

HOW TO DOWNLOAD AN ANNUAL ACCOUNT STATEMENT



1

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

2

- Login to your MFCU app

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

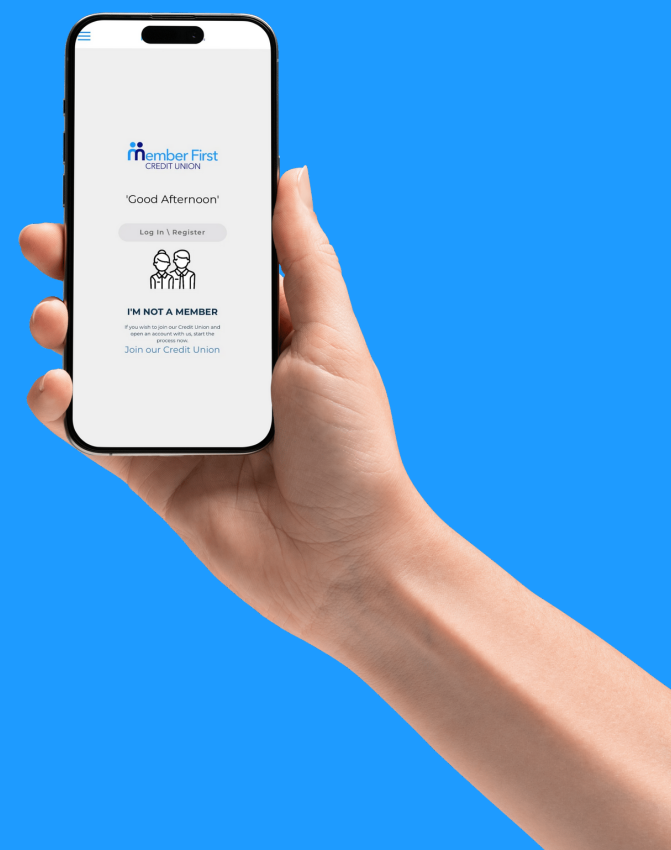
5

- Select 'Statements' to display your list of statements

6

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

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HOW TO DOWNLOAD SAVINGS ACCOUNT STATEMENT



1

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

2

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

3

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

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 hand corner of the screen

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HOW TO DOWNLOAD LOAN ACCOUNT STATEMENT



1

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

2

- Click the menu button in the top left hand corner
- Click on 'Loans and under the drop down menu, click 'My Loan History'

3

- your active loans will be present under my loans
- Click 'View' beside chosen loan
- *make sure view is in blue*

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 hand corner of the screen

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