

Personal Audio Teller Detailed Directions

After dialing 600-8333, you will hear the Welcome message. You will be asked to enter your member number followed by the # sign. You will be asked to enter the access code (the access code is the last 4 digits of your Social Security number) for your member number.

You will then be in the Main Menu, listen to the options and choose the one you need.

Please note that the account numbers have changed (not your member number). They are as follows:

Share (Savings) – 01, 02, 03 etc., depending on the number of Share Accounts that you have.

Share-Draft (Checking) – 50, 51, 52 etc., – depending on the number of Share-draft Accounts that you have.

Christmas Clubs – 30, 31, 32 etc., depending on the number of Christmas Clubs that you have.

Vacation Clubs – 40, 41, 42, etc., depending on the number of Vacation Clubs that you have.

Loans – 1, 2, 3 etc., depending on the number of loans that you have and when they were disbursed.

MAIN MENU

01 – TRANSACTION MENU

01 – SHARE-TO-SHARE TRANSFER

Use this to transfer funds from share to share-drafts or vice versa

02 – SHARE-TO LOAN TRANSFER

Use this to make a transfer to a loan

03 - LOAN ADVANCE TO AN ACCOUNT

DO NOT USE THIS as it is not an available option at this time.

04 – LOAN ADVANCE BY CHECK

DO NOT USE THIS as it is not an available option at this time.

05 – CHECK WITHDRAWAL FROM SHARE ACCOUNT

Use this for a check withdrawal, which will be mailed the following day.

06 – TRANSFER TO ANOTHER MEMBER'S ACCOUNT

DO NOT USE THIS as it is not an available option at this time.

07 – TRANSFER TO ANOTHER MEMBER'S LOAN

DO NOT USE THIS as it is not an available option at this time.

02 - BALANCE INQUIRY MENU

01 – SHARE-DRAFT BALANCE

02 – SHARE ACCOUNT BALANCE

03 - LOAN BALANCE

Must have loan number, can get due date, payment and payoff as of current day.

04 – CD BALANCE

DO NOT USE THIS as it is not an available option at this time.

05 – IRA BALANCE

DO NOT USE THIS as it is not an available option at this time.

03 - SHARE-DRAFT INQUIRY BALANCE

01 – CLEARED DRAFTS

Gives you check #, amount and when it was processed

02 – DRAFT DEPOSITS

If a deposit was made by check; date of deposit and the amount

03 – CLEARED DRAFTS BY NUMBER

04 - HISTORY

01 – SHARE-DRAFT DEPOSITS

02 - SHARE DEPOSITS

03 – SHARE WITHDRAWALS

04 – ATM TRANSACTIONS

All Check Card transaction information will be given. Please note that if an auto transfer was made in order to process the transactions, it will show up as an ATM withdrawal from your Share account and as an ATM deposit into your Share-draft account.

05 – ACH DEPOSITS

Direct Deposit payrolls will be given.

06 – ACH WITHDRAWALS

07 – PAYROLL DEPOSITS

Payroll deduction deposits will be given.

05 - DIVIDEND & INTEREST MENU

01 – YEAR TO DATE DIVIDEND

02 – YEAR TO DATE INTEREST PAID

You will need to enter the loan number followed by the # sign.

03 – PRIOR YEAR – YEAR TO DATE DIVIDEND

04 – PRIOR YEAR – YEAR TO DATE INTEREST PAID

05 – LAST DIVIDEND

06 - RATES & SERVICES MENU

01 – LOBBY & LOANS HOURS

02 – DRIVE-THRU HOURS

03 – PERSONAL AUDIO TELLER HOURS

04 – LOAN RATES

05 – SAVING RATES

06 – DRAFT RATES

DO NOT USE THIS as it is not an available option at this time.

07 – CD RATES

DO NOT USE THIS as it is not an available option at this time.

07 - OTHER OPTIONS

01 – CALCULATE A LOAN PAYOFF

You must enter the loan number followed by the # sign; you will be given the payoff for the current day.

02 – LOAN AMORTIZATION MENU

ENTER - 01- TO CALCUALTE A LOAN PAYMENT

ENTER – 02 – HOW MUCH YOU CAN BORROW BASED ON A PAYMENT AMOUNT

03 – ORDER CHECKS

DO NOT USE THIS as it is not an available option at this time.

04 – CD MATURITY DATE

DO NOT USE THIS as it is not an available option at this time.

05 – MARKETING INFORMATION

DO NOT USE THIS as it is not an available option at this time.

06 – MEMBER VOICE MAIL

DO NOT USE THIS as it is not an available option at this time.

07 – CURRENT DATE & TIME

08 – CHANGE YOUR PIN #