Address Change Configuration Worksheet

Refer to BANNO.CHANGE.ADDR.V1.CFG

# Account Exclusions

Account types or Account level warning codes which prevent the member from automatically updating their address with this program. Instead, their Address Change request will be sent to Banno Conversations for the CU to review.

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter Name** | **Parameter Description** | **Default Value** | **CU Response** |
| Ineligible Account Types: | Enter a list containing only numeric values along with commas or dashes. Any account that is one of the account types in the list will not be allowed to submit address changes using this functionality. “NONE” will cause no account types to be excluded.  **Valid Values:** 1-9999, NONE | IAT: | IAT: |
| Account Warning Codes to Exclude: | Enter a list containing only numeric values along with commas or dashes. Any account that has one of the Account level warning codes in the list will not be allowed to submit address changes using this functionality. “NONE” will cause no warning code account exclusion.  **Valid Values:** 1-999, NONE | AW: | AW: |

# Remove/Set Warning Codes

Identify if the program should remove and/or set specific Account level warning codes with a successful Address Change.

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| --- | --- | --- | --- |
| **Parameter Name** | **Parameter Description** | **Default Value** | **CU Response** |
| Clear Warning Code: | If the address update is successful, the program will delete this **single** account level warning code. Enter the warning code or “NONE” if the program does not need to clear a warning.  **\*Valid Values**: 1-999, NONE (\*Limit 1) | CW: | CW: |
| Set Warning Code: | If the address update is successful, the program will set this **single** account level warning code. Enter the warning code or “NONE” if the program does not need to set a warning.  **\*Valid Values**: 1-999, NONE (\*Limit 1) | SW: | SW: |

# Remove/Set Warning Codes - Continued

|  |  |  |  |
| --- | --- | --- | --- |
| Set Warning Expiration Days: | If using the **Set Warning Code** parameter, determine how many days the warning code should remain on the account. “NONE” will not set a warning code expiration date.  **Valid Values:** # > 0, NONE | ED: | ED: |

# PO Box Restrictions

If enabled, the program can prevent users from entering a PO Box in the Street Address field and will send their request to Banno Conversations for the CU to review.

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| --- | --- | --- | --- | --- |
| **Parameter Name** | **Parameter Description** | | **Default Value** | **CU Response** |
| PO Box Restrict: | Determine if the member should be restricted from entering a PO Box in the Street Address field.  **Valid Values**: YES or NO | | PR: YES | PR: |
| PO Box List: | If **PO Box Restrict** is set to “**YES**”, list any PO Box phrases the program should check for. All phrases will be forced to uppercase when comparing. Enter up to 20 different phrases.  **Valid Values:** ‘PO Box’, ‘P.O. Box’, ‘Post Office Box’, ‘P.O.Box’, ‘PO. Box’, etc. | | | |
| PO Box List 01: | | PO Box List 11: | | |
| PO Box List 02: | | PO Box List 12: | | |
| PO Box List 03: | | PO Box List 13: | | |
| PO Box List 04: | | PO Box List 14: | | |
| PO Box List 05: | | PO Box List 15: | | |
| PO Box List 06: | | PO Box List 16: | | |
| PO Box List 07: | | PO Box List 17: | | |
| PO Box List 08: | | PO Box List 18: | | |
| PO Box List 09: | | PO Box List 19: | | |
| PO Box List 10: | | PO Box List 20: | | |

# Name Matching

With a successful Address Change, the program will update the Primary Name Record at the Account Level. Identify if additional name records on the same account should also be updated with the new information. *\*Note – This function itself does not update address information on name records outside of the account the member is logged into.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter Name** | **Parameter Description** | **Default Value** | **CU Response** |
| Name Matching Levels: | Name matching will find all the allowed name records with an address that exactly matches the one the user sees in Banno settings and changes them all at once. Provide the name record locations you wish to automatically update with new address information. “NONE” will revert to use of Tracking 8 linking.  **Valid Values**: ACCOUNT, SHARE, IRS, LOAN, PLEDGE, EFT, CARD, EXTERNAL, ALL, NONE | MN: ACCOUNT | MN: |
| Match Name Types: | Enter the list of the name types that can be updated with the new address if matched. See below for a complete list of name types and the associated numeric value.  **Valid Values:** 0-99, ALL, NONE | MT: 0 | MT: |

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| --- | --- | --- | --- |
| **Symitar Name Types** | | | |
| **Numeric Value** | **Description** | **Numeric Value** | **Description** |
| 0 | Primary | 16 | Guarantor |
| 1 | Joint | 17 | Loan Co-Maker |
| 2 | Mailing Only | 18 | Loan Co-Applicant |
| 3 | Alternate Mailing | 19 | Trustor |
| 4 | Beneficiary | 20 | Co-Borrower |
| 5 | Custodian | 21 | Co-Signer |
| 6 | Trustee | 22 | CTR Owner Address/ID |
| 7 | Responsible Individual | 23 | CTR Transactor |
| 8 | Power of Attorney | 24 | DBA |
| 9 | Authorized Signer | 25 | Attorney Trust |
| 10 | Dividend Payee | 26 | Safe Deposit Box Co-Lessee |
| 11 | Maturity Payee | 27 | Safe Deposit Box Deputy |
| 12 | Coverdell ESA Beneficiary | 28 | CTR Common Carrier |
| 13 | Next of Kin | 29 | Property Address |
| 14 | Representative Payee | 30 | Successor In Interest |
| 15 | Grantor | 31 | Information Only |

# Member Confirmation Email

If a member performs a successful Address Change, a confirmation email can be sent to the member.

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter Name** | **Parameter Description** | **Default Value** | **CU Response** |
| Send Confirmation Email to Member: | If this is enabled a confirmation email will be sent to the member.  **Valid Values:** YES or NO | SE: NO | SE: |
| Member Confirmation Email Type: | If **Send Confirmation Email to Member** is set to “**YES**”, identify the format that should be used for the email.  **Valid Values:** TEXT or HTML | ET: | ET: |
| Send Member Confirmation Email From: | If **Send Confirmation Email to Member** is set to “**YES**”, identify the source of the email (the “FROM” email). If blank, the member’s own email address is used.  **Valid Values:** Valid CU email address or BLANK | EF: | EF: |
| Member Confirmation Email Subject: | If **Send Confirmation Email to Member** is set to “**YES**”, identify the subject line for the email. If blank, ‘Address Update Notice’ is used.  **Valid Values:** Character String up to 120 characters or BLANK | ES: Address Update Notice | ES: |
| Member Confirmation Email Body: | If **Send Confirmation Email to Member** is set to “**YES**”, this text will be the body of the email sent to the member.  **Valid Values:** Text lines up to 999 with up to 120 characters per line | | |
| EB: Your address has been updated via online or mobile banking. If you did not make this change, please contact us immediately at 888-888-8888. | | | |

# Banno Parameters

The following will be used for setup in Banno.

|  |  |  |
| --- | --- | --- |
| **Info Type** | **Description** | **CU Response** |
| Banno Live? | Is the CU currently LIVE to members with either Banno Online or Banno Mobile?  Enter “YES” or “NO”. |  |
| Test Users | If **Banno Live?** is “**YES**”, list Banno usernames of users that will test Address Change before enabling the feature for all users. |  |