Dear member,

We are here to help you!!!!!

The leaders of Family Focus Federal Credit Union continue to monitor the latest updates regarding coronavirus disease (COVID-19). We want to reassure you that we’re here to help with any financial services you need during these difficult times. You can count on Family Focus to be there.

With that said and in accordance to CDC and the Nebraska governor’s recommendation, we have decided to take precautionary measures to reduce the exposure to COVID-19 by closing our branch office located inside the MUD Operating Center and limiting the lobby access to our the main office to scheduled appointments only. Our Drive-thru in the main office will remain open normal business hours for most of your transactional needs.

Please be assured that even in the middle of this unprecedented pandemic, we are fully prepared and more than ready to service your every financial need without interruption. While we may not be as assessable to you face to face, we are fully ready to service you by phone or other remote/electronic means.

Access to your money

The safest and easiest way to access your money 24 hours a day during this outbreak is through our online banking services. If you do not have it on your mobile phone, now is a good time to download our app (link to app) or sign up for online access visit at our website (link to website).
If you need to visit our main office during regular business hours, 8:00 a.m.-5:00 p.m. Monday, Tuesday, Thursday, and Friday or 9:00 a.m.-5:00 p.m. Wednesday, our dedicated team members stand ready to help with any needs. While our branch and our main office lobby are now closed or have limited in-person servicing, we encourage you to use the drive through or ATMs. To find a list of available ATMs, please click here. Be assured that our office is being fully sanitized, and we are following the latest public health protocols and directives to keep our team members and members safe.

If you feel you require an in-person visit with one of our team members, please give us a call at 402-933-0233 or email us at teller@familyfocusfcu.org to schedule an appointment (screening requirements apply).

Also, feel free to reach out to any of our rock star team members that are ready and waiting to assist you. Below is a list of the most frequently used phone numbers:

- New Loan or Account (During office hours) Contact XXX-XXX-XXXX
- Existing Loan or Account (During office hours) Contact XXX-XXX-XXXX
- For Lost/Stolen VISA Card (24/7) Contact XXX-XXX-XXXX
- For Lost/Stolen Debit Card (24/7) Contact XXX-XXX-XXXX

If you’ve been financially impacted by this pandemic, our team is prepared to discuss your options and help guide you through these uncertain times. Now, more than ever, we are here to support members like you. At Family Focus, just as our name suggest we are family. We are here for each other through the good times and bad.

Protect yourself from cyber scams

It is important to note that if we reach out to you, we will NEVER ask for confidential information such as your name, password, personal identification number (PIN) or other account information. You can review the Federal Trade Commission's advice for consumers to protect yourself from scams.

Promoting health and safety

We at Family Focus Federal Credit Union are proud to be a part of your lives and are honored by the trust you place in us. We are not only thinking about your financial security, but your health as well. We are working diligently to ensure we are utilizing the best health practices during this pandemic and staying up to date on the latest
protocols and recommendations from public health authorities. Our number one priority is protecting the health and safety of our team who are here to serve you.

We’re here if you need any additional assistance

If you want to learn more about COVID-19, visit the CDC's resource center or our state health department website (link to website for your state). Please take care of yourself and those around you and do not hesitate to contact us for any assistance. (Provide link to your website or phone number information)

Best Regards,

Amy M. Brodersen

Chief Executive Officer
Email to members prior to closing lobby access:

As a valued First Nebraska Credit Union member, you are our top priority. I wanted to personally share the steps we are taking in regards to the Coronavirus (COVID-19) outbreak. We have been carefully monitoring this situation and following guidance from regulators, the Center for Disease Control (CDC), and other health authorities.

All of our branches and staff have taken extra measures to clean and sanitize high-touch areas at our branch locations. We know this is more important than ever, but need your help to reduce the risk of transmission of this virus so we can continue to serve your financial needs.

Here’s what you can do to help in the weeks ahead:

1. Use online services or your phone to transact your business with the credit union. If you are not signed up for these services, please call us at (402) 492-9100 so we can help get you signed up.

2. Use our drive-thru facilities, an ATM (or ITM) instead of coming into the branch to reduce possible contact with others who may be contagious unknowingly.

3. Sign papers remotely with DocuSign from the convenience of your home or work to decrease risk of exposure to an infected area or person.

Employee well-being is also a top priority. We are encouraging team members to follow health authority best practices like frequent hand washing and staying home if they are feeling ill.

Thank you for choosing First Nebraska Credit Union. Now more than ever, we are reminded of the importance of serving your financial needs. If you are experiencing a financial hardship, please contact us. We can help!

Ann Loftis, President/CEO
Notice for Lobby Closing –
Due to the Coronavirus outbreak, we have closed our branch lobbies, except for scheduled appointments.

We are still available to help you with all your banking needs. Our business hours remain the same, and we are fully staffed to serve you. For all transaction options or to schedule an appointment, please use our drive-thru or give us call at (402) 492-9100.

Our full range of online/mobile options are also available, and can handle most types of transactions. If you need help logging in, please give us a call, or click here.

This decision was not made lightly. During this rapidly evolving situation, our main priority is the health, safety, and well-being of our members and our staff.

As of today, there are no reported cases of the virus at FNCU.

Our lobbies will remain “open by appointment only” until the COVID-19 outbreak has slowed. Thank you for your patience during this time.

We have various banking solutions to meet your needs:

1. Use online services or your phone to transact your business with the credit union. If you are not signed up for these services, please call us at (402) 492-9100 so we can help get you signed up.

2. Use our drive-thru facilities, an ATM (or ITM) instead of coming into the branch to reduce possible contact with others who may be contagious unknowingly.

3. Sign papers remotely with DocuSign from the convenience of your home or work to decrease risk of exposure to an infected area or person.

Look for more information on our website as we continue to monitor the situation.
Subject: ***IMPORTANT*** Closing Lobbies - Transactions in lobby by appointment only

Team:
Operational changes

Updated March 16, 2020

Operational changes to help stop the spread of COVID-19

Notifications are posted to our website (click here to see the page members will be directed to from our website) and will go out in social media posts shortly. Notices have been posted on lobby doors. These notices are to inform our members of the following:
Lobby traffic will be limited to those scheduling an appointment to help decrease the potential for spread of COVID-19 until acceleration of the outbreak has slowed.

Effective immediately - we will implement the following to limit lobby traffic:

- Members will need to call or email to schedule an appointment for any in-person transactions
- Designated staff will be assigned for each location to handle all in-person appointments to limit the number of people serving members directly.
  - Lincoln North- Cole
  - Yankee Hill-Megan
  - 120th -Lori or Donna
  - Bedford-Thomas or Debbie
  - Elkhorn-Sandi
  - Lending Coordinators will still handle setting up any face to face loan closings but will make sure they are limiting these closings and that the member has not been exposed to anyone having COVID-19.

- Specific workspace will be designated at each location to be utilized for in-person transactions.
- A minimum of 30 minutes will be allowed between appointments to provide sufficient time to sanitize the work area.

If you have any questions, please reach out to your manager or give me a call.
Equipment, Tablet, and Electronic Device Usage

Family Focus Federal Credit Union (FCU) encourages all team members and member volunteers who use technology to be efficient and productive. Unless permitted by formal exceptions, all Family Focus FCU team members and member volunteers should use company equipment or electronic devices for business purposes. Family Focus FCU also allows each team member and member volunteer to use the company equipment for personal use as long as it is used in a manner that would represent Family Focus FCU professionally and ethically. All company-provided equipment is exclusively the property of the company and is subject to inspection at any time.

Equipment Use

- Family Focus FCU prohibits the use of any such devices, personal or company-provided, while driving and wherever use might pose a distraction hazard when on duty or performing work for Family Focus FCU.
- Any computer/e-mail system maintained by Family Focus FCU is granted as a privilege that may be revoked at any time. It shall never be used for inappropriate, unethical or illegal purposes, or in a way that may be harmful, disruptive or offensive to others.
- There shall never be any display or transmission of sexually explicit images, messages, or cartoons, or any transmissions or use of e-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disrespectful of others based on their race, national origin, citizenship status, gender, sexual orientation, physical traits, age, disability, marital status, religious or political beliefs.
- Family Focus FCU computer/e-mail system is to be used to further the business interests of Family Focus FCU only. All electronic data, including e-mail messages, are the property of Family Focus FCU, which reserves the right to, and shall from time to time, access and disclose all messages sent over its e-mail system for any purpose. Team members and member volunteers should limit the use of the Internet to Family Focus FCU business purposes only. Team members and member volunteers may not use the Internet for commercial or financial gain. The Internet, like the e-mail system, should never be used for inappropriate, unethical or illegal purposes, or in a way that may be harmful, disruptive or offensive to others.
- Electronic communications allow us to communicate among ourselves and with others. Because these systems permit users to send a message instantaneously to a large number of recipients or groups, they can create problems if users fail to act responsibly, fail to observe proper precautions, or fail to use good judgment.
Team members and volunteer members should take great care in sending electronic communications to ensure that you do not improperly reveal confidential or propriety information. Be careful in addressing messages to make sure that communications are not inadvertently sent to unintended recipients. Team members and volunteer members must use care to avoid copyright or licensure violations in using the Internet. Violation of these guidelines may result in disciplinary action, up to and including termination.

By signing below, you acknowledge that you have received a copy of Family Focus FCU Acceptable Use Policy, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it.

Mobile Equipment Description: ________________________  Asset # ____________
Mobile Equipment Description: ________________________  Asset # ____________
Mobile Equipment Description: ________________________  Asset # ____________
Mobile Equipment Description: ________________________  Asset # ____________

Signature ___________________________________________ Date ________________

Please print your full name __________________________________________________

Please sign and date one copy of this notice and return it to Human Resources. Retain a second copy for your reference.
COVID-19 Operations Guide

*Updated March 17, 2020*

**Operational changes to help stop the spread of COVID-19**

Effective the afternoon of March 16, 2020, First Nebraska FCU is taking precautionary measures to reduce the exposure to COVID-19 and protect employees, members, their families, and the communities we serve.

Notifications were posted to our website, social media, on lobby doors to let members know that all credit union’s locations would close the lobby and have access available limited to those individuals scheduling an appointment.

The notification will re-direct members to the use of the credit union’s drive-thru-which will remain open normal hours, ATMs, and other online options. These limited in-person operations will remain in effect until such time as the acceleration interval of the outbreak has slowed.

**Operational Protocols**

During these operational changes, the following protocols will remain in place:

- Only designated employees will be allowed to enter any credit union facility. Exceptions to this must be approved by senior management.
- Non-designated employees will be equipped to work remotely and will be expected to maintain the same level of exceptional member service they provide in office.
- Employees scheduled to work at any credit union location will maintain a distance of 6 feet from each other and any member(s) allowed entrance into the lobby by appointment.
- Members will need to call or email to schedule an appointment for any in-person transactions.
- Designated employees will screen all individuals requesting access to the lobby.
- Specific workspace will be designated to be utilized for in-person transactions.
- 30 minutes will be allowed between appointments to provide enough time to sanitize the work area.
• One (1) member at a time is allowed in lobby. This member may have up to one (1) guest or two (2) dependent children with them, but member, guest and children must remain in designated area during the transaction.

Procedures for Main Office Lobby access screening

Before allowing branch access, individuals must answer “NO” to ALL of the following questions:

1. Have you recently traveled to an area with known local spread of COVID-19?
2. Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID – 19 diagnosis in the past 14 days?
3. Are you currently in a 14 day quarantine?
4. Do you have a fever (greater than 100.4F or 38.0C) or symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

If the member answers “YES” to any of the above, please apologize to member and explain that for their safety and the safety of our staff, we are asking that they use our drive-thru or other electronic services. If their business cannot be conducted by any of the above, please see your manager for instructions.

Designated Employees and Team Assignments

Pandemic Coordinator Team and Assigned Work Areas

• Ann Loftis, CEO (Coordinator) – Working Remotely
• Cheryl Hamre, CRO – Elkhorn
• Dale Kovar, CFO – Atrium
• Stephanie Marker, AVP HR/IT – Atrium

Employees assigned to other areas or working remotely:

• Amber Pounds, Deposit Ops Director – Working Remotely
• Charity Helter, Branch Mgr. – Working Remotely
• Denise Bland, Compliance Officer – Working Remotely
• Donna Bellavance, Loan Servicing Mgr. – Working Remotely
• Erin Kershner, Asst. Sales/Serv. Mgr. - Bedford
• Lee Pedersen, Accounting Mgr. – Working Remotely
• Michele Byrnes, Marketing Director – Working Remotely
• Rich Sullinger, Jr., VP Lending – at 48th
• Steve Thorne, Lending Ops Mgr. – Working Remotely

Other employees with remote laptop capability that may work remotely when the need arises:

• Cheera Osentowski, Branch Mgr.
• Cheryl Hamre, Chief Retail Officer
• Erin Kershner, Asst. Sales/Serv. Mgr
• Lori Purchase, Branch Mgr.
• Stephanie Marker, Asst. VP IT/HR
• Thomas Rief, Branch Mgr.

**Designated Staff Members for Lobby Appointments:**

• Lincoln North – Cole
• Yankee Hill – Megan
• 120th – Lori or Donna
• Bedford – Thomas or Debbie
• Elkhorn – Sandi

**Lending Coordinators will still handle setting up any face-to-face loan closings, but will make sure they are limiting these closings and that the member has answered “No” to all prescreening questions related to exposure to the Coronavirus.**
Scripts for Conversations with Members

Member at the CU door – address them through the intercom system:

“Welcome to First Nebraska Credit Union. We are here to help you; however, we are limiting our lobby traffic to comply with the CDC recommendations in order to slow the spread of the Coronavirus or COVID-19 by social distancing.”

“Do you happen to have an appointment with someone here at the Credit Union today?”

“We would be happy to assist you through our drive-thru if you would like to pull around.”

If the member states, they would like to do one of the following:

Open account:

“Certainly, we are happy to assist you with that. If you wouldn’t mind, I can provide you several option much easier through our drive-thru or if you would like us to give you a call we are happy to pass on your information to our Financial Coach, Derek Smith, to talk through all option with you over the phone.”

If member chooses to receive a phone call, pass information onto designated employee.

Options to offer members for opening new account by phone:

“We can get your information by telephone and then sign the account agreement electronically or through the drive-thru lane or mail them to you for your signature.”

Wire Transfers, IRA forms, Debt/ATM Card applications, Indemnity agreements, Unauthorized ACH debits...

“Certainly, we are happy to assist you with that. If you would like to pull around to our drive-thru we can sign all of the document there.”

If member insists on transacting in the lobby offer to set-up an appointment after going through the screening process with them to ensure they have not been exposed to someone who has the Coronavirus. Please contact a designated staff member to set-up the appointment.
Loan Requests:

“Certainly, we are happy to assist you with that. In fact, processing loans remotely is one of our specialties. If you wouldn’t mind, I can have one of Loan Specialists give you a call to take your loan request over the phone or assist you in applying for your loan online.”

Reassure the member that most of our loan applications are accepted by phone or online and that the process of applying for and receiving their loan proceeds remotely is very simple.

Whether or not the member chooses to receive a phone call, pass information to a Loan Specialist.

**We will still handle setting up any face to face loan closings as needed but will make sure they are limiting these closings mostly to mortgage loan closings and that the member has not been exposed to anyone having the Coronavirus by answering “No” to all of our prescreening questions. This loan closings will be scheduled around other in-person member transactions to ensure no more than one (1) member is in the credit union’s lobby at a time.

Phone – When Member Calls for an Appointment

If member calls wishing to set-up an appointment. Identify the type of transaction that the member needs to perform.

Ask the member prior to setting up the appointment if they have been exposed to someone who has the Coronavirus.

If the member has not been exposed, proceed in contacting the appropriate designated staff member to set up an appointment.
Procedures for Working Remotely

All users who remotely will connect to the credit union’s network and/or company resources must receive prior approval from Senior Management, must have their work number set up to transfer to their remote location, and follow these guidelines:

- Users may connect to Credit Union’s network remotely through a secure Virtual Private Network (VPN).
- All devices used for remote access must be reviewed, approved and provided by the Credit Union’s third-party IT vendor/partner to ensure such devices have the appropriate security configurations.
- Credit Union’s third-party IT vendor/partner will ensure that a VPN with two-factor authentication is configured on all devices that have been approved for remote use.
- When working remotely, users will adhere to the Acceptable Use Section of this policy as means for securing remote workstations.
- It is crucial to maintain the security of credit union assets and sensitive information whenever working remotely.
- Lost or stolen devices must be reported immediately to the Credit Union’s third-party IT vendor/partner.
- Credit Union reserves the right to remotely wipe any devices determined to be lost, stolen, or compromised.
- Personal cell or remote phone used for remote credit union use will be set up to receive calls when the employee’s work number rings. However when returning calls to a member, the employee should use *67 to block their number and protect the privacy of the employee’s remote number.

Additional Actions

- We have cancelled all business travel for employees through the end of April, to include any internal or external conventions, forums, conferences, and events that would have a large attendance or require travel.
- We have placed limits on international or domestic travel to areas classified as a hot spot. We will require employees that travel to such areas after notice was provided on 3-13-20 to self-quarantine for two weeks, using their own vacation time. Any traveling prior to that notice will be reviewed on a case-by-case basis.
• We have cancelled all face-to-face meetings and trainings within the credit union or externally with vendors
COVID-19 Operations Guide

Updated March 17, 2020

Operational changes to help stop the spread of COVID-19

Effective March 17, 2020, Family Focus FCU is taking precautionary measures to reduce the exposure to COVID-19 and protect team member, members, their families, and the communities we serve.

Notifications will be posted to members announcing that beginning March 18, 2020 the credit union’s branch office in the MUD building will be closed and lobby traffic in the main office will be limited to those individuals scheduling an appointment. The notification will re-direct members to the use of the credit union’s drive-thru-which will remain open normal hours-, ATMs, and other online options. These limited in-person operations will remain in effect until such time as the acceleration of the outbreak has slowed.

Operational Protocols
During these operational changes, the following protocols will remain in place:

- Only designated team members will be allowed to enter any credit union facility after March 17, 2020. Exceptions to this must be approved by a team leader.
- Non-designated team members will be equipped to work remotely and will be expected to maintain the same level of exceptional member service they provide in office.
- Team members scheduled to work in the main office operations will maintain a distance of 6 feet from each other and any individual member(s) allowed entrance into the lobby.
- Members will need to call or email to schedule an appointment for any in-person transactions.
- Designated team members assigned to the main office will screen all individuals requesting access to the lobby.
- Specific workspace will be designated to be utilized for in-person transactions. The teller counter normally utilized by Kelly Seipold will be used for all in-person cash/teller transactions. The conference room will be used for all more detailed transactions and loan closings.
• 45 minutes will be allowed between appointments to provide enough time to sanitize the work area.
• One (1) member at a time is allowed in lobby. This member may have up to one (1) guest or two (2) depending children with them, but member, guest and children must remain in designated area during the transaction unless otherwise approved by the team leader on site.

**Procedures for Main Office Lobby access screening**
Before allowing branch access, individuals must answer “NO” to the following questions:

1. Have you recently traveled to an area with known local spread of COVID-19
2. Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID – 19 diagnosis in the past 14 days?
3. Do you have a fever (greater than 100.4F or 38.0C) or symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

If member answer yes to any of the above, please apologize to member and explain that for their safety and the safety of our team, we are asking that they to use our drive-thru or other electronic source. If their business can not be conducted by other not in person options, please see your team leader for instructions.

**Designated Team Members and Team Assignments**
Designated Team Members assigned to credit union main office

• Team Leader—Mary Lynn Vaccaro, CXO
• 1st Back-up Team Leader—Amy Brodersen, CEO
• 2nd Back-up Team Leader—Ryan Lemmon, CSO
• Member Advocates—Melanie Dickinson, Patti “XX”, and Angela “XX”

Remote Access Team Members working from home

• Amy Brodersen, CEO
• Ryan Lemmon, CSO
• Shaunna Savala, Executive Assistant to CEO
• Derek Smith, Financial Coach
• Brian Glenn, Credit Analyst
Remote Access, Team Floater for In-person Loan Closings

- Leslie Ruch, Document Specialist

**Scripts for Conversations with Members**

*Member at the CU door – address them through the intercom system:*

“Welcome to Family Focus Federal Credit Union. We are here to help you; however, we are limiting our lobby traffic to comply with the CDC recommendations in order to slow the spread of the Coronavirus or COVID-19 by social distancing.”

“Do you happen to have an appointment with someone here at the Credit Union today?”

“We would be happy to assist you through our drive-thru if you would like to pull around.”

If the member states, they would like to do one of the following:

**Open account:**

“Certainly, we are happy to assist you with that. If you wouldn’t mind, I can provide you several option much easier through our drive-thru or if you would like us to give you a call we are happy to pass on your information to our Financial Coach, Derek Smith, to talk through all option with you over the phone.”

If member chooses to receive a phone call, pass information onto Derek Smith.

Options to offer members for opening new account by phone:

“We can get your information by telephone and then sign the account agreement electronically or through the drive-thru lane or mail them to you for your signature.”

Wire Transfers, IRA forms, Debt/ATM Card applications, Indemnity agreements, Unauthorized ACH debits...

“Certainly, we are happy to assist you with that. If you would like to pull around to our drive-thru we can sign all of the document there.”
If member insists on transacting in the lobby offer to set-up an appointment after going through the screening process with them. Please contact a designated staff member to set-up the appointment.

Loan Requests:

“Certainly, we are happy to assist you with that. In fact, processing loans remotely is one of our specialties. If you wouldn’t mind, I can have our Financial Coach, Derek Smith, give you a call to take your loan request over the phone or assist you in applying for your loan online.”

Reassure the member that most of our loan applications are accepted by phone or online and that the process of applying for and receiving their loan proceeds remotely is very simple.

Whether or not the member chooses to receive a phone call, pass information onto Derek Smith.

**We will still handle setting up any face to face loan closings as needed but will make sure they are limiting these closings mostly to mortgage loan closings and that the member has not been exposed to anyone having the Coronavirus by answering favorably to all of our prescreening questions. This loan closings will be scheduled around other in-person member transactions to ensure no more than one (1) member is in the credit union’s lobby at a time.

Procedures for Working Remotely

All users who remotely connect to Credit Union’s network and/or company resources must receive prior approval from Chief Executive Officer. Users may connect to Credit Union’s network remotely through a secure Virtual Private Network (VPN). All devices used for remote access must be reviewed, approved and provided by the Credit Union’s third-party IT vender/partner to ensure such devices have the appropriate security configurations. The Credit Union’s third-party IT vender/partner will ensure that a VPN with two-factor authentication is configured on all devices that have been approved for remote use.

When working remotely, Users will adhere to the Acceptable Use Section of this policy as means for securing remote workstations. It is crucial to maintain the security of Credit Union assets and sensitive information whenever working remotely. Lost or stolen devices must be reported immediately to the Credit Union’s third-party IT vender/partner. Credit Union reserves the right to remotely wipe any devices determined to be lost, stolen, or compromised.
Additional Actions

- We have cancelled all business travel for employees through the end of April, to include any internal or external conventions, forums, conferences, and events that would have a large attendance or require travel.
- We have placed limits on international or domestic travel to areas classified as a hot spot. We will require team members that travel to such areas after notice was provided on 3-17-20 to self-quarantine for two weeks, using their own vacation time. Any traveling prior to that notice will be reviewed on a case-by-case basis.
- We have cancelled all face-to-face meetings and trainings within the credit union or externally with vendors.
BRANCH OFFICE CLOSED

Family Focus Federal Credit Union is taking precautionary measures to reduce exposure to COVID-19 by social distancing until such time as the acceleration of the outbreak has slowed.

Please be assured that even in the middle of this unprecedented pandemic, we are prepared and more than ready to service your every financial need without interruption.

For instructions on how we can best serve you, please give us call at (402) 933-0233 or email us at teller@familyfocusfcu.org

We thank you for your continued business and support!
Best wishes on your continued good health and safety.
ANNOUNCING, DUE TO COVID-19

Limited LOBBY Access by Scheduled Appointment Only.

To schedule an appointment, please give us call at (402) 933-0233 or email us at teller@familyfocusfcu.org

Drive-Thru Remains Open Normal Hours for all your transaction needs

Thank you for your patience during this difficult time.
Due to the Coronavirus (COVID-19),

LOBBY IS CLOSED

EXCEPT FOR SCHEDULED APPOINTMENTS.

For all transaction options or to schedule an appointment, please use our drive-thru or give us call at (402) 492-9100.

Thank you for your patience during this time.