From @ccessUS



Click the **Communications** tab. The drop-down menu displays. Click the **Travel Notes** tab. The Travel Notes screen displays.



TRAVEL NOTES



Select the appropriate card. Click the **Next** button.



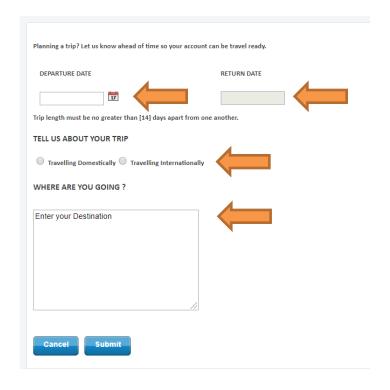
AUTHENTICATION



An authentication question will display. Enter the answer to the displayed question in the field provided. Click the **Submit** button.



TRAVEL NOTES



Select the **Departure Date**.

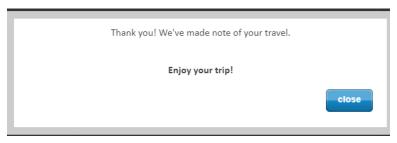
Select the Return Date.

Select the **Travelling domestically** or **Travelling internationally** radio button.

Enter the travel destination in the **Where Are You Going?** field.

Click the **Submit** button. A success message displays.

*Note: Only one travel note can be active at a time. Existing travel notes cannot be edited, but can be removed, if needed.



Click the Close button. A memo is added to the card and the new travel note is displayed.

From our Mobile App

