

OPENING A NEW SHARE SECURED VISA

12.2025

Step-by-Step Guide >>>

Step 1

OPEN NEW APPLICATION IN LOAN MANAGEMENT

Choose Credit Card Application

Loan Category:
Line of Credit

Loan Purpose:
Credit Card
Secured

Description:
Credit Card
Secured

Loan Management

New Application

Please select from one of the loan categories below and click the Accept button.

☐ Loan Application ☒ Credit Card Application

Loan Category
Line of Credit

Loan Purpose
CREDIT CARD SECURED

Description
CREDIT CARD SECURED

Application Source
Walk-In

Then Click Accept

Accept Cancel



Step 2

Select Visa Credit Card

Loan Application Worksheet

Application Number - 11 CU App # - 73267 Application Tasks

Select Loan Type

Description	Loan to Value	Maximum Value	Loan Rate
VISA CREDIT CARD	No Requirement	Not Limited	0.000% - 18.000%
WRITE OFF VISA	No Requirement	Not Limited	8.500% - 18.000%

Then Click Accept

Accept Cancel

Step 3

Enter the Credit Limit

Application Number - 132 CU App # - 73333 Application

Applicant John Smith
123 Apple Street
Meridian, ID 83642

Application Date 08-Dec-2025

Application Status Assigned - Open (Update)

Phone Number 208-123-4567 **Tax ID** 111-22-3344 **Birth Date** 01/01/1985

Applicant Account List 123456

Co-Borrower

Show Applicant Data

Add | Remove | Edit | Show Data

Credit Card Info **Contact** **Employment** **Finance**

Loan Information

Credit Limit 1000.00 **Save**

Loan Fees 0.00

Credit Card Application Type VISA CREDIT CARD

Purchase APR 17.250 0.000% - 18.000%

Advance APR 17.250 0.000% - 18.000%

Balance Xfer APR 17.250 0.000% - 18.000%

Advance Options - None Selected -

Rate Group

Loan Application Summary

Review Date

The rate will be:

Prime Rate + 10.00%-

Unless credit was pulled
and the member qualifies
for a lower rate. See below:

FICO 701+	Prime Rate + 5.00%
FICO 700-600	Prime Rate + 7.50%
FICO<600	Prime Rate + 10.00%

Make sure to click
the Save button
after making any
and all changes to
the Loan
Information.

Step 4

KEY THE VARIABLE RATE INFORMATION

Loan Application worksheet

Variable Rate Information

General Information

Minimum number of months between adjustments:

Next Rate Review Date:

Total rate adjustments allowed: ☒ Unlimited

Maximum change per adjustment:

Minimum change per adjustment:

Purchases **Cash Advances** **Balance Transfers**

Margin rate:	<input type="text" value="10.000"/>	Margin rate:	<input type="text" value="10.000"/>	Margin rate:	<input type="text" value="10.000"/>
Maximum rate:	<input type="text" value="18.000"/>	Maximum rate:	<input type="text" value="18.000"/>	Maximum rate:	<input type="text" value="18.000"/>
Minimum rate:	<input type="text" value="0.000"/>	Minimum rate:	<input type="text" value="0.000"/>	Minimum rate:	<input type="text" value="0.000"/>

Accept Cancel

Insurance Options - None Selected - (Variable)

Key the Variable Rate information as shown.

Key the variable rate information. The Margin rate is the only thing that will vary between borrowers.

Step 5

EMPLOYMENT TAB

Employment information is not required for secured loans but please gather as much information as possible.

Loan Info. | Contact | **Employment** | Financial Data | Collateral | Disbursement | Notes | Credit Score | References | Vendors

Employer Information Current Previous

Employer: LOOMIS Title/Position: MEMBER SERVICE REP

Address: 123 APPLE STREET Employee ID:

City: MERIDIAN State: Idaho Postal Code: 83642

Country:

Phone: 208 380-1932 Ext. 0

Start Date: 11/11/2022

Apply | Cancel

Employer	Start Date	End Date	Job Status
LOOMIS	11/11/2022		Current

Add Edit Delete

Position Information

Department:

Supervisor Name: DAVID DOE

Shift Worked:

Hours Worked Per Week: 40

Hourly Wage: 18.61

Annual Income: 38709.00 Calculate

Pay Type:

☐ Not Stated

☒ Gross Pay

☐ Net Pay

Income Type:

☒ Primary Income

☐ Secondary Income

Click "Add" and put in as much of the employer information as possible, including the member's correct start date.

Select the pay type used to calculate the gross or net income. The "Not Stated" pay type should never be selected.

Step 6

FINANCIAL DATA TAB

If you have the income information and credit was pulled, you can figure the debt ratio using the Financial Data Tab in Forza.

Not required for Share Secured Visa

Any loans the member has with us with the member as Primary Borrower will appear in the Financial Data Tab

Credit Card Info

Contact

Employment

Financial Data

Collateral

Disbursement

Notes

Credit Score

Financial Data Elements

☐ Show All Financial Data

☐ Include Current Application

Description	EOCA Asset	Liability	Income	Expense	
REGULAR SHARES-	5.78	0.00	0.00	0.00	
CONNECTED CHECKING-	8217.62	0.00	0.00	0.00	
2023 CAN AM DEFENDER-	0.00	18629.11	0.00	590.24	
2013 COUGAR M-324 RLB-	0.00	14295.08	0.00	282.24	

Import Assets

Import Liabilities

Total Assets:	8223.40	Total Income:	4277.00		
Total Liability:	32924.19	Total Expense:	872.48	Total Revolving:	0.00
Asset/Liability:	400.372 %	Debt/Income:	20.399 %	Revolving Debt/Income:	0.000

Step 7

FINANCIAL DATA TAB

You will add any debts from the member's credit report by:

1. Clicking Credit Bureau Data
2. Checking the box next to the debts that need to be added.
3. Then click Accept.

The screenshot shows a software interface for adding credit bureau data. On the left is a sidebar menu with options like 'Generate Loan Documents', 'View Amortization', 'Credit Bureau Request', 'View Tran. History', 'View Credit Report', 'Credit Bureau Data' (highlighted with an orange box and an arrow), 'New Application', 'Quick Amortization', 'Application Fee Descriptions', 'Change Loan Category', 'Loan Application Summary Report', 'Loan Risk Analysis Report', 'OASIS Information To Confirm: No', 'Loan Estimate', and 'Print Label'. The main window is titled 'Add Credit Bureau Data' and contains a 'Credit Reports' dropdown set to '3/2/2023 2:44:26 PM' with a 'Show' button. Below this is a table of credit lines. The first two lines are checked with an 'Add' checkbox (indicated by orange arrows). The third line is not checked. At the bottom right, there is an 'Accept' button (highlighted with an orange box and an arrow) and a 'Close' button.

TRADELINE	Description	Account #	Balance	Limit	Monthly Payment	ECOA	Revolving	Delinquency
<input checked="" type="checkbox"/> Add	BARCLAYS BANK DELAWARE	1223850	7676.00	19100.00	273.00	B	Yes	30 60 90 0 0 0
<input type="checkbox"/> Add	CONNECTIONS CREDIT UNI	7718213	4310.00	0.00	413.00	B	No	30 60 90 0 0 0
<input checked="" type="checkbox"/> Add	DISCOVER BANK	3276502	1986.00	11900.00	49.00	B	Yes	30 60 90 0 0 0
<input type="checkbox"/> Add	BANK OF AMERICA	1213727						Delinquency

This step will only be completed if credit was pulled for a lower qualified interest rate.

Step 8

FINANCIAL DATA TAB

Visa Applications do not figure the payment into the Financial Data tab with the "Include Current Application" box checked. You will need to manually add the Visa payment in this tab to get the accurate debt ratio.

The screenshot shows the 'Financial Data Elements' window with the 'Financial Data' tab selected. The 'Include Current Application' checkbox is checked. The 'Financial Data Item' form is open, showing the following fields:

- Item Description: THIS VISA
- Category: CREDIT CARD
- Asset Value: 0.00
- Income Value: 0.00
- Income Frequency: Monthly
- Income Source: Employer
- Loan Balance: 0.00
- Loan Limit: 0.00
- Payment: 25.00
- Payments Left: 0
- Payment Frequency: Monthly
- Financial Institution: CONNECTIONS CREDIT UNI
- Account Number: (empty)

The 'Accept' button is highlighted. An orange arrow points from the 'Add' button in the table below to the 'Accept' button.

DA	Asset	Liability	Income	Expense	30	60	90	120
5.78	0.00	0.00	0.00	0.00	0	0	0	0
8217.62	0.00	0.00	0.00	0.00	0	0	0	0
0.00	18629.24	0.00	590.24	0.00	0	0	0	0
0.00	14295.08	0.00	282.24	0.00	0	0	0	0
0.00	7676.00	0.00	273.00	0.00	0	0	0	0
0.00	1986.00	0.00	49.00	0.00	0	0	0	0

You will add the maxed out minimum payment for the new Visa payment (2% of the limit of \$25, whichever is greater). In the Item Description type "THIS VISA".

Step 9

COLLATERAL & DISBURSEMENT TABS

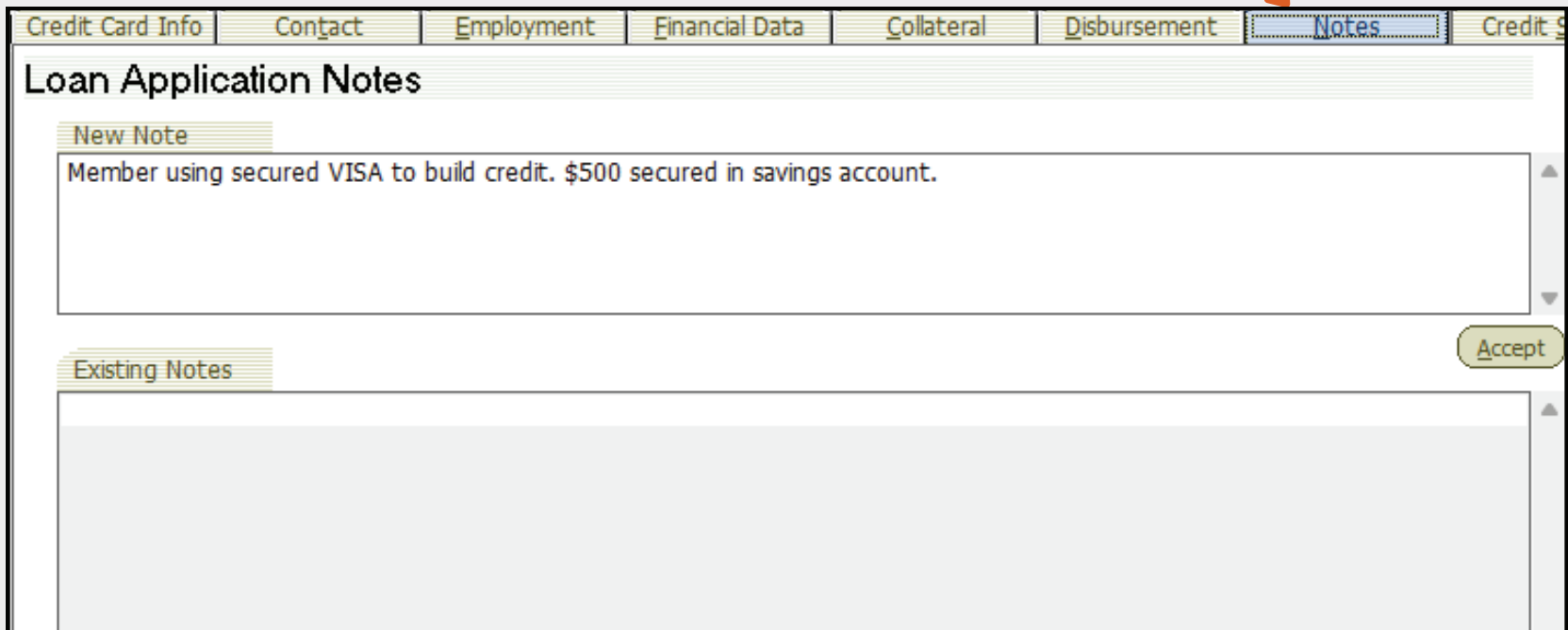
For Visas, you will NEVER do anything with the Collateral or Disbursement tabs! The Funds will be secured in the share savings account in member services.

Credit Card Info	Contact	Employment	Financial Data	Collateral	Disbursement	Notes	Credit Score
Collateral Information							
Collateral Type	Collateral Description	Collateral Status	Collateral Value				
No Applications on File							
New Edit Remove				Total Collateral 0.00			

Step 10

NOTES TAB

The Notes tab can be used for any notes or comments necessary for anyone else to be able to pick up the loan or the auditors to utilize. Remember, everything in the Notes section is permanent and cannot be deleted or edited. Notes do not carry over to Member Services!



The screenshot shows a software interface with a tabbed menu at the top. The tabs are: Credit Card Info, Contact, Employment, Financial Data, Collateral, Disbursement, Notes (highlighted with a blue border and an orange arrow pointing to it), and Credit S. Below the tabs, the 'Loan Application Notes' section is visible. It contains two main areas: 'New Note' and 'Existing Notes'. The 'New Note' area has a text input field containing the text 'Member using secured VISA to build credit. \$500 secured in savings account.' and a vertical scrollbar on the right. The 'Existing Notes' area is currently empty. An 'Accept' button is located to the right of the 'Existing Notes' section.

Credit Card Info	Contact	Employment	Financial Data	Collateral	Disbursement	Notes	Credit S
Loan Application Notes							
New Note							
<input type="text" value="Member using secured VISA to build credit. \$500 secured in savings account."/>							
Existing Notes							
<div></div>							
<div>Accept</div>							

Step 11

CREDIT SCORE TAB

The screenshot displays the 'Credit Score' tab with two main sections: 'Credit Union Score' and 'Credit Bureau Score'. The 'Credit Union Score' section includes a 'Score' dropdown menu (highlighted with a red box and containing 'Share Secu'), a 'Person' dropdown (set to 'Primary'), an 'Interest Rate' field (0.000), and an 'Apply' button (highlighted with a red box). Below this is a table with columns 'Score', 'Person', and 'Interest Rate', containing one row: 'Share ! Primary' and '0.000'. At the bottom of this section is an 'Add' button (highlighted with a red box). The 'Credit Bureau Score' section includes a 'Credit Bureau' dropdown (set to 'Experian'), a 'Report Format' dropdown (set to 'New National Risk Model'), a 'Score' field, a 'Person' dropdown (set to 'USER, SYSTEM -- Primary'), and five 'Key Factor' dropdowns (all set to 'No Select'). An 'Apply' button (highlighted with a red box) is at the bottom right of this section. Below the 'Apply' button is a table with columns 'Credit Bureau', 'Report Format', 'Score', and 'Person', containing one row: 'Experian', 'New National Risk Model', '999', and 'Primary'. At the bottom of this section are 'Add', 'Edit', and 'Remove' buttons (the 'Add' button is highlighted with a red box). A 'Refresh' button is located at the bottom left of the 'Credit Bureau Score' section. Red arrows point from the 'Add' buttons in both sections to the explanatory text boxes at the bottom of the page.

Score	Person	Interest Rate
Share !	Primary	0.000

Credit Bureau	Report Format	Score	Person
Experian	New National Risk Model	999	Primary

If credit was not pulled, click "Add" and input Share Secured in the credit bucket under Credit Union Score. Click "Apply".

If credit was not pulled, key the member's credit score on the Credit Score Tab under Credit Bureau Score as 999. If credit was pulled- put the member's actual score.

Step 12

APPROVING

When everything is keyed and updated, Update and Approve the loan application.

Application Number - 11 CU App # - 73267

Applicant John Smith
123 Apple Street
Meridian, ID 83642
USA

Application Date 25-Nov-2025

Application Status Assigned - Open [\(Update\)](#)

Phone Number **Tax ID** **Birth Date** **Applicant Account List**
123456

Co-Borrower [Add](#) | [Remove](#) | [Edit](#) | [Show Data](#)

[Credit Card Info](#) | [Contact](#) | [Employment](#) | [Financial Data](#) | [Collateral](#) | [Denial](#)

Loan Information

Credit Limit 1000.00 [Save](#) ☐ MAPR

Loan Fees 0.00

Credit Card Application Type VISA CREDIT CARD

Purchase APR 12.250 0.000% - 18.000%

Cash Advance APR 12.250 0.000% - 18.000%

Balance Xfer APR 12.250 0.000% - 18.000%

Insurance Options - None Selected - (Variable)

Repayment

First Payment
Payment Method
Late Fee
Limit Group
Rate Group

Application Status

☒ Approve Loan
Approving Officer: KIERNAN, LINDSAY

☐ Deny Loan

Denial Description

- ☐ Unpaid neg acct bals or fees
- ☐ Excessive OD or NSF activity
- ☐ Charged-off account
- ☐ Unable to verify Identity
- ☐ Uneligible for mbrshp in this CU
- ☐ Nmbr of recent inquiries on CR rep
- ☐ Foreclosure or repossession
- ☐ Collection action or judgement

☐ Cancel Loan

[Accept](#) [Cancel](#)

Step 13

BOOKING

Click "Update" again.

Application Status
Approved **Update**

Birth Date 7-Apr-1980
Applicant Account List 123456

Show Applicant Data

For Collateral Code, use the drop down and select Credit Card Secured .

Click New Card Number and a card number will fill in.

Click Accept

Application Status

Book Loan

Booking Officer KIERNAN, LINDSAY

Open Date 12/04/2025

Open Code No Selection

Account Number

☐ Create New Account

☒ Use Existing Account 123456

Account Suffix 425

Note Number

Collateral Code CREDIT CARD SECURED

Account Branch MERIDIAN BRANCH

Additional Options

☐ Add Automatic Transfer

Credit Card Number

4433675083776466

New Card Number

☐ Pending Application

Accept

Cancel

Step 14

GENERATING LOAN DOCUMENTS

Once the loan is booked, click Generate Loan Documents to prepare them for the member to sign.

Options

- Generate Loan Documents
- View Amortization
- Credit Bureau Request
- View Tran. History
- View Credit Report
- Credit Bureau Data
- New Application
- Quick Amortization
- Application Fee Descriptions
- Change Loan Category
- Loan Application Summary Report
- Loan Risk Analysis Report
- OASIS Information To Confirm: No
- Loan Estimate

Application Number - 11 CO App # - 75267

Applicant John Smith
123 Apple Street
Meridian, ID 83642
USA

Application Date 25-Nov-2025

Application Status Approved (Update)

Phone Number **Tax ID** **Birth Date**

Applicant Account List 123456

Co-Borrower Add | Remove | Edit | Show Data

Show Applicant Data

Credit Card Info **Contact** **Employment** **Financial Data** **Collateral** **Disbursement**

Loan Information

Credit Limit 1000.00 Save ☐ MAPR

Loan Fees 0.00

Credit Card Application Type VISA CREDIT CARD

Purchase APR 12.250 0.000% - 18.000%

Cash Advance APR 12.250 0.000% - 18.000%

Balance Xfer APR 12.250 0.000% - 18.000%

Repayment Info

First Payment Due

Payment Method

Late Fee

Limit Group

Rate Group

Step 15

DOCUMENT PACKETS

ESP Documents : Loan Data : PDF

File Navigation Document Tools View Help

Open Form

Name	Description
PACK SECURED	SHARE OR CD SECURED PACK
PACK DEALER	COLLATERAL - DEALER OR INHOUSE REFI PACK
PACK PRIVATE	COLLATERAL - PRIVATE PARTY PACK
PACK PRIVATE - SELLER	COLLATERAL - PRIVATE PARTY - SELLER PACK
PACK REFI	COLLATERAL - REFI FROM ANOTHER FI PACK
PACK FICO701+	VISA FICO 701+ PACK
PACK FICO700-600	VISA FICO 700-600 PACK
PACK FICO599-	VISA FICO 599- PACK
HELOC CHECKLIST	HELOC CHECKLIST
PACK HELOCMEMBER	HELOC MEMBER APP PACK
PACK HELOCDOCSIGN	HELOC DOC SIGNING PACK
PACK HELOCMODSIGN	HELOC MOD DOC SIGNING PACK
AFT_REQ	AUTOMATIC TRANSFER REQUEST FORM
CONSUMER App	CONSUMER LOAN APPLICATION

Cancel Open

When the ESP Documents window opens, click on the Open Pack button and then choose the VISA pack for the member(s) FICO.

The member will need to sign the Automatic Funds Transfer Form (if applicable), Credit Application, Debt Protection Contract, Receipt of Disclosure, and pledge agreement. The members must be provided a copy of the Consumer Credit Card Agreement and Disclosure, Credit Card Account Opening Disclosure, and the Application and Solicitation Disclosure.

Step 16

SECURING FUNDS IN MEMBER SERVICES

The image shows two overlapping screenshots from a web application. The top screenshot is the 'Add Secure Funds' form, and the bottom screenshot is the 'Secure Funds' form. Arrows point from numbered steps 1-8 to specific elements in the forms.

Form 1: Add Secure Funds

- ☐ Loan Secured
- Account Number:
- Loan Account:
- Account Number:
- Secured By Account:
- ☒ Credit Union Hold
- Next
- Cancel

Form 2: Secure Funds

- Select Suffix Account
- Account:
- Suffix:
- Load >>
- Secured Amount:
- Description:
- Funds Release Date
- Specific Date:
- ☒ Hold Indefinitely
- Accept
- Cancel

Step 1: Click on the Secured Funds Tab in Member Services.

Step 2: Click "Add".

Step 3: Check Credit Union Hold and click "Next".

Step 4: Load the savings account.

Step 5: Enter the VISA amount to secure the funds in the savings and enter "VISA Secured" in the description.

Step 6: Select "Hold Indefinitely".

Step 7: Click "Accept".

Step 8: Take a screenshot of the secured funds to be include in the required loan document packet.

Step 17

ADD COMMENT IN MEMBER SERVICES

- Click "Add Comments"
- Create Comment "Visa Secured by Funds in Savings".
- Click "Accept".

Add Comments

Payroll Inquiry
Automatic Transfers
ACH Inquiry
Identity Statistics
Stop Payment
Clear Information
Capture Images
Verifications
Print Label
Task Inquiry

Status: **Member** **N/A - 0 Points**
Date Created: **29-Nov-2013** Member Date: Tax ID:
WEB Indicator Code: **N/A**

Add Comments

Priority:
☒ High
☐ Medium
☐ Low
☐ Red Flag

Action: **No Message**

☐ Expires
☐ Specific Account
☐ Shared Branching Enabled

Comment: **Visa Secured by Funds in Savings** ☐ Add Documents

Accept **Cancel**