

## Open End Plan Wizard

Select [[Member Ribbon > Lending > Open End Plan](#)]. The Open End Plan Wizard will help the staff process open end plans and print documents quickly and easily.

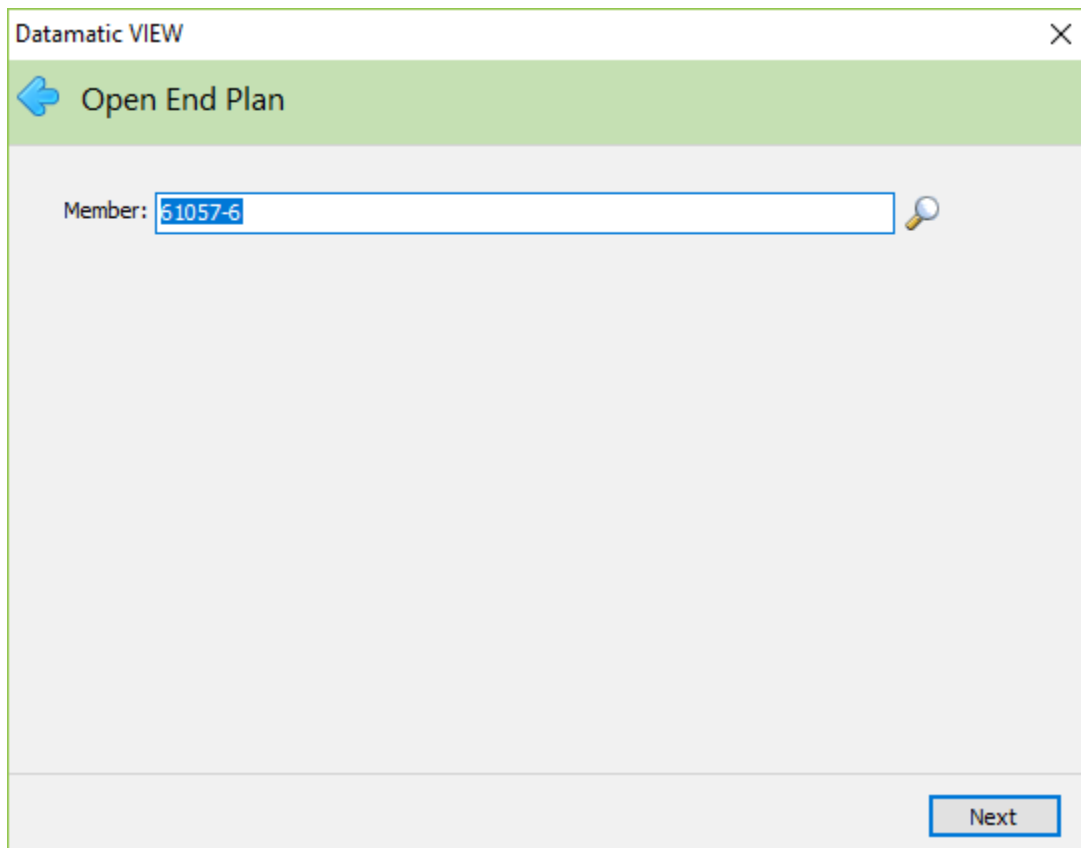
Prior to printing an Open End Plan document, the PDF must be setup under [[Main Ribbon > System Settings > PDFs](#)]. (See PDFs chapter in the System Settings Manual.)

Also, prior to using the Open End Plan Wizard, a joint name and/or beneficiary name (if applicable to the open end plan being setup) must first be added under the Member using the Add Name wizard and the following name types.

- ⇒ OE Plan Joint
- ⇒ OE Plan Beneficiary

Only one OE Plan Joint and OE Plan Beneficiary name is allowed per member.

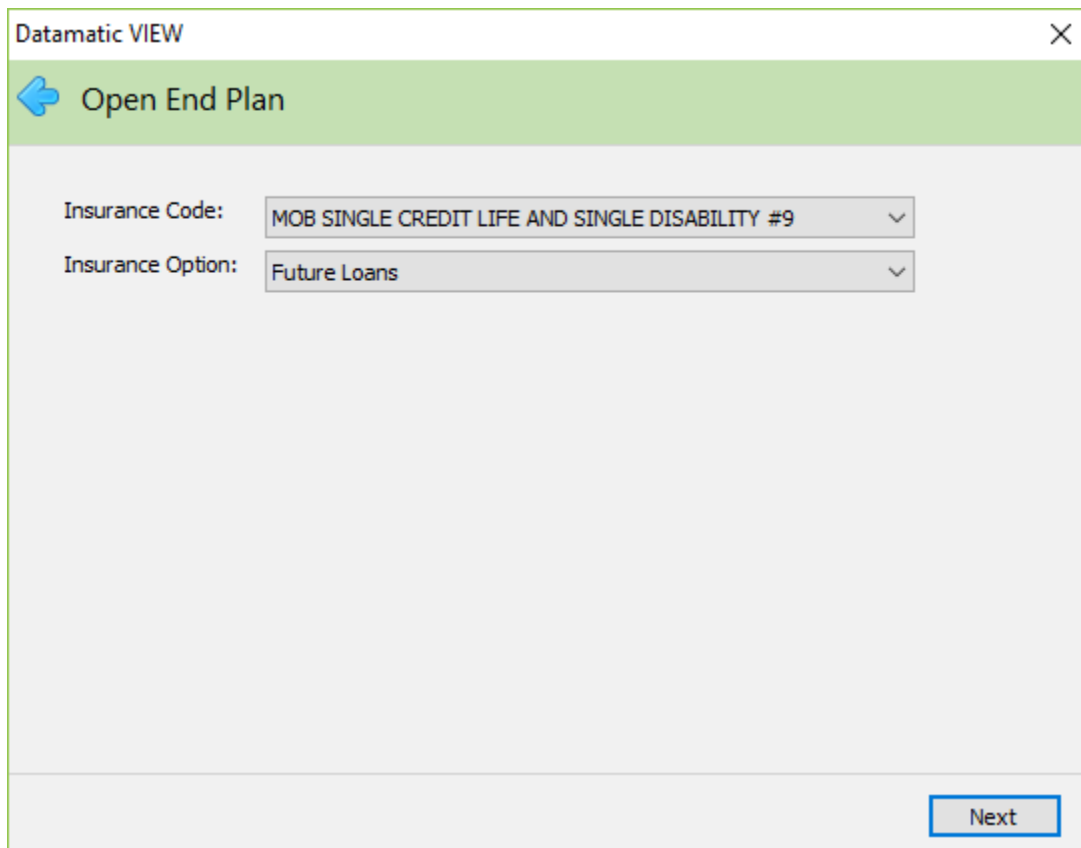
The system displays.



The screenshot shows a window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header with a blue left-pointing arrow and the text "Open End Plan". The main area contains a "Member:" label followed by a text input field containing "51057-6" and a magnifying glass icon to its right. At the bottom right of the window is a "Next" button.

Enter a member number (account base and check digit) then continue to the next window. If the member number is not known, click on the magnifying glass to the right of the Member field to search for the member number. Continue to the next window.

The system displays.



Datamatic VIEW

Open End Plan

Insurance Code: MOB SINGLE CREDIT LIFE AND SINGLE DISABILITY #9

Insurance Option: Future Loans

Next

Make the insurance selections on the window.

**Insurance Code** - Select the appropriate Insurance Code from the drop down list. The Insurance and Debt Protection Codes that the credit union has setup on the Insurance Title Administration window under System Administration will be displayed here.

**Insurance Option** - Selection the appropriate Insurance Option from the drop down list. The options are as follows:

- Future Loans
- Existing Loans
- Future and Existing Loans

Continue to the next window.

If there is a joint person on the Open End Plan **and** either a Single Credit Life or Single Disability Insurance Code (or a single coverage debt protection code) is selected on the previous window, the system displays.

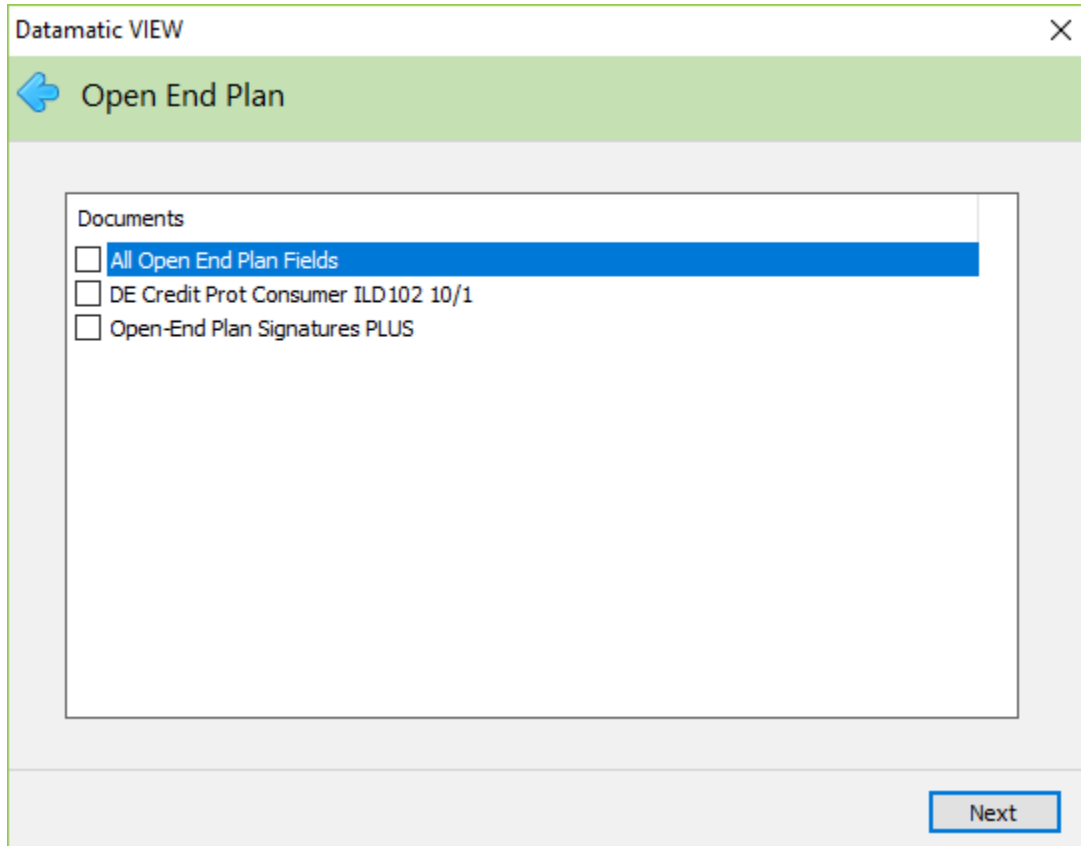
The system will default the primary member’s name in both the Single Credit Life and Disability fields. If the Joint name on the Open End Plan is to be covered for either or both, select the joint person’s name in the drop down list.

After finishing the wizard, the insured names selected will be carried forward to the Member Information window. In the example above, the Disability name is changed to Margaret A. Member, the joint name on the Open End Plan. See the Member Information window below after the wizard is completed.

Open End Application Date	05-25-2010
Open End Plan	Joint
Open End Plan Cancel Date	Never
Open End Plan Insurance	MOB SINGLE CREDIT LIFE AND SINGLE DISABILITY #9
Open End Plan Insurance Election (Disability)	MARGARET A MEMBER
Open End Plan Insurance Election (SCL/Debt Protection)	MARVIN M MEMBER

The **Open End Plan Insurance Election (Disability)** and **Open End Plan Insurance Election (SCL)** options will only display in the Member Information window if the Open End Plan Insurance option has an insurance/debt protection type selected. Continue to the next window.

The system displays.



Select the document(s) to be printed, if not already checked.

Continue to the next window.

The system displays the member's name, Open End Plan Joint name and Open End Plan Beneficiary name, if applicable. If a joint and/or beneficiary name does not apply, n/a will be displayed.

Datamatic VIEW

Open End Plan

To complete this wizard, click Finish

Member: 61057-6

Name: MARVIN M MEMBER

Joint: MARGARET A MEMBER

Beneficiary: AMY M MEMBER

Finish

If either the joint or beneficiary name displaying is not correct, close this wizard and go to the Member Summary window for the primary member. Select the Name Information window and delete/add the appropriate joint/beneficiary name using the OE Plan Joint and OE Plan Beneficiary name types. **Only one OE Plan Joint and OE Plan Beneficiary name is allowed per member.**

Select Finish and the PDF will be displayed. The data for the mapped fields will be filled in. Enter any missing information in the blank fields, if applicable. Select the printer icon on the PDF window to print the document, if needed.

After selecting Finish at the end of the wizard, **the Open End Plan fields under Member Information** (see page 3) will be updated automatically. The Open End Plan Application Date field will be filled in automatically with the date the first time the wizard is used and the Open End Plan field is set to No. Changes made to an existing Open End Plan will also update the corresponding Open End Plan fields under Member Information, after finishing the wizard. **Exception:** If the original Open End Application Date field needs to be changed, the field must be file maintained.

If changing an existing joint Open End Plan to individual, first delete the OE Plan Joint name type from the Name Information window for the member. Next, complete the wizard.

## Other Information

Select [[Main Ribbon > System Settings > Credit Union Setup > Other Options tab > Open End Plan Wizard](#)]. The selections for this are as follows:

- ⇒ Do not automatically start new application (default)
- ⇒ Automatically start new application

If this option is set to Automatically start new application, after finishing the Open End Plan Wizard and printing any applicable documents, the Add Loan Wizard will open at the Account Type window. Upon finishing the Add Loan Wizard, the Loan Application window will display for the information to be entered.

**\*\*Note:** If this option is changed to Automatically start new application, the staff will need to log out of VIEW and log back in for the change to take effect.

## Cancellation of Plan

When an Open End Plan is cancelled, the staff will need to file maintain the Open End Plan Cancel Date field under Member Information to the date cancelled. This needs to be done for each member with an Open End Plan. The system will automatically change the Open End Plan field to No when a date is entered in the Open End Plan Cancel Date field. These two fields (together with the Open End Application Date) will be used by the system to determine the appropriate statement disclosures for member statements.

## References

**Add Loan - Loan Documents** - Refer to Lending Manual

**Loan Application** - Refer to Lending Manual

**Member Information** - Refer to Member Services Manual