

ATM DEPOSIT



STEP-BY-STEP GUIDE

- 1** Pull out your cash and/or cheque(s) and get an envelope from below the ATM. Slide all of your cheques and/or cash partially into your envelope but do not seal it yet. You will need to know the exact amount you are depositing. **Please note: you cannot deposit coins or foreign money into the ATM.**
- 2** Slide your Valley First Member Card® chip first, into the ATM.
- 3** Touch the screen to select your language: **ENGLISH** or **FRENCH**.
- 4** Would you like a receipt? Touch **YES** or **NO** on the screen.
- 5** Use the pin pad to enter your 4-digit pin number. (Made a mistake? Simply hit the yellow correction button to go back a step). Press the **GREEN** button once you are done.
- 6** On the bottom left of the screen, touch **DEPOSIT**.
- 7** Select the account you would like to deposit it into.

STEP-BY-STEP GUIDE continued

- 8 Use the pin pad to enter the amount you are depositing. The decimal point is automatically entered. For ATMs with mutiple item option, enter the amount of the first item and touch **NEXT** on the screen then enter amount of the second item.
- 9 When you are finished entering the amount(s), touch **CONTINUE**.
- 10 Place all of your cheques AND cash into one envelope. You do not need to write on the envelope.
- 11 Flip the bottom flap of the envelope up and the top flap over top. It will automatically seal.
- 12 Slide your envelope lengthwise into the bottom left where there is a blinking green light.
- 13 If you have selected **YES** to a receipt, it will now give you a receipt.
- 14 The screen will ask if you would like to do another transaction. If you would to do another transaction, touch **YES**. If you are finished, touch **NO**.
- 15 If you have touched **NO**, you are finished and can take your debit card.

More step-by-step instructions and guides for ATM, online and mobile banking can be found at valleyfirst.com/HowTo

Your security is our priority. For details on what we are doing to keep you safe and steps you can take to protect yourself, visit valleyfirst.com/security.