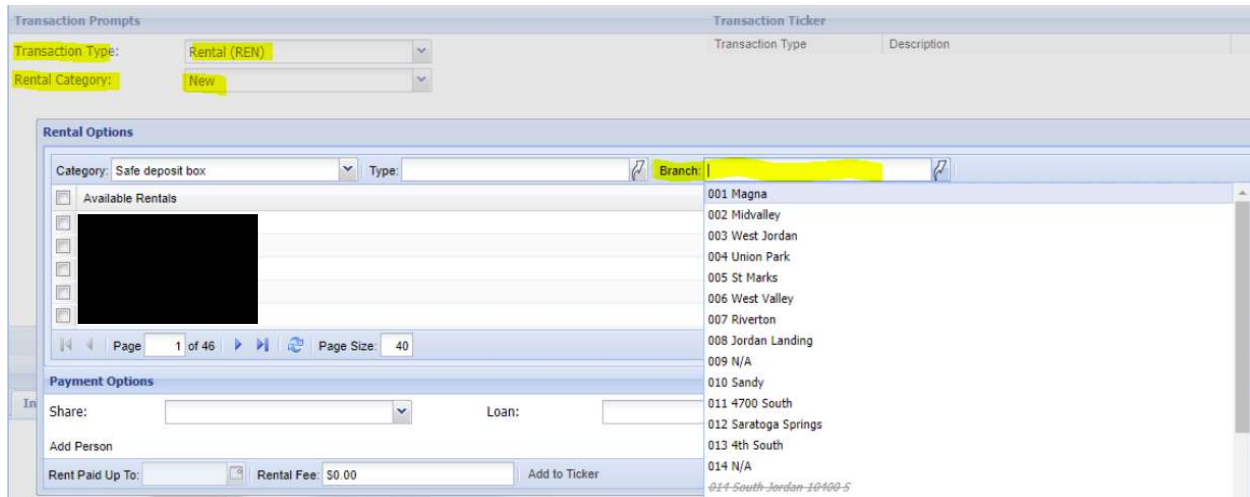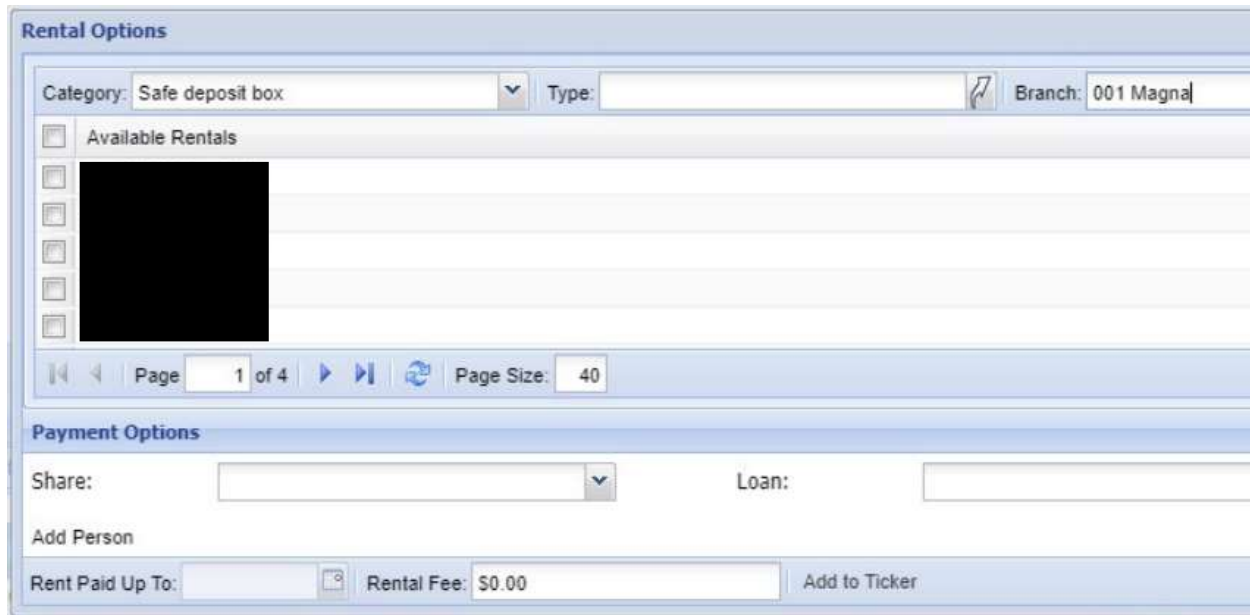## Safe Deposit Boxes Availability

1. To check if a safe deposit box is available, open a new Transaction work area. You don't need to be in a member's account to see available boxes.

2. In the Transaction Type box, type "REN" for rental. Hit tab.

    a. In the drop-down box, choose "New." Hit tab.

    b. The "New" window will open with rental options.

    c. In "Branch Box" choose the branch the member is interested in getting a box from.

3. After selecting the desired branch, hit Tab. Available rentals will now be listed.

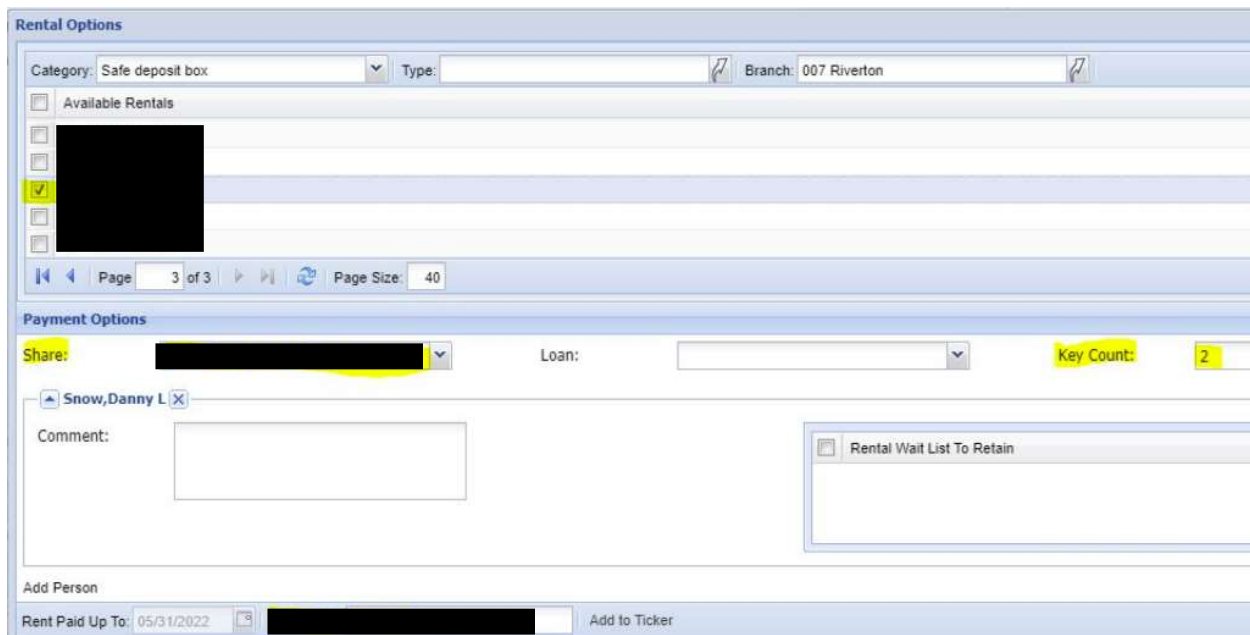4. To see the price of the box you will need to be in a member's account.

Safe Deposit Boxes Base Pricing

Rent for Safe Deposit Boxes are paid a year in advance and are charged on all boxes at the end of May. Since this is the case, for new boxes, we will charge prorated amounts so that the member isn't charged for a full year when they didn't have it for that whole time. The base prices, which are helpful to know for existing boxes are listed below:

3x5 Box:

3x10 Box:

5x10 Box:

10x10 Box

Safe Deposit Boxes Prorated Pricing

1. To see the price of an available box, you will need to be in the member's account. Once you are in the member's account, follow steps 1-2 in the previous section.
2. Then check the box next to the size being inquired about.
3. Under "Payment Options" choose "Savings" from Share Options.
4. Change "Key Count" box to 2. Hit tab.
5. The rental fee will now be shown at the bottom of the page.