

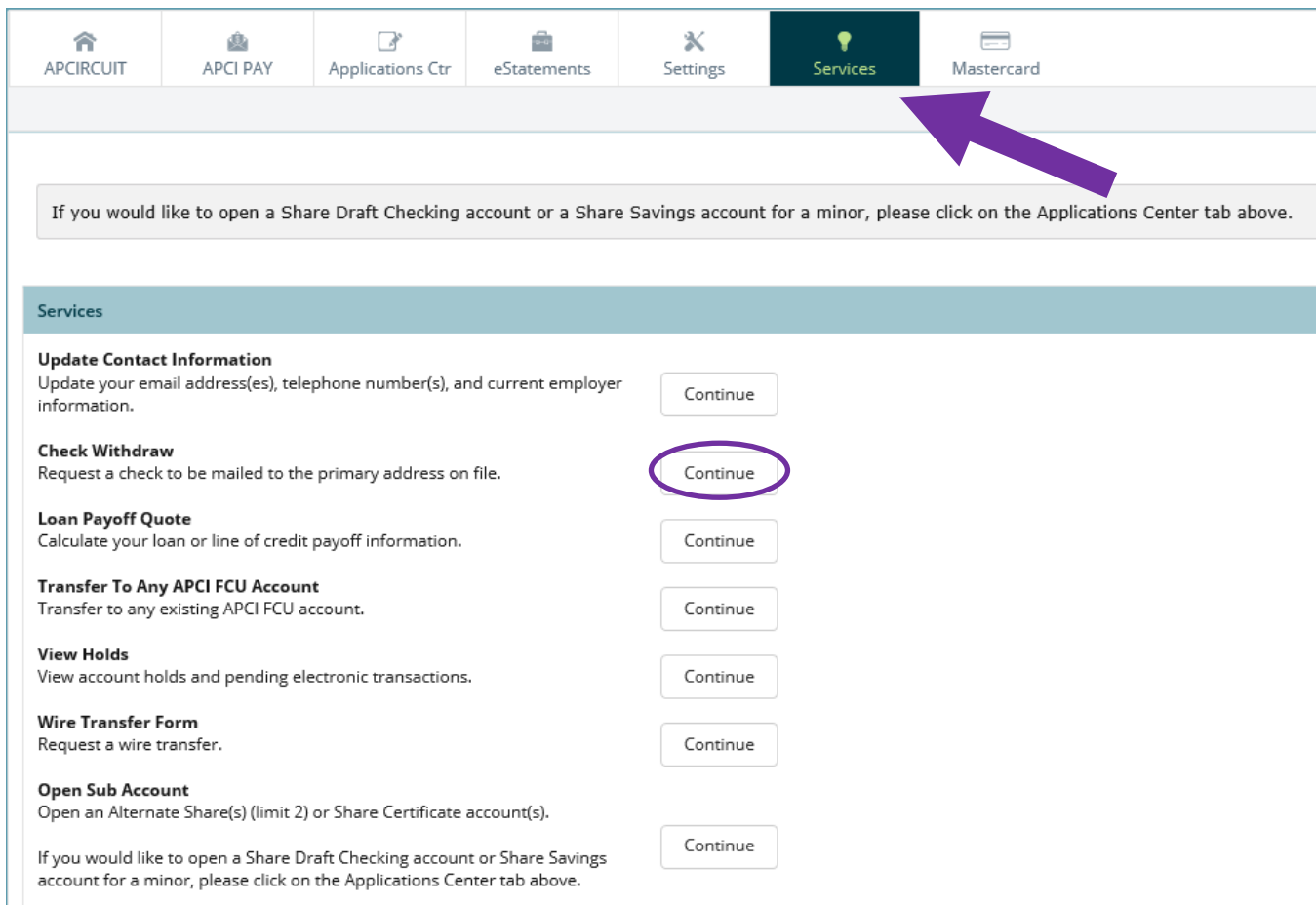
## HOW TO – Request a withdrawal check from my account through APCIRCUIT®

APCIRCUIT® PC Home Banking Service is the main system of our APCI eCU suite of electronic banking services. You can request a check from your account by either calling the Credit Union during normal business hours or by submitting a request 24/7 through APCIRCUIT.

1. To request a check using APCIRCUIT, visit [apcifcu.org](http://apcifcu.org) and enter your APCIRCUIT ID and click “Continue.” Follow the prompts to complete the login process.



2. Click the “Services” tab followed by “Continue” next to Check Withdraw.



APCIRCUIT	APCI PAY	Applications Ctr	eStatements	Settings	<b>Services</b>	Mastercard
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If you would like to open a Share Draft Checking account or a Share Savings account for a minor, please click on the Applications Center tab above.

### Services

<b>Update Contact Information</b> Update your email address(es), telephone number(s), and current employer information.	Continue
<b>Check Withdraw</b> Request a check to be mailed to the primary address on file.	Continue
<b>Loan Payoff Quote</b> Calculate your loan or line of credit payoff information.	Continue
<b>Transfer To Any APCI FCU Account</b> Transfer to any existing APCI FCU account.	Continue
<b>View Holds</b> View account holds and pending electronic transactions.	Continue
<b>Wire Transfer Form</b> Request a wire transfer.	Continue
<b>Open Sub Account</b> Open an Alternate Share(s) (limit 2) or Share Certificate account(s).	Continue

If you would like to open a Share Draft Checking account or Share Savings account for a minor, please click on the Applications Center tab above.

- From the dropdown menu, select which account you want the money to come out of, enter the amount and then click "Submit."

Check Withdraw

\* Denotes required field

\* **Withdraw Funds From:** S0002 ALTERNATE (Avail: 13.83) ▼

\* **Check Amount:**  .

- You will receive a screen confirming the account you want the money to come out of, the amount and the mailing address. Click "Confirm" if the details are correct, or "Edit" if you need to change the information.

Check Withdraw

If the following transaction is confirmed, a check will be mailed to your home address.  
It may take up to 7 days to receive this check.

Mailing Address:

Withdraw Funds From: **S0001 PRIMARY SH**  
Check Amount: **10.00**

- You will receive a confirmation stating, "Your check withdrawal request was processed successfully."

Check Withdraw

**Information Message:** Your check withdrawal request was processed successfully.

A check will be mailed to the address we have on file. It may take up to 7 days to receive this check.