



As Alcon employees begin returning back to work on campus, we continue to err on the side of caution and are placing the protection of our members and our small staff as our top priority.

Although the Credit Union lobby will continue to be closed to walk-in traffic until further notice, our staff is in the office and you can make same day deposits, withdrawals and a wide variety of other requests.

In the past few months, we have implemented a new walk up intercom service located on the brick wall to the right of the lobby door where you can speak directly with our staff during regular office hours and quickly take care of your account transactions.

**Please give us advance notice of any cash withdrawals over \$5,000 or any requests for multiple items such as 3 or more gift cards so that we may have them ready for you and minimize your wait time.**

Any requests left in the night depository after office hours will be processed the next business day.

Moving forward, we will be filling in the details of how we can fully open our facility back up as soon, and as safely, as possible. Please follow us on social media as we continue to update you of our timeline and changes to come via [www.alconefcu.org](http://www.alconefcu.org) and on Facebook and Instagram.

In the meantime, please remember you can also access your accounts anywhere, anytime with our many remote banking services. Should you have any specific concerns, please contact us at 1.800.235.6913 or via email at [credit.union@alcon.com](mailto:credit.union@alcon.com).

We thank you for your loyalty, cooperation and understanding during this time. We can't wait until we can serve you face to face again!