

## HOW TO DOWNLOAD AN ANNUAL ACCOUNT STATEMENT ONLINE



1

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

(2)

Login to your MFCU account on our website 3

On the Home page, select the 3 lines in the top left corner to display all of your options.

4

Once opened, click 'Documents' to open a list of options 5

Select
'Statements'
to display
your list of
statements

(6)

Click on 'All Balances' on the relevant statement to view









## HOW TO DOWNLOAD SAVINGS ACCOUNT STATEMENT ONLINE



1

There are different steps to downloading statements for a savings account vs loan statement (2)

Login to your MFCU account on our website 3

On the home page, under 'My Balances' choose which account you wish to download statement Shares, CU Cash, Christmas 4

Click 'View'
beside
account name
make sure
view is in blue

5

'My
Transaction
History for
Account X' will
appear on
screen

6

Click on 'Dates'
pick the start
and end dates
on the calendar
you want the
statement from
and click
'Apply'

7

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 hand corner of
the screen









## HOW TO DOWNLOAD LOAN ACCOUNT STATEMENT



1

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

2

MFCU account on our website

(3)

Click the menu button in the top left hand corner 4

Click on 'Loans and under the drop down menu, click 'My Loan History' your active loans will be present under my loans 5

Click 'View'
beside chosen
loan
'My Transaction
History for
Account X' will
appear on the
screen

6

Click on 'Dates' pick the start and end dates on the calender 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.





