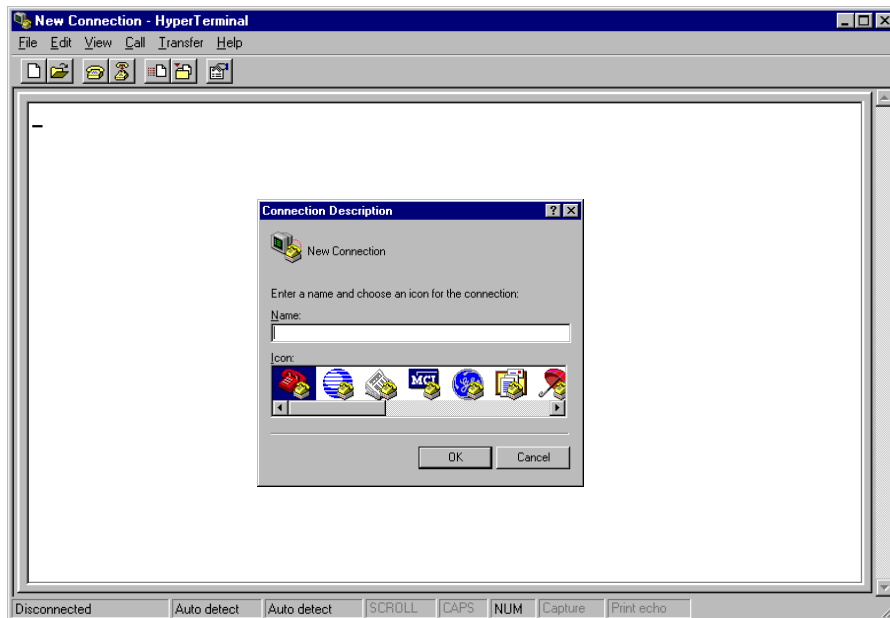


How to Use Windows HyperTerminal program to electronically transmit payroll files to Members Credit Union

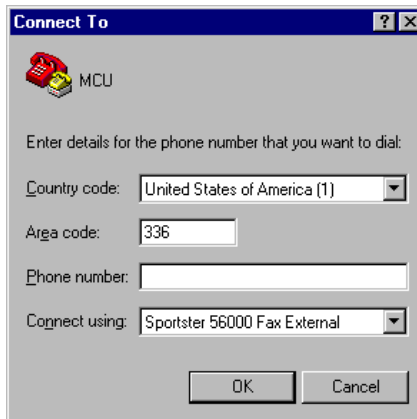
If your computer has a working modem and Windows 95® or later, then no other special hardware or software is necessary to send a payroll file to the credit union electronically. Beginning with Windows 95® and all versions after that, a basic communications program called HyperTerminal is included, which is sufficient to connect to our electronic bulletin board service and upload payroll files.

To send your payroll deductions by this method, you will first need to contact MCU's payroll department at 800-951-8000 (336-748-4800 locally), option 8 to request a login. You will be given a **userid** and **password** to log into our electronic bulletin board (BBS). Please keep them a secret, as the userid and password is designed only for your company's payroll files, and should not be disclosed to anyone who is not authorized to have access to payroll information.

After receiving your userid and password, you now will need to configure a HyperTerminal session to communicate to MCU. To do this, click on the **<Start>** button, select **<(All) Programs>**, then **<Accessories>**, then **<Communications>**, then **<HyperTerminal>** (in Windows 95, there may not be an item called *communications* after accessories and before HyperTerminal). After clicking "HyperTerminal", you will see a window that looks like this:

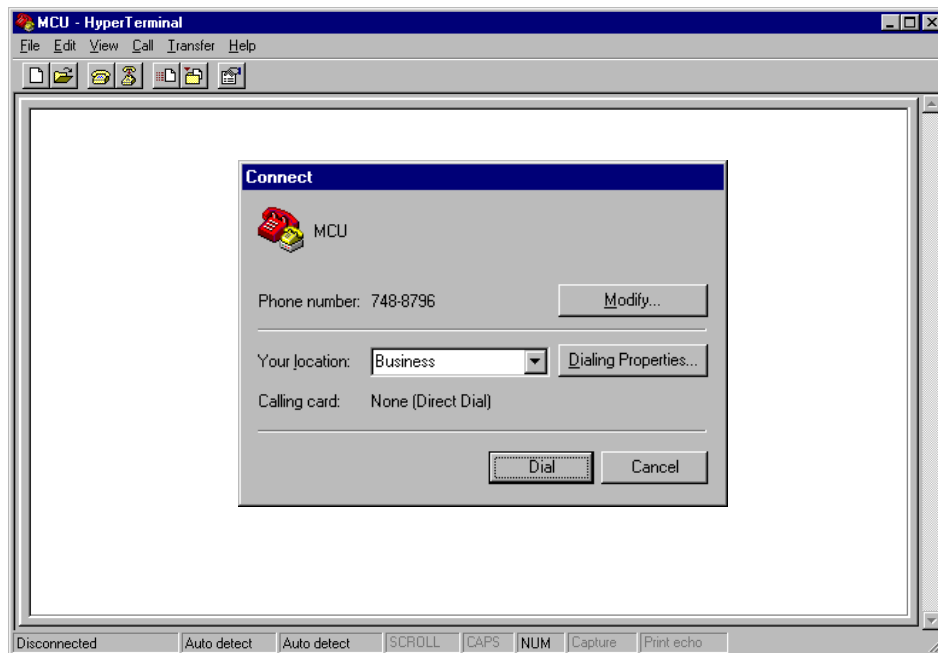


HyperTerminal is asking you to name this connection or session. Enter a name that describes the connection, such as Members Credit Union, or MCU payroll, or something that you can easily remember. After deciding on the name, and typing it in, click on the **<OK>** button. You will then see a window that looks like this: (next page)



You are now being prompted to enter the phone number to connect to MCU. The correct phone number is **336-748-8796**. Verify that the area code line in the above window says 336, and then type in 748-8796 in the phone number box. If you are outside of the 336 area code, you should **not** need to put a 1 in front of the area code in the HyperTerminal window, if your windows dialing preferences are properly set up.

After setting up the phone number and double checking that the number and area code are correct, click on the **<OK>** button. You will see a window that looks like this:

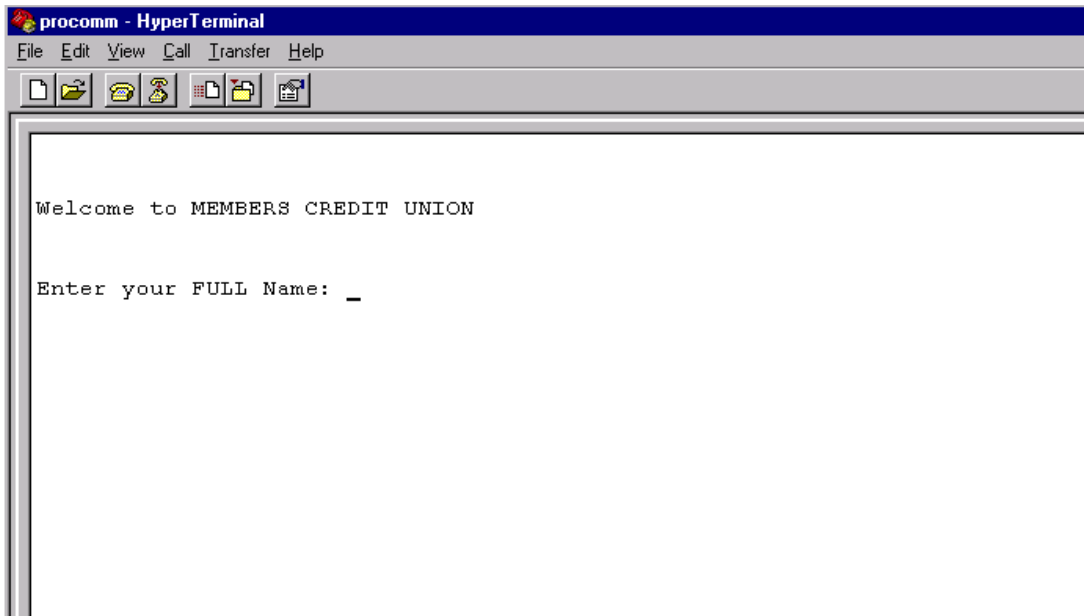


At this point, click on the **<Dial>** button, your modem should dial the number and you will be connected to our BBS. The next thing that you will see will be a screen that says

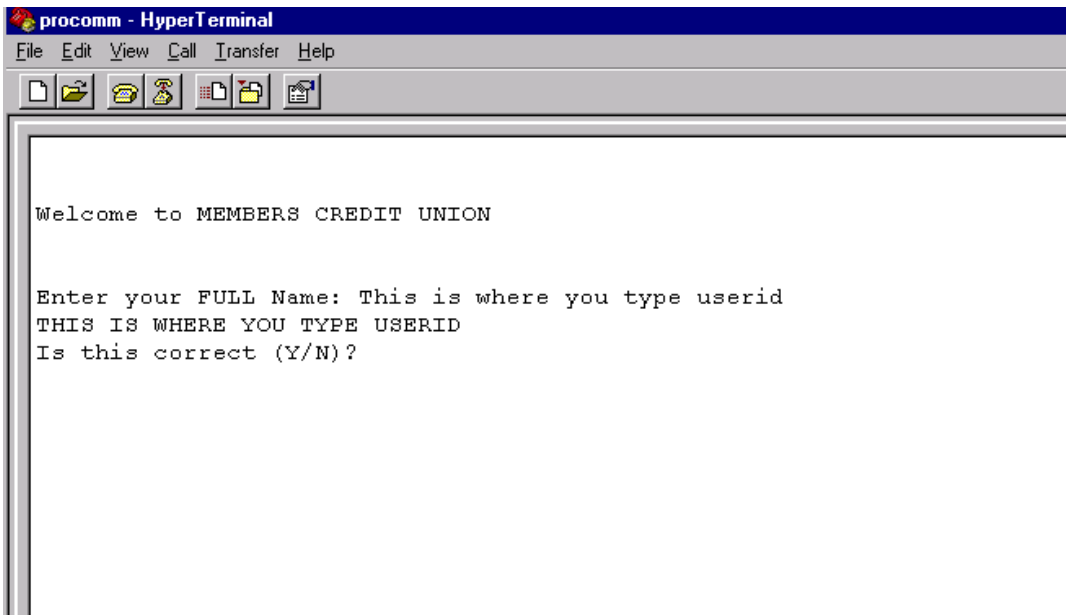
Welcome to MEMBERS CREDIT UNION

Enter your FULL name:

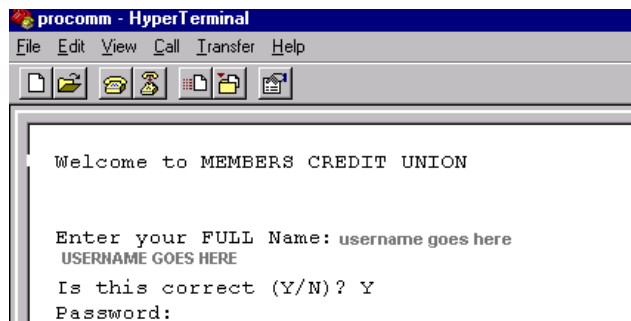
As seen below: (next page)



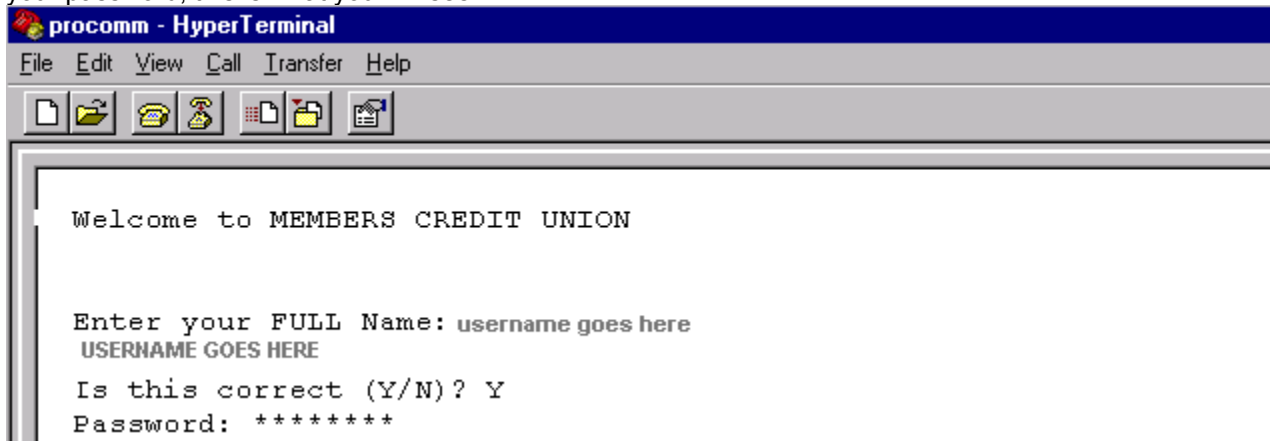
At the “Enter your Full Name” prompt, type the **userid** given to you by MCU’s payroll department, *exactly* as given. You will then see what you typed repeated back to you (in all capital letters), followed by the question “Is this correct? (Y/N) {See below :}



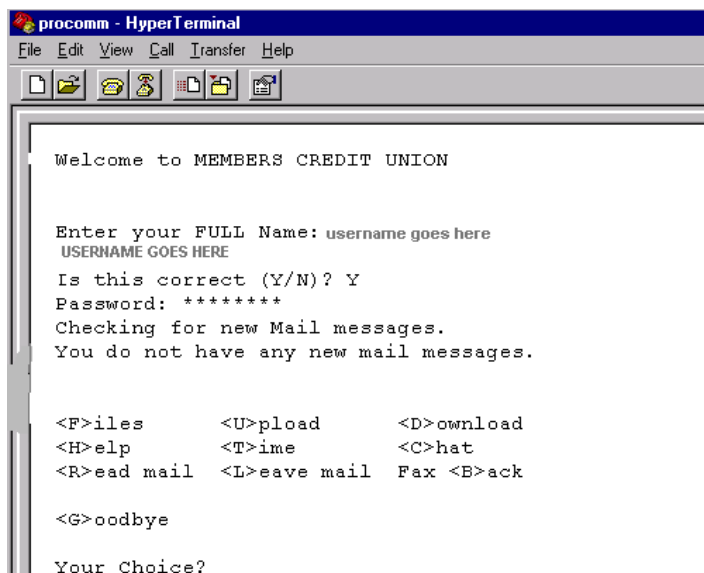
If it is correct, type Y, if not type N and you can re-enter your userid correctly. After correctly entering your userid and responding Y to the prompt, you will then be prompted to enter your password (see below)



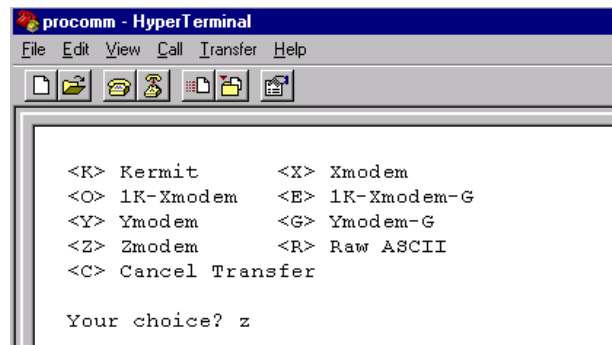
After the password prompt, type your **password** *exactly* as it was given to you by MCU's payroll department. When you type it, you will not see what is typed, just a group of asterisks (*****). This is for security purposes, in case someone is watching over your shoulder. When you type your password, this is what you will see:



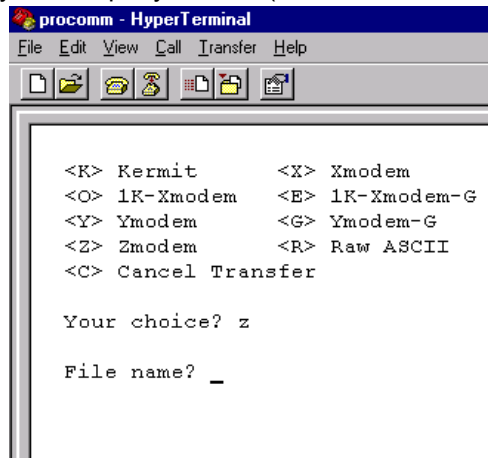
After typing your password, press the **<Enter>** key, and you will see the following:



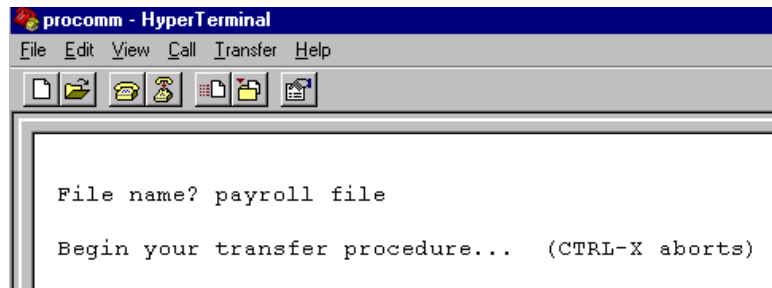
You are at the Main Menu of Members Credit Union's BBS. From this point you just need to follow the menu prompts to upload a file. Type the letter **U**, but do not press enter. This means that you are choosing to "Upload" or send a file to MCU. After choosing U, you will see a menu asking what modem protocol you want to use. *Always* select Z for Zmodem. See Below:



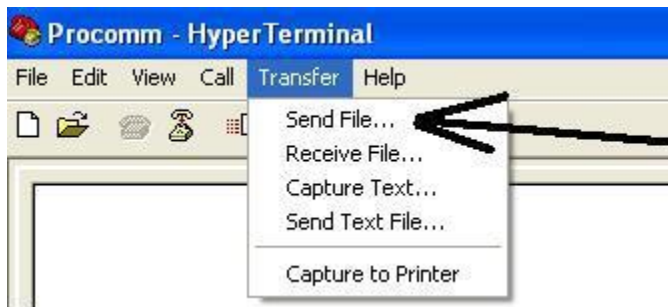
After selecting Z for Zmodem protocol, you will be prompted to enter a filename for your file. Enter a descriptive name, 8 characters or less. The best recommendation for a filename is to use your company's name (shortened to 8 characters). See below for the prompt:



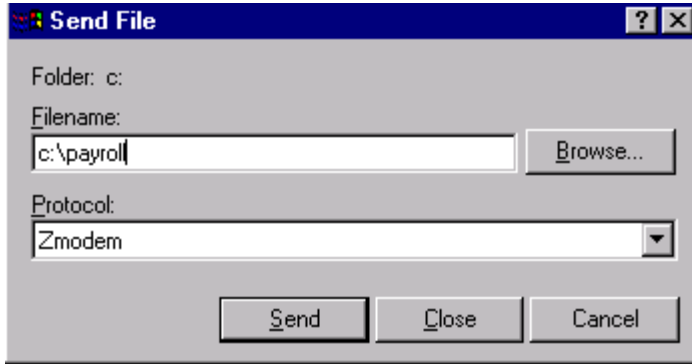
After entering the descriptive file name you will be prompted to "Begin your transfer procedure", see below:



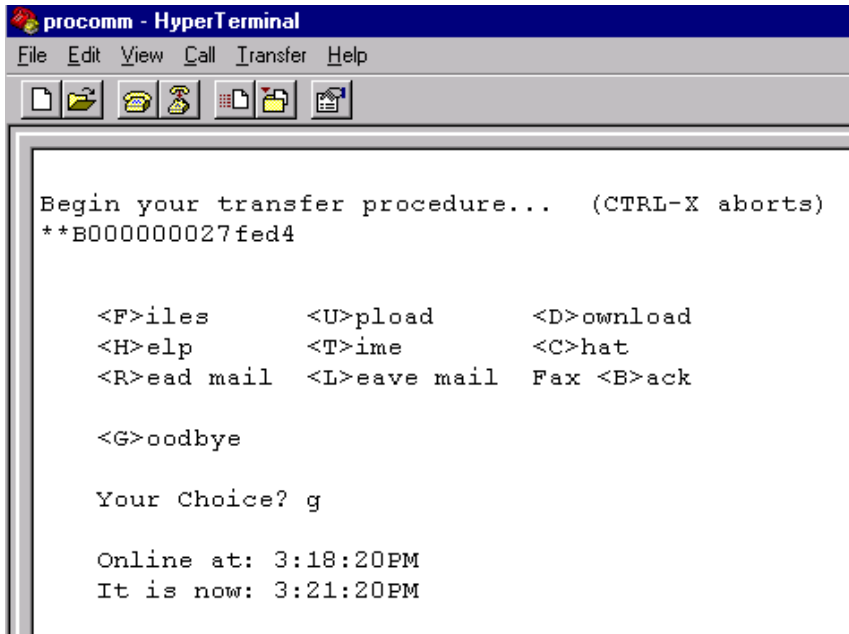
At this point use your mouse, and click on **<Transfer>** and choose **<Send File>**. See below:



You will then have a window open that prompts you for the file location and name. Either type in the full path to the file along with its name, or click on the browse button, find the file and select it. (Next page)



After either browsing for, or typing in the name of the file, click on the **<Send>** button. Your file will begin uploading to MCU. When finished you will then be presented with the main menu again, select **G** for goodbye. See below:



At this point you have successfully uploaded your payroll deductions file to MCU's BBS. Click on the "Hang-up" icon (below)



Your modem will then disconnect from MCU's modem. You can now click on **<file>**, then **<exit>**. *If you are asked if you want to save the session, click on **<Yes>**.*