

*MFCU Online Tutorials*

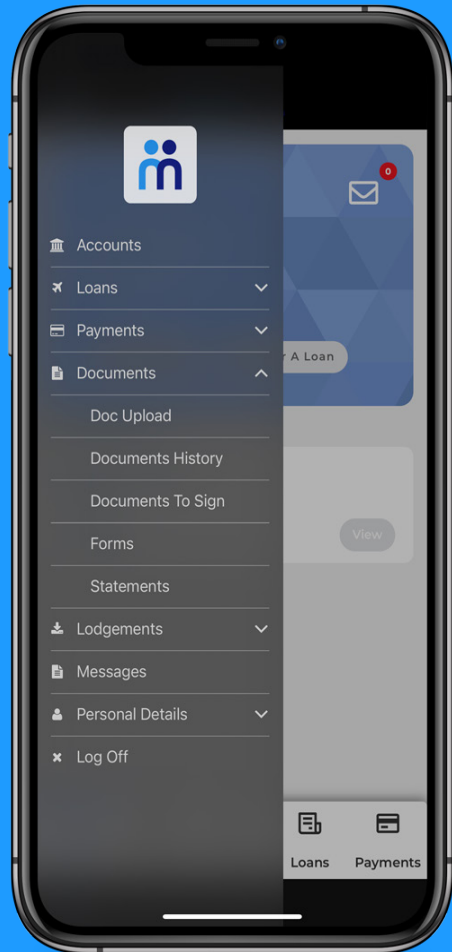


**MOBILE TUTORIAL**

# HOW TO DOWNLOAD AN ACCOUNT STATEMENT.

# Annual Account Statement

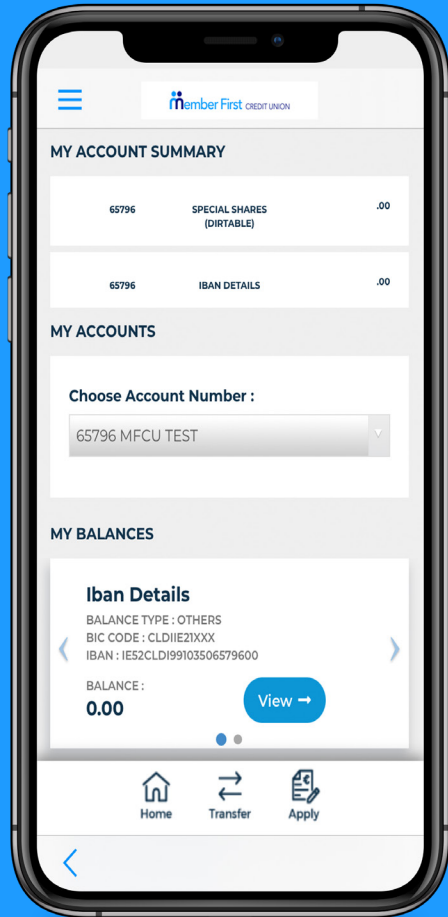
*Your Annual Account Statement is automatically issued each January for the previous calendar year.*



1. Login to your MFCU app
2. On the Home page, select the 3 lines in the top left corner to display all of your options.
3. Once opened, click 'Documents' to open a list of options
4. Select 'Statements' to display your list of statements
5. Click on 'All Balances' on the relevant statement to view

# Savings Account Statements

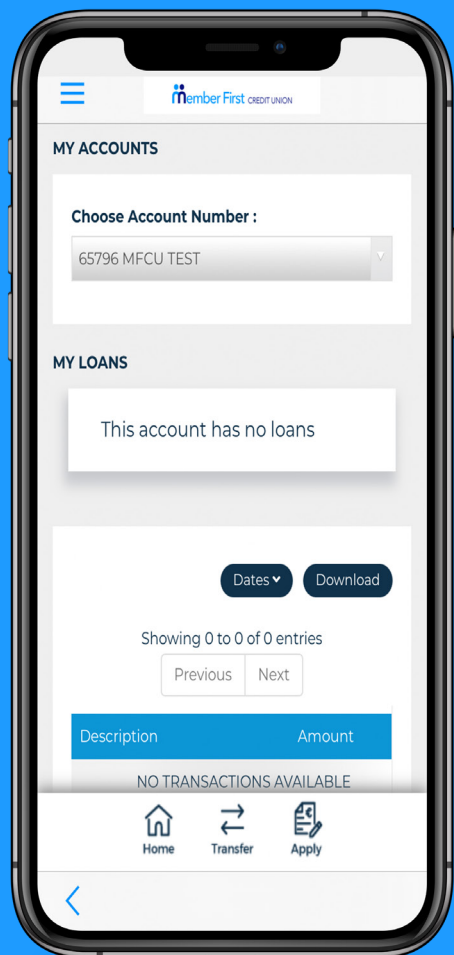
*There are different steps to downloading statements for a savings account vs a loan statement.*



1. Login to your MFCU app
2. On the home page, under 'My Balances' choose which account you wish to download statement from
  - Shares, CU Cash, Christmas
3. Click 'View' beside account name
4. 'My Transaction History for Account X' will appear on screen
5. Click on 'Dates'
  - pick the start and end dates on the calendar you want the statement from and click 'Apply'
6. Click 'Download'
  - a PDF statement will pop up on screen which you may save, email, print etc on your device by clicking in the top right corner of the screen.

# Loan Account Statement

*A bill payment involves making a payment from your MFCU account to a credit card or utility bill.*



1. Login to your MFCU app
2. Click the menu button in the top left corner
3. Click on 'Loans' and under the drop down menu, click 'My Loan History'
  - your **active** loans will be present under 'My Loans'
  - you can scroll across to view all active loans
4. Click 'View' beside chosen loan
  - 'My Transaction History for Account X' will appear on screen
5. Click on 'Dates'
  - pick the start and end dates on the calendar that you want the statement from and click 'Apply'
7. Click 'Download'
  - a PDF statement will pop up which you may save, email, print etc on your device.