

Gulf Capital Bank

Secure Messaging

Digital banking designed
for your success.

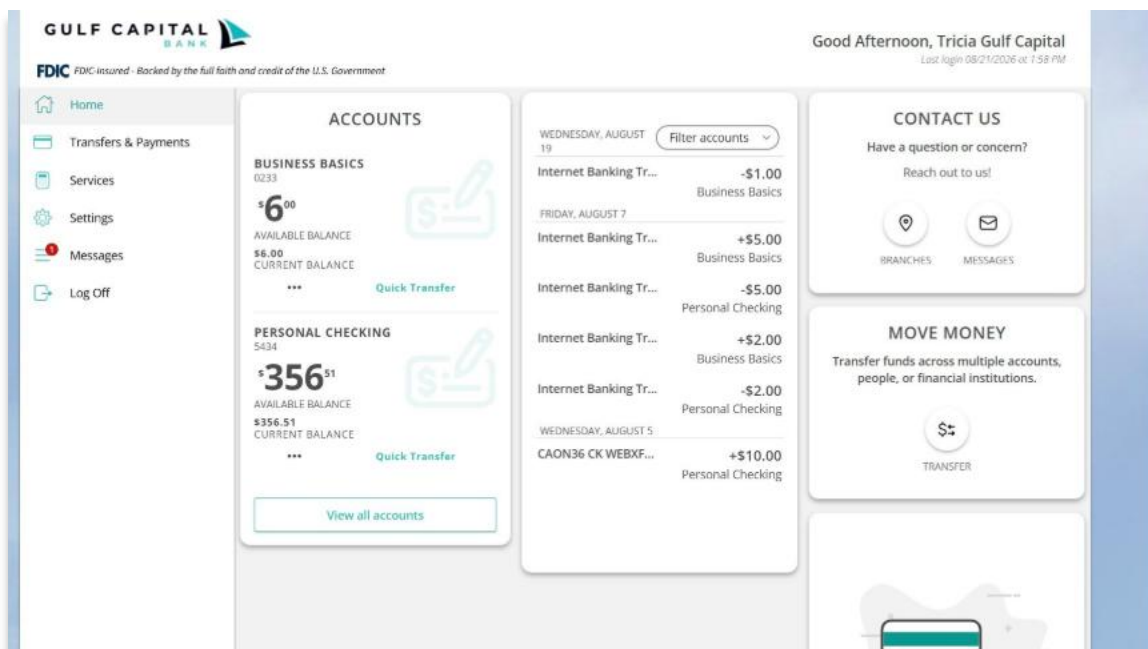
GULF CAPITAL
BANK



Banking Built For Houston

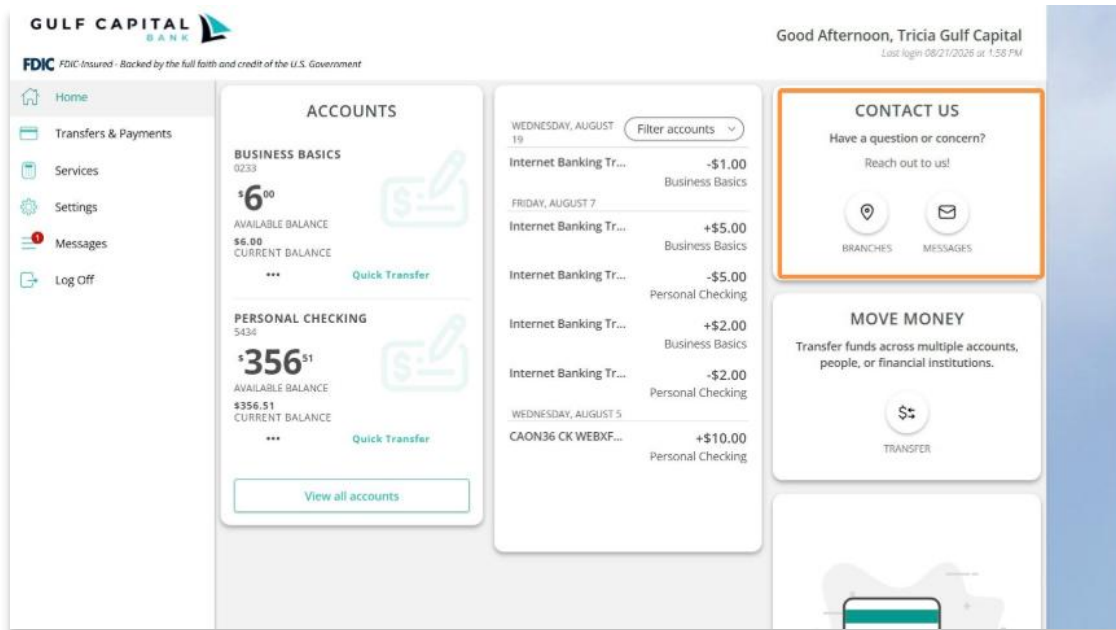
Learn how to communicate directly with your bank through their secure online messaging portal. This guide walks you through the steps to compose, send, and review your messages to ensure your inquiries are handled efficiently.

1. The "Messages" feature is a secure messaging function which allows two-way communication between the user and Gulf Capital Bank. Since the message is delivered securely within Digital Banking, sensitive material may be included such as account information, social security numbers or tax ids.

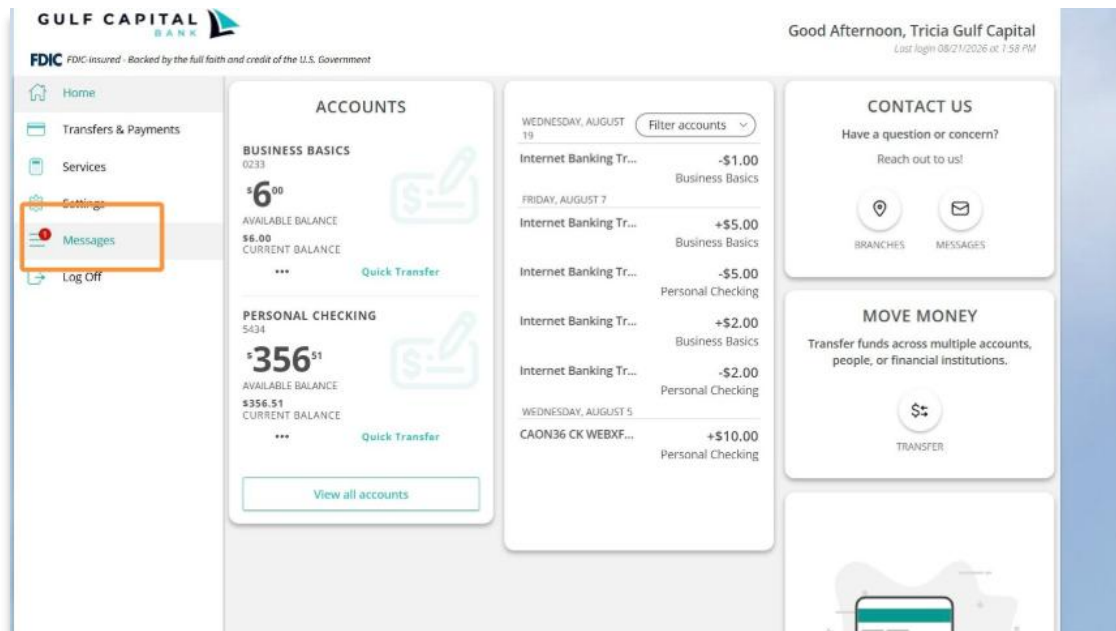


If you need additional assistance, please contact our Client Services Team at (713)999-8875.

- You can access the messages area in two different ways. The first option is by clicking the envelope icon in the "Contact Us" area.

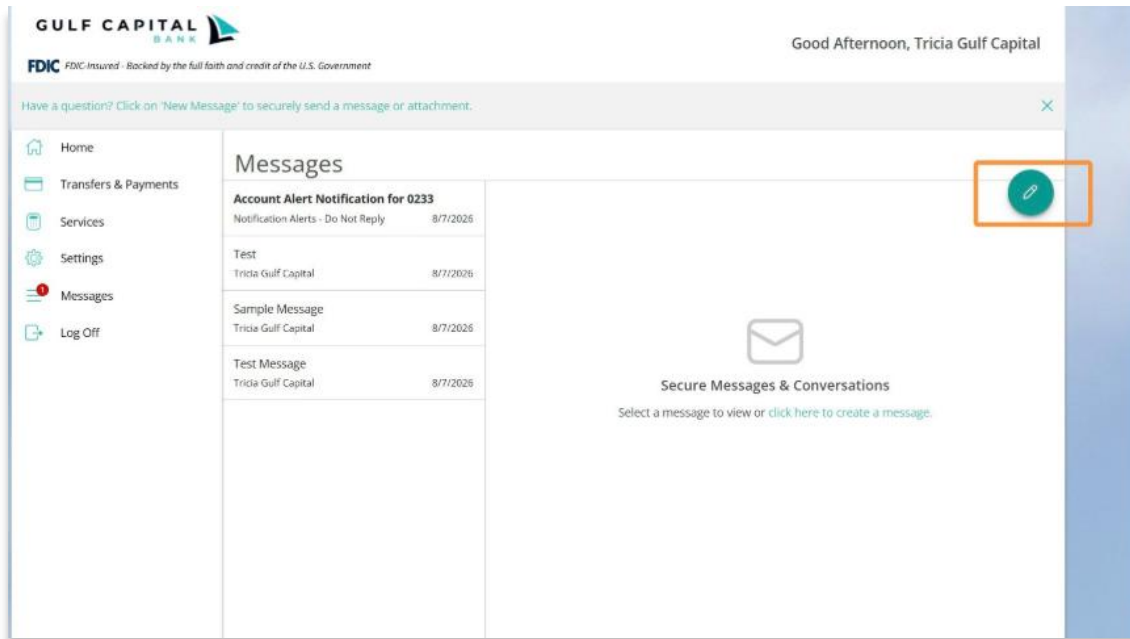


- You can also access messages by clicking the "Messages" menu. A numeric indicator next to the "Messages" menu, displays how many unread messages currently are listed.

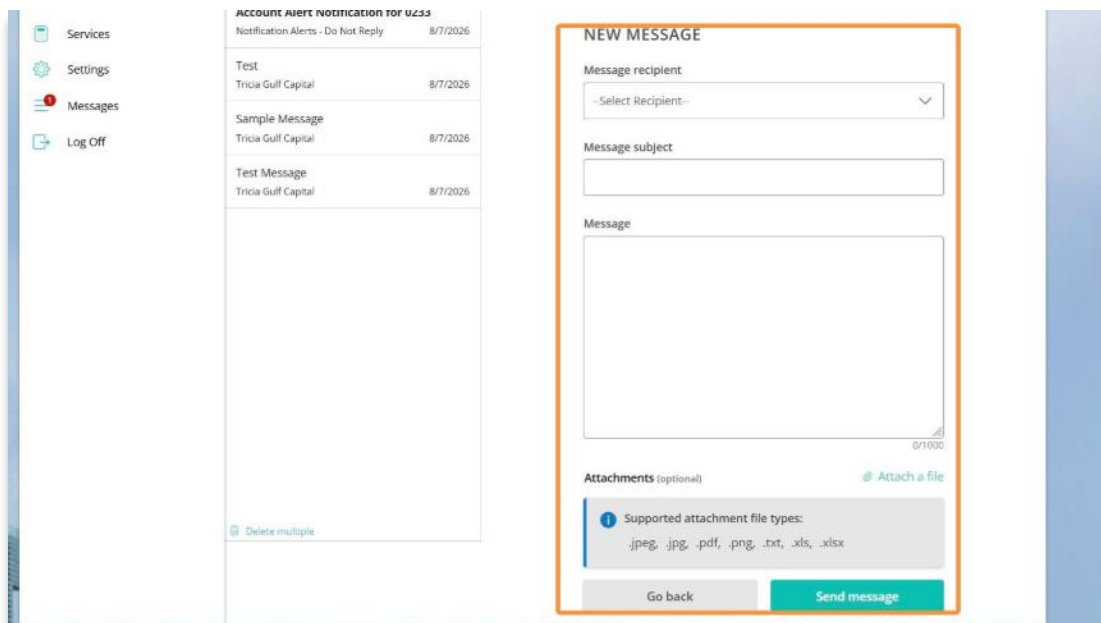


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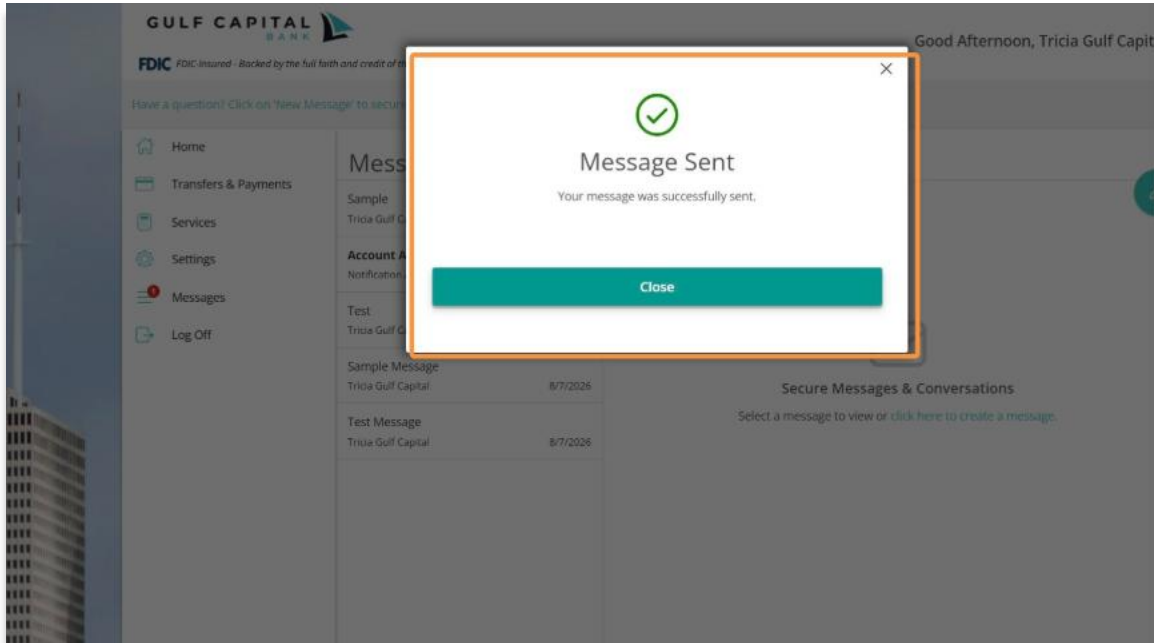
- Click the pencil icon on the top right of the screen, to create a new message.



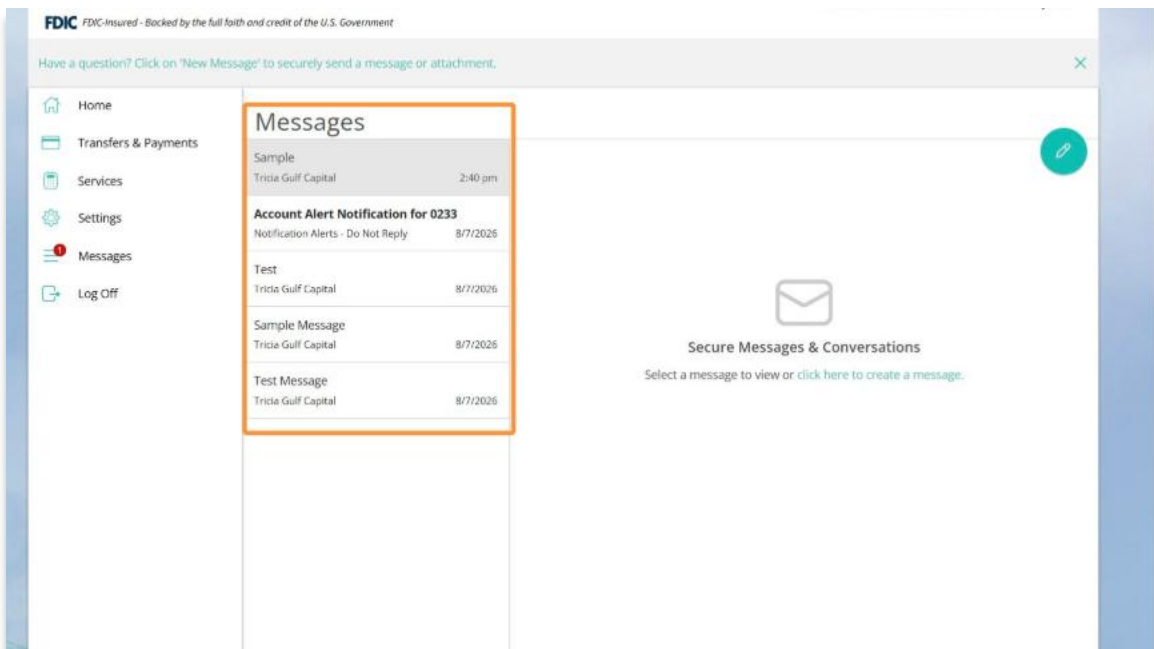
- Select the appropriate "Message recipient" from the drop-down menu. Enter a subject and message in the corresponding box. Supported file types are listed on the screen. Use the paperclip icon to attach a file or document. Click the "Send message" button to submit the message.



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- Both incoming and outgoing messages will show in descending date order, with newest messages on top.



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7. Select the arrow icon to reply to a secure message or the trash bin to delete the message.

