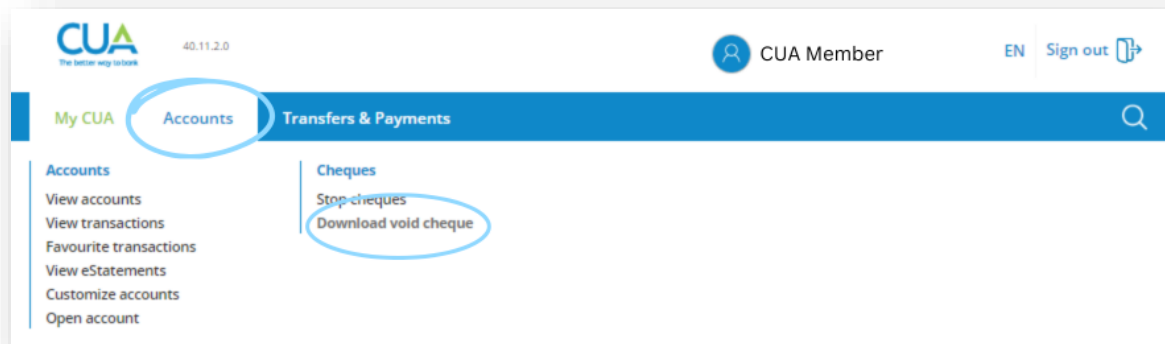


## MEMBER INSTRUCTION GUIDE

### GUIDE 15: HOW TO DOWNLOAD A VOID CHEQUE (ONLINE BANKING)

1. Once you've set up your new online banking profile, you can begin performing transactions. To download a void cheque, hover over the 'Accounts' tab along the main menu. Select 'Download void cheque' under the 'Cheques' section on the right-hand side of the drop-down menu.



2. From the 'Download Void Cheque' page, begin by **1)** selecting the account you want the details of your void cheque to reflect. Then, **2)** select 'Export' at the bottom of the page. Your void cheque will automatically download as a pdf document. You can then email or print the document as needed.

*Note: This is sensitive information and should not be stored on a public computer. Please ensure you store this document in a secure location.*

The screenshot shows the CUA online banking interface. At the top, the CUA logo is on the left, and the user is logged in as a 'CUA Member' on the right. A navigation bar includes 'My CUA', 'Accounts', and 'Transfers & Payments'. The main heading is 'Download Void Cheque'. Below this, there is a section for 'Select an account' with three options: 'MY CHEQUING UNLIM...' with a balance of '\$0.00', 'Bills Loan Mortgage' with a balance of '-\$89.70', and 'MY CHEQUING' with a balance of '\$13,835.27'. A blue bracket labeled '1)' spans across these account options. Below the account selection is a form for generating a void cheque. It includes a 'DATE' field with a calendar icon, a 'Pay to the order of' field, a large 'VOID' watermark, a '\$' amount field, and a 'MEMO' field. At the bottom of the form, there is an 'Export' button with a download icon, which is circled in blue and labeled '2)'. A security notice is visible on the right side of the form.