



# Teller Express Menu Guide

## Accessing for the First Time

To access Teller Express you'll need: personal PIN, your member number, last 4 digits of the primary account holder's Social Security number and the zip code on the account. To obtain a PIN, please contact us at 800.852.5316.

### Account and Loan Inquiries **Press 1**

#### **Account and Balance Inquiries** **Press 1**

- Primary savings Press 1
- Primary checking Press 2
- All other accounts Press 3  
*- Lists all accounts under membership*

#### **Account History** **Press 2**

- List of deposits Press 1
- List of withdrawals Press 2
- Dividends earned YTD Press 3
- List of activity Press 4

#### **Cleared Checks** **Press 3**

- List of cleared checks Press 1
- Specific check - *enter check number* Press 2
- Selected account options Press 3  
*Select a different checking account if you have more than 1*

### Additional Options **Press 3**

- To go to a different membership Press 3
- PIN change (Teller Express PIN only) Press 2

### Payments, Transfer and Withdrawals **Press 2**

#### **To Make a Loan Payment** **Press 1**

- Loan payment from savings account Press 1
- Loan payment from checking account Press 2
- Loan payment from another account Press 3  
*- This will list all your accounts*
- Loan payment from loan advance Press 4  
*- This will list all your accounts*

#### **To Make a Transfer** **Press 2**

- Savings to checking Press 1
- Checking to savings Press 2
- Loan to checking Press 3
- Loan to savings Press 4
- To select accounts to transfer Press 5
- Select a loan & account to transfer Press 6

#### **Transfer Between Memberships** **Press 3**

Use this option if you have multiple memberships and would like to make a transfer between an account on one membership you own to an account on another membership you own\*

#### **Transfer TO Your Membership** **Press 1**

- Account to account Press 1
- Account to loan Press 2

#### **Transfer FROM Your Membership** **Press 2**

- Account to account Press 1
- Loan to account Press 2

*Menu options are subject to change without notice. Please be sure to listen to options carefully.*