MEMBER INSTRUCTION GUIDE

GUIDE 16: HOW TO DOWNLOAD A VOID CHEQUE (MOBILE APP)

1. Once you've set up your new online banking profile, you can begin performing transactions. To download a void cheque, select the 'Activity' option in the bottom-right-hand side of the screen.



2. From the 'Activity' menu, select 'Download Void Cheque' from the list.



3. From the 'Download Void Cheque' page, begin by 1) selecting the account you want the details of your void cheque to reflect. You can move through your various accounts by pressing the arrow on the right-hand side of the account box. 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 required.

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

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