

MFCU Online Tutorials

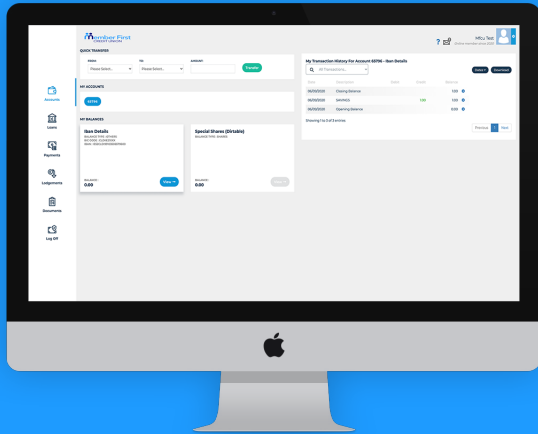


DESKTOP TUTORIAL

HOW TO DOWNLOAD AN ACCOUNT STATEMENT.

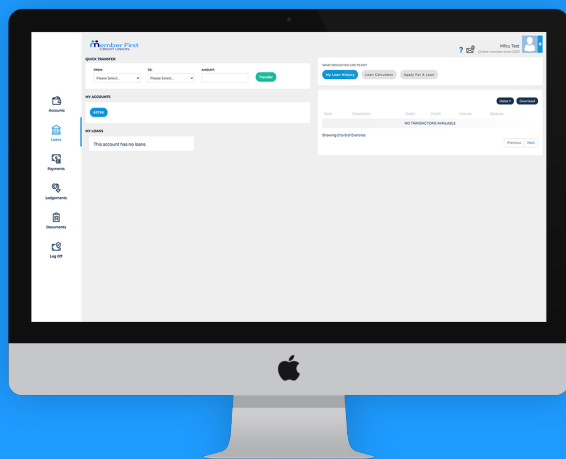
Savings Account Statements

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



1. Login to your MFCU account on our website
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
 - this should then appear in blue
4. Scroll down on the page, to see 'My Transaction History for Account X'
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 download to your computer which you may save, email or print by clicking on the download icon in the top right corner of the screen.

Loan Account Statement



1. Login to your MFCU account on our website
2. Click the menu button in the top left corner, click 'Loans'
3. 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 then download to your computer which you may save, email or print by clicking on the download icon in the top right corner of the screen.