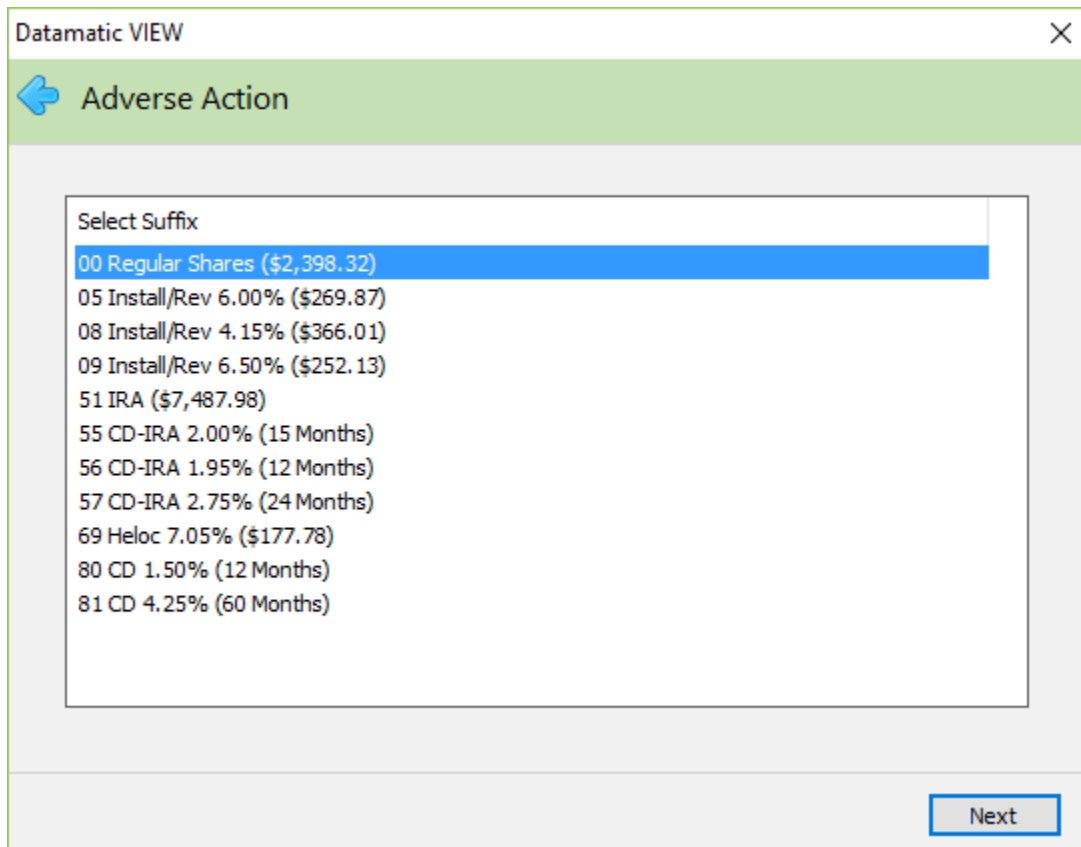


Adverse Action

Select [[Member Ribbon > Adverse Action](#)]. The Adverse Action Wizard is used to print an adverse action notice to give or send to a member. This notice can be printed for either a share or loan suffix.

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

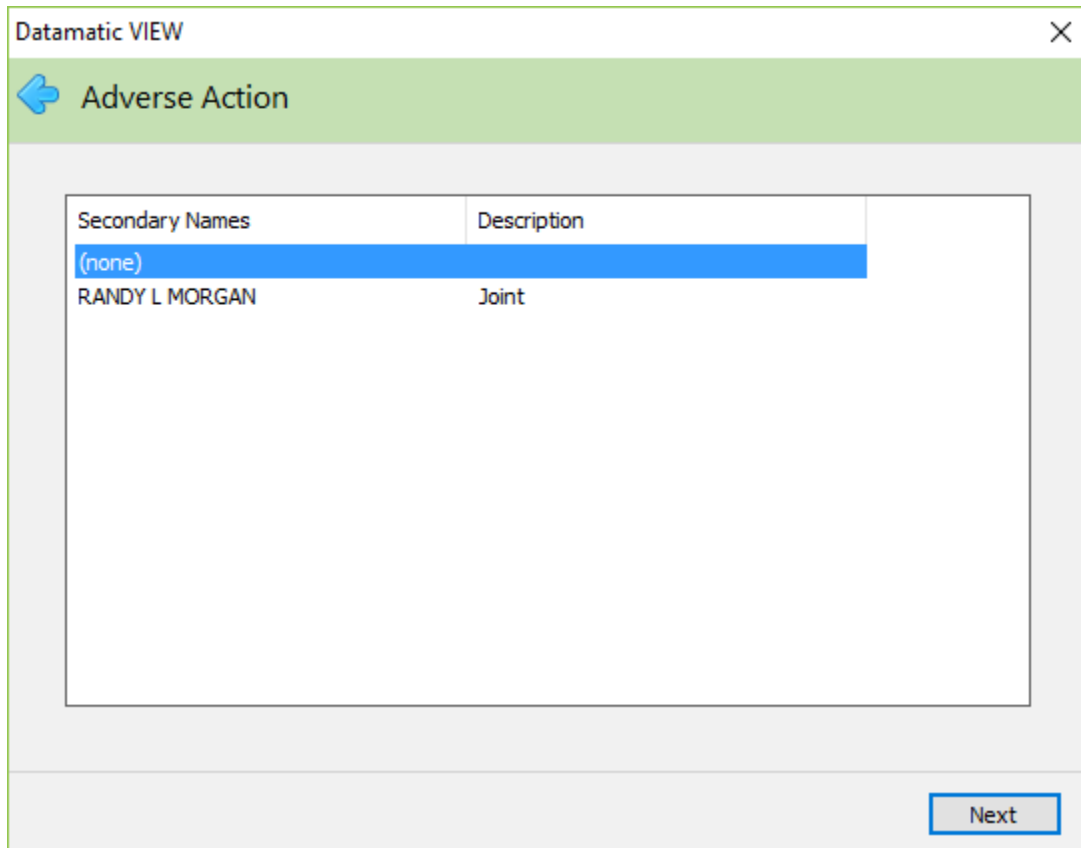
Continue to the next window. The system displays.



Select the suffix for which the adverse action notice will be printed for the member.

The windows in the wizard will vary with the information displayed depending on whether or not a share or loan suffix is selected. A share suffix was chosen in this example. Continue to the next window.

The system displays.



Datamatic VIEW

← Adverse Action

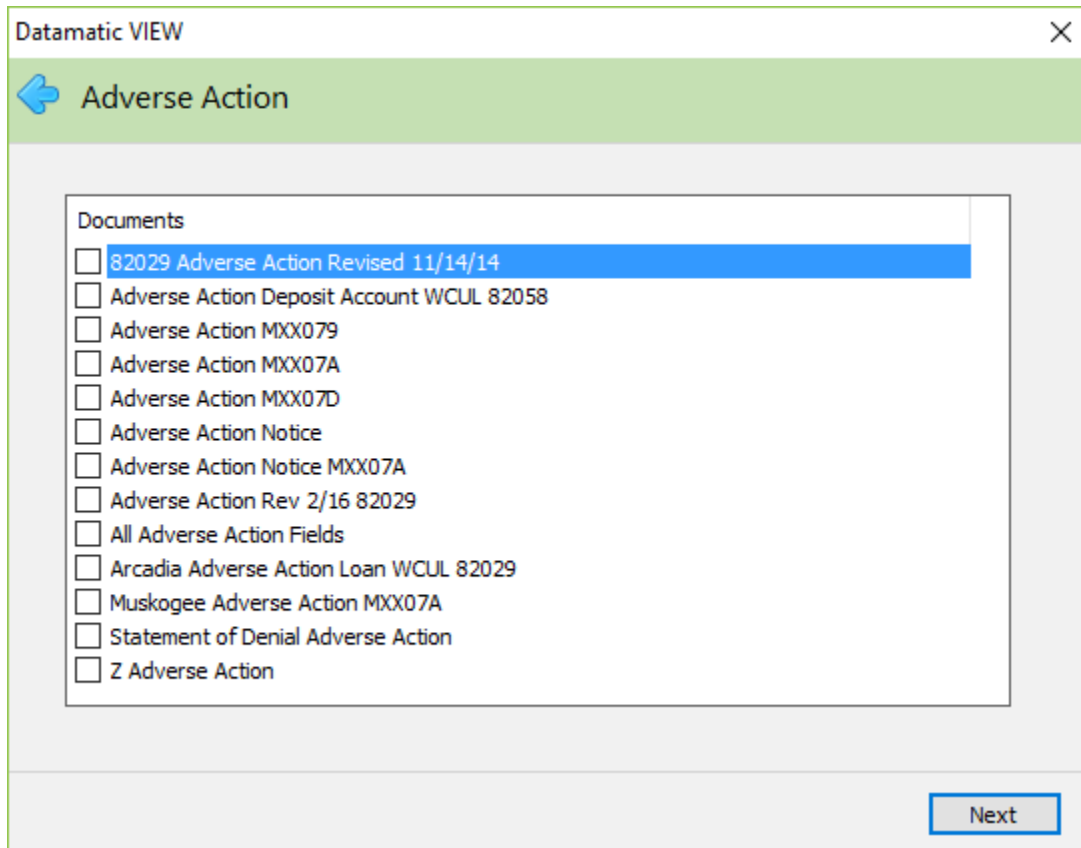
Secondary Names	Description
(none)	
RANDY L MORGAN	Joint

Next

Select a Secondary Name to be included on the notice, if applicable. Only the secondary names associated with the suffix selected on the previous window are displayed.

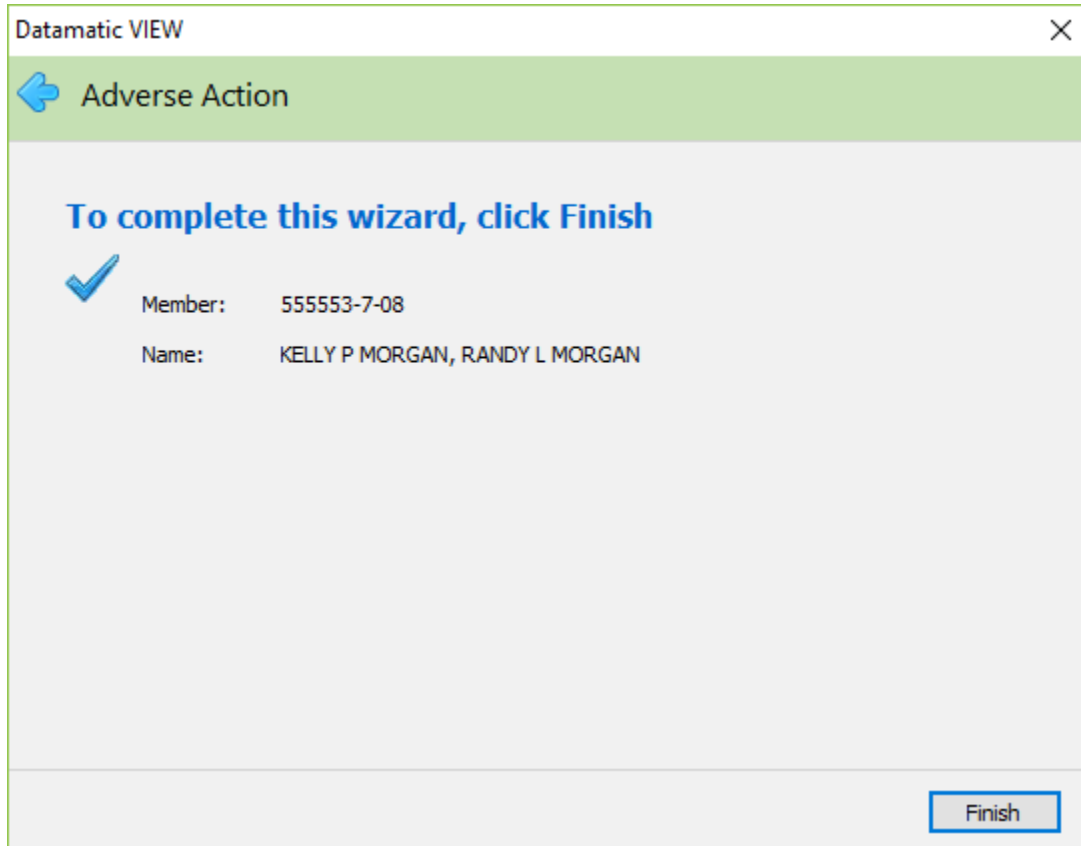
Continue to the next window.

The system displays.



Select the appropriate adverse action notice to be printed. Continue to the next window.

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 back arrow icon and the text "Adverse Action". The main content area is light gray and contains the instruction "To complete this wizard, click Finish" in blue. Below this instruction is a blue checkmark icon. To the right of the checkmark, the following information is displayed: "Member: 555553-7-08" and "Name: KELLY P MORGAN, RANDY L MORGAN". At the bottom right of the window is a blue "Finish" button.

If necessary, select the back arrow in the upper left corner to return to any of the previous windows and make changes before selecting the Finish button.

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.