

Step by Step Guide to Use an ATM to Make a Withdrawal

1. Find an ATM (Automated Teller Machine)



Find an ATM from your bank.
You may be charged a fee if you
withdraw from an ATM not from
your bank.

2. Insert your ATM card.



Put your card into the **slot** on the
right hand of the machine

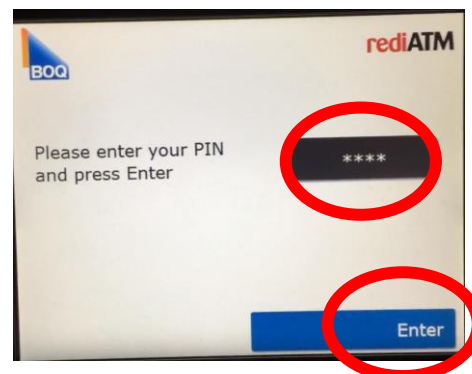


Is your card in the **right**
direction? It will not work if the
direction is wrong.

3. Enter your PIN (Personal Identification Number)



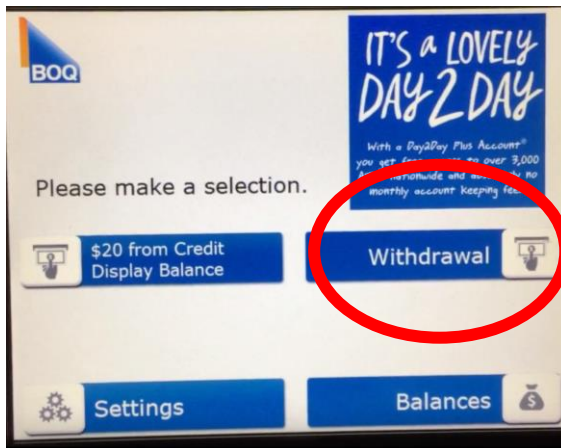
Your PIN is a **four digit number**. **Cover**
numbers with your other hands for **safety**.



After pressing your PIN, press
Enter

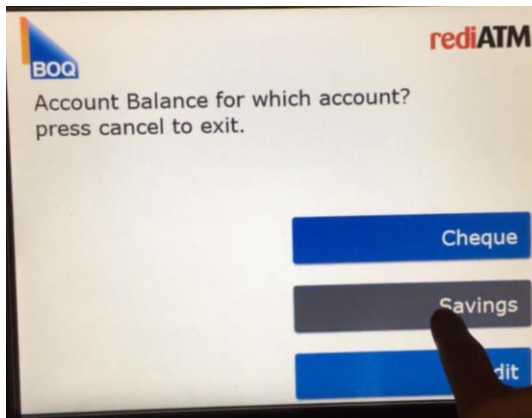


4. Select Withdrawal option on the screen



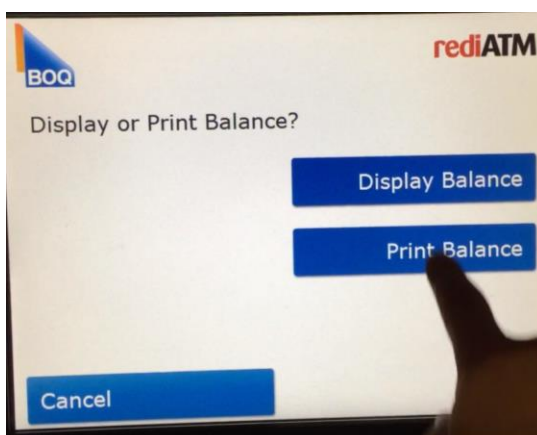
Press **Withdrawal**

5. Select the account you will withdraw from – normally Savings



Press **Savings**

6. Select Display or Print Balance

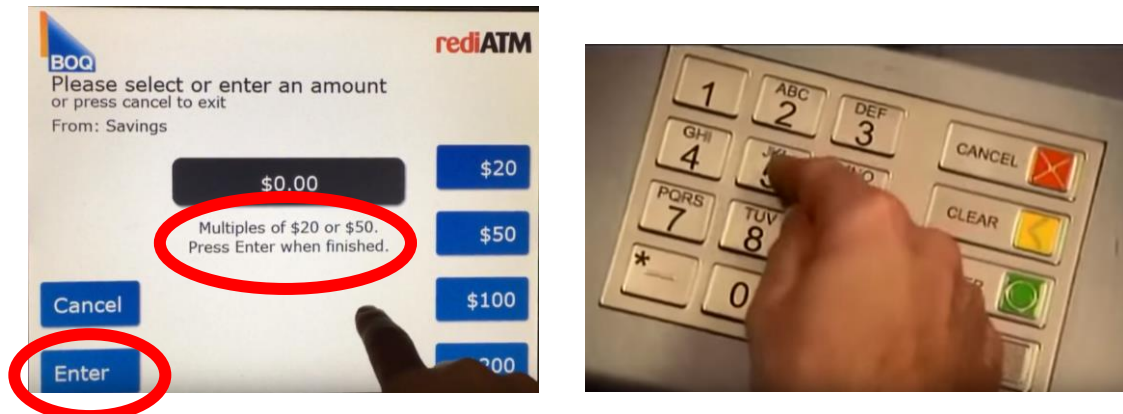


Display Balance – your account balance will be shown on the screen only.

Print Balance – you will get your balance on a **receipt**

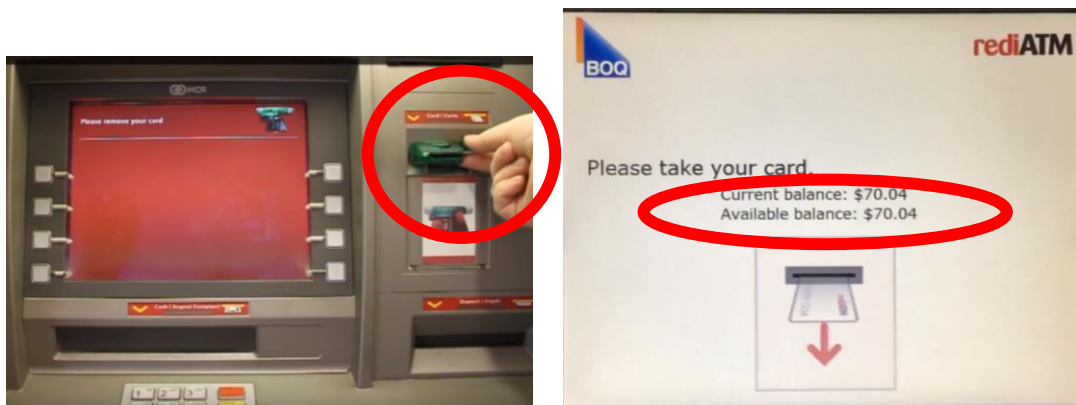


7. Select the amount of money you want to take



You can press the amount on the **screen**: \$20, \$50, \$100, \$200 OR
You can press the amount on **key pad**. For example: \$40 or \$250 – ATMs only accepts multiples of \$20 or \$50
Then press **Enter**

8. Take your ATM card



Take your card back from the slot

You can see your **balance on the screen**

9. Take your money

10. Take your receipt (if you chose this option earlier)

