

New CU*BASE Workstation Configuration Request

Rev. January 20, 2012

To request the creation of a new workstation device in CU*BASE, please complete this worksheet and fax it to CU*Answers, Attn: Network Services Team, **fax# 616-285-7288**, or attach it to an email to **helpdesk@cuanswers.com**. A Support Specialist will contact you to verify authorization and assist you with completion of the new device configuration. If you have questions about the process or need assistance filling out the worksheet, please contact a Systems Associate at 800-327-3478, Option 3, Communications and Hardware. We will be happy to assist you.

Credit Union Name CU #

Requested date for completion

General Information

Requested Device ID *NOTE: The first two characters must be unique; the last three digits are your CU #. Example:*

Device Description
(Such as "Jim's Terminal" or "Teller Station 2" etc.)

Cash Dispenser Yes No Branch ID#

Default Printer IDs

Specify the default printers that should be used when printing from this workstation. Example:

General Printer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Checks/Money Orders	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Receipts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Custom Loan Forms	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Loan Apps/Denial Notices	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Posting/Receipt Information

Name ID Verification Always Ask for Employee ID

Local Time Zone Eastern Central Mountain Pacific Daylight Saving Yes No

Receipt form type Half Full Maximum transactions per receipt

Generate receipts for the following transaction types (select all that apply):

<input type="checkbox"/> Journal Transfer	<input type="checkbox"/> Loan Disbursement	<input type="checkbox"/> Create Share Certificate
<input type="checkbox"/> Error Correction	<input type="checkbox"/> SD/Ck Stop Payment	<input type="checkbox"/> Redeem Share Certificate
<input type="checkbox"/> Cash Back to Mbr	<input type="checkbox"/> Cash Transfers	<input type="checkbox"/> CD Dividend on Demand
<input type="checkbox"/> Misc. Receipts/Exp Chks	<input type="checkbox"/> Check Cashing	<input type="checkbox"/> Share Dividend on Demand
<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Funds-in	<input type="checkbox"/> Transaction Reversal

Authorization

Authorized by Date