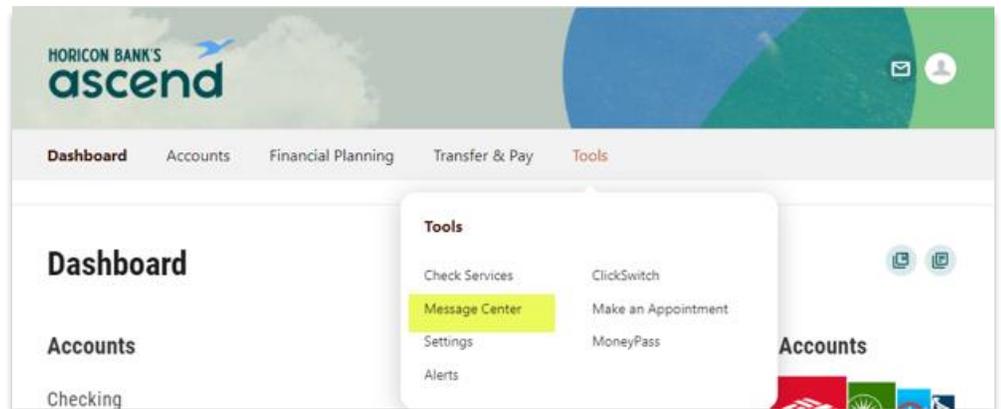




## ASCEND HOW TO: USING THE MESSAGE CENTER

Send secure messages back and forth with a Horicon Banker on our Customer Support Team.

**Step One:** From the dashboard, click on the envelope icon at the top right of the screen, or select the “Tools” and choose “Message Center” in the dropdown.



**Step Two:** Two tabs will allow you to compose a message. You can choose to review what has been sent and received in the past.

The compose button is below the two tabs. This is how you will start a secure communication with a member of our team.

The edit button (below the compose button) will allow you to select message to be marked read, unread or delete.

