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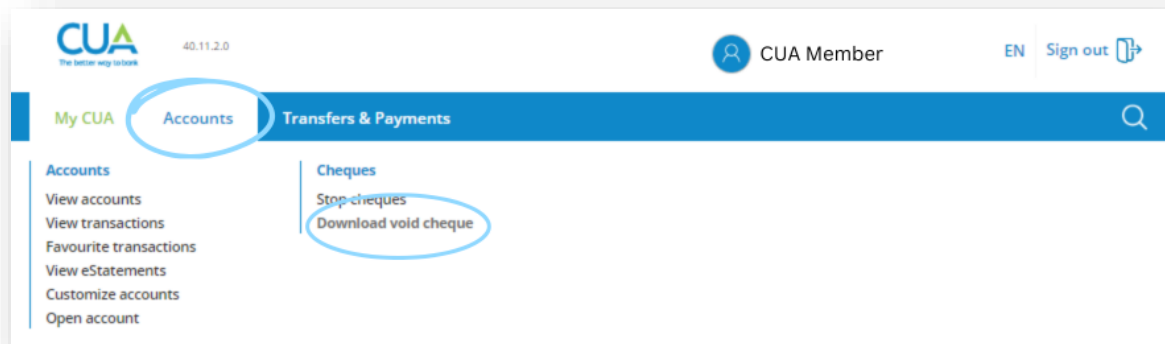
GUIDE 15: HOW TO DOWNLOAD A VOID CHEQUE (ONLINE BANKING)

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.