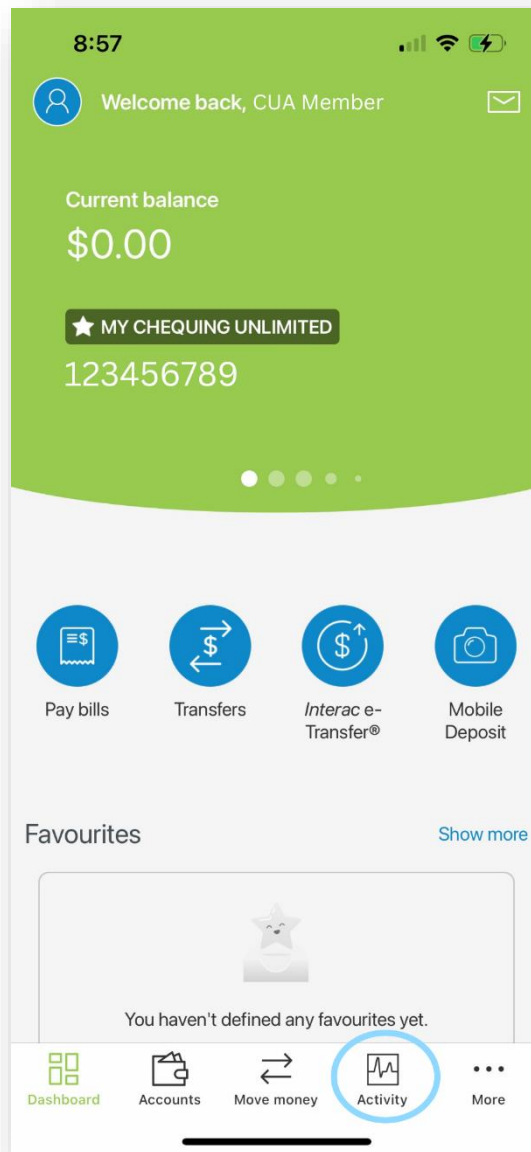


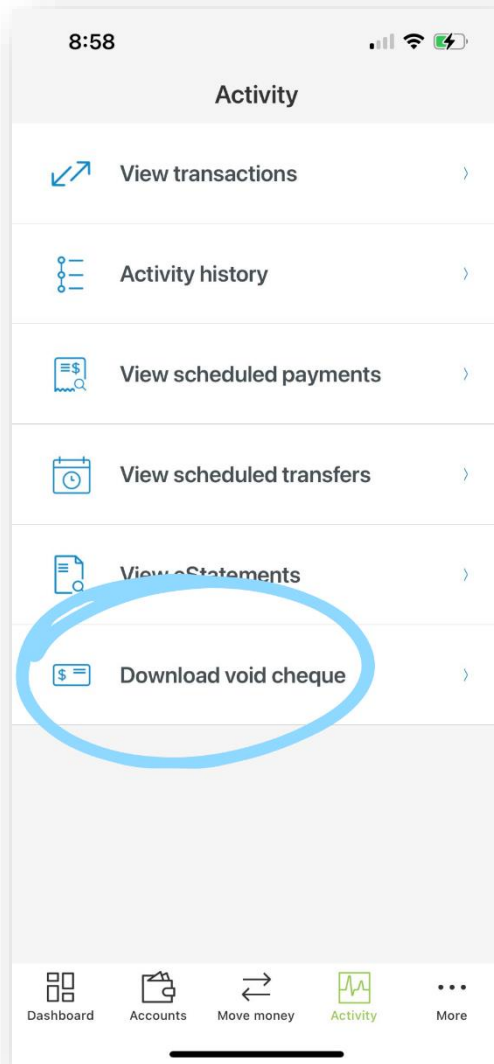
## MEMBER INSTRUCTION GUIDE

### 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.*

