

## 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

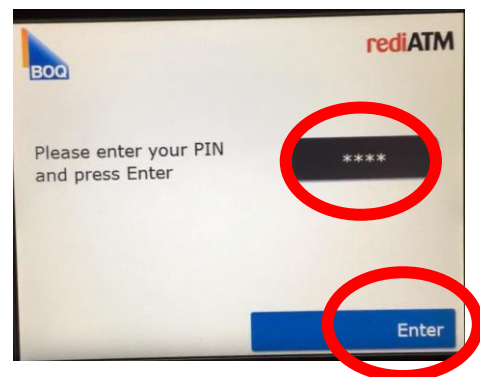


Is your card in the **right  
direction**? It will not work if the  
direction is wrong.

### 3. Enter your PIN (Personal Identification Number)



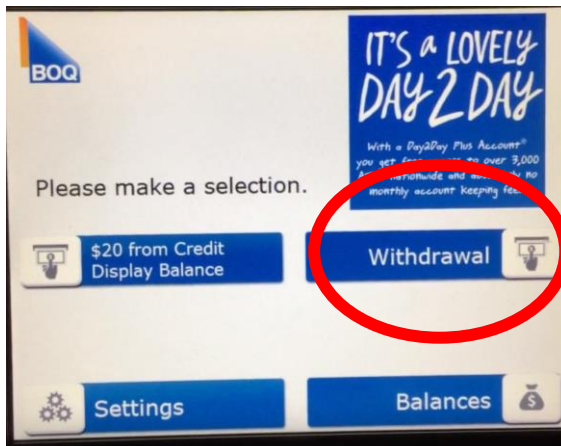
Your PIN is a **four digit number**. **Cover  
numbers** with your other hands for **safety**.



After pressing your PIN, press  
**Enter**

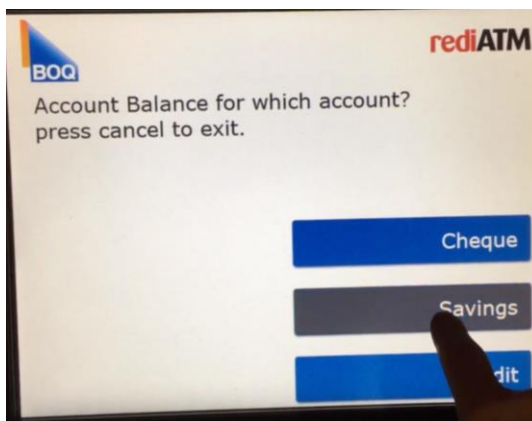


4. Select Withdrawal option on the screen



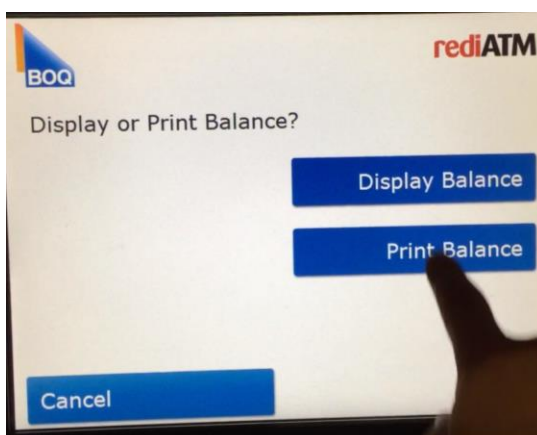
Press **Withdrawal**

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



Press **Savings**

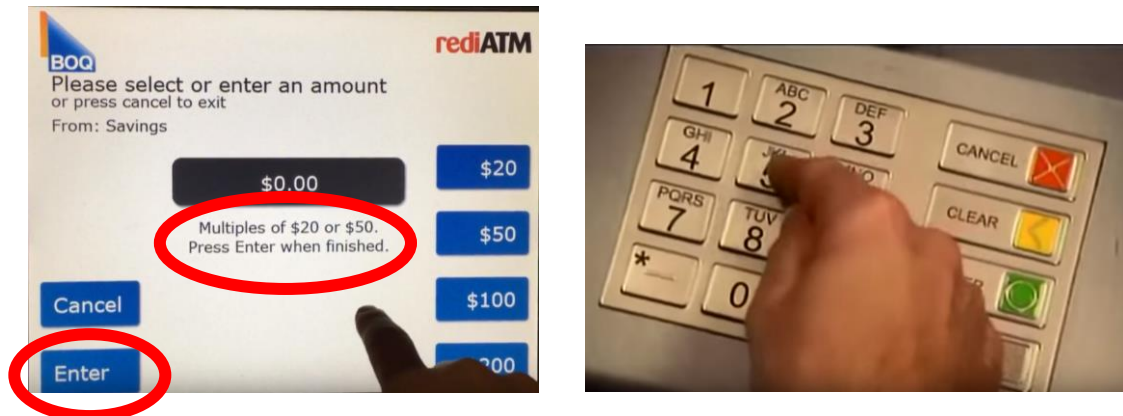
6. Select Display or Print Balance



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

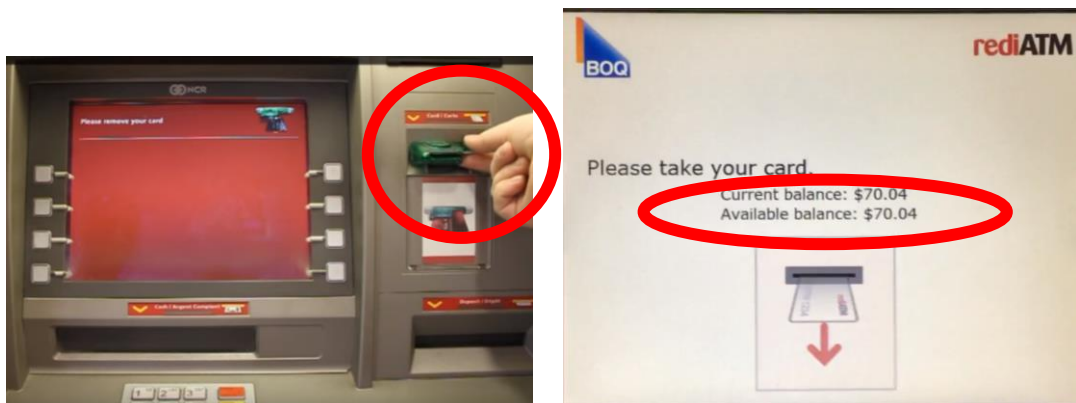
**Print Balance** – you will get your balance on a **receipt**

## 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)

