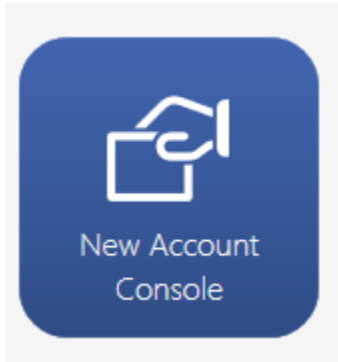
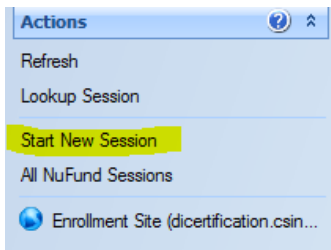


## Opening a CD

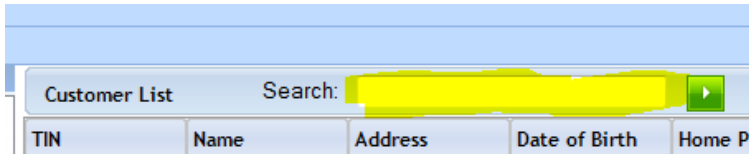
1. From Canvas under assigned services click on “New Account Console”



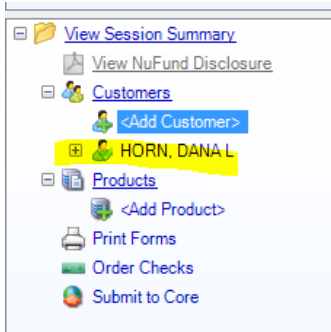
2. Under “Action” on the left click “Start a New Session”



3. At the top of page on the search field, search for customer, “last name, first name”

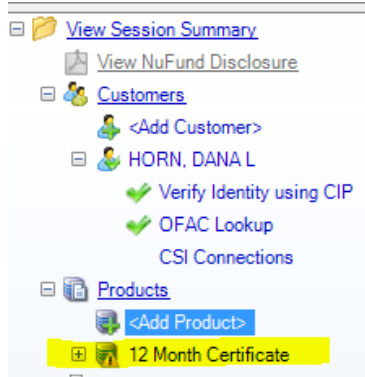


4. Double click the desired customer's name. This will add the customer to session on left hand side of the page under “View Summary Session”



5. Click “Next” on bottom of page. The customer information will populate on the next screen. Scroll through this information to verify that is correct.  
The top section will be the CIF information  
The next section will be the Bank Information  
The next section will be the demographic section.  
If you make changes here they will be applied to that CD only.

6. Once you have verified this information click "Next" on the bottom of the screen
7. This will take you to the OFAC look up screen. Click the green arrow on the top portion of the screen this will give you the OFAC results.
8. Click "Next" to take you to the product page
9. On the product page find the CD or IRA section (if that section is closed, click on the + to open)
10. Choose the desired product by double clicking that product. This will add the product to your session on the left hand side.



11. Click "Next" on bottom of screen
12. This will bring up the customer number field, on the right side click the "Generate" Button to generate a customer number

13. Once the customer number has been generated copy that number into the account number field and hit "Tab" you should get a green check mark – meaning that the account number is valid

14. Tab down to "opening Balance" and put in the amount of the new CD
15. Hit Tab – this should prefill your interest rate. Verify that it is correct. Money source – using the drop down menu choose the correct money source
16. Ownership type – using the drop down menu choose the correct ownership type.

**Product Information**

Opening Balance \* 1,000.00

Base Rate 10.000

New Money Source On-Us

Ownership Type Personal

Scenario Relationship Business Ownership

17. In the middle section of the screen on the Scenario tab choose the correct scenario i.e... Individual ownership, joint , P.O.A and double click
18. This will take you to the relationship tab – there will be drops down box, under that drop down choose the correct name. This will pre fill the information in the boxes below

Scenario Relationship

Individual (Single Own...)

Actions

Select Scenario

Add Customer Relation

Individual

Single Ownership

19. Review the CIF info in the top section
20. Review the account information in the next section
21. Under “additional information” the 5<sup>th</sup> box down will be the “Disposition” box – this will determine what will happen with the interest from the CD. From the drop down box choose the appropriate disposition.

- a. If you choose transfer to DDA or SAV – in the next box titled “Disposition Account” put the account number that the interest will be transferred to

Disposition Code \* Check

Disposition Account

- b. Scroll through the rest of the information and verify
- c. Click “Next” – this will bring a Name and Address screen to verify.
- d. Click “Next”
- e. This will bring up your forms. On the left hand side will be forms that are required by your bank. On the right will be forms that are available to use. You can drag the forms from the right to left as desired.
- f. Click “Next”
- g. This will bring up your forms, verify and enter any information click next and print forms.
- h. Click “Next”
- i. Click “Submit to core” at this point you will not be able to go back and change any information.

- j. If all is input correctly you should get a screen that says “ All products submitted successfully”
- k. At this point you should take the currency, check or whatever the customer is using to open the CD with to the teller line along with a general ledger credit with your CD control general ledger number to the teller line to be processed.

Below is a copy of the GL Credit ticket that will need to be filled out referenced in line “k” above.

General Ledger Credit		VOLUME 98 GL-CR Department Code    Description Field	
Account	Date	<div style="border: 1px solid black; height: 20px; background-color: yellow; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; height: 20px; background-color: yellow; margin-bottom: 5px;"></div>
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>DESCRIPTION</span> <span></span> </div> <div style="height: 100px; border-top: 1px solid black;"></div> </div>		<div style="border: 1px solid black; height: 20px; background-color: yellow; margin-bottom: 5px;"></div>	
		<div style="border: 1px solid black; height: 20px; background-color: yellow; margin-bottom: 5px;"></div>	
		<div style="display: flex; align-items: center;"> <span style="font-size: 1.5em; margin-right: 5px;">\$</span> <div style="border: 1px solid black; width: 100px; height: 20px; text-align: center; font-size: 0.8em;">             .           </div> </div>	
<div style="display: flex; justify-content: space-between;"> <span>Approved by</span> <span>Entered by</span> </div>			
<div style="border: 1px solid black; padding: 2px; font-family: monospace; font-size: 0.8em;">             ⑈ 555506500 ⑈           </div>		<div style="border: 1px solid black; padding: 2px; font-family: monospace; font-size: 0.8em;">             4 2           </div>	