

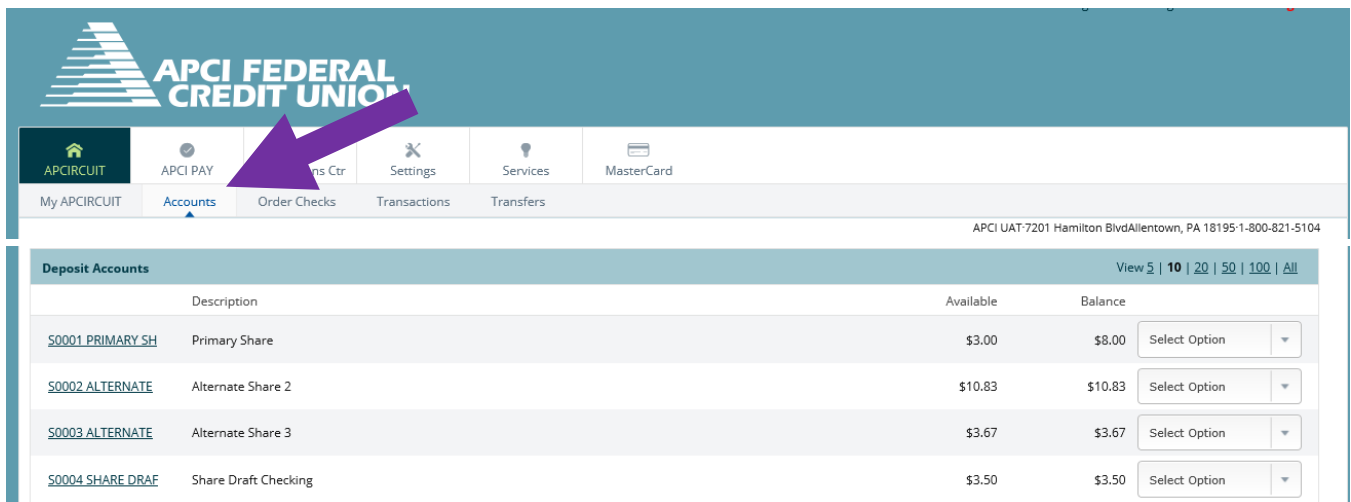
## HOW TO – View a summary of your current account information within APCIRCUIT®

APCIRCUIT® PC Home Banking Service is the main system of our APCI eCU suite of electronic banking services.

1. Visit [apcifcu.org](http://apcifcu.org) and enter your APCIRCUIT ID and click “Continue.” Follow the prompts to complete the login process.

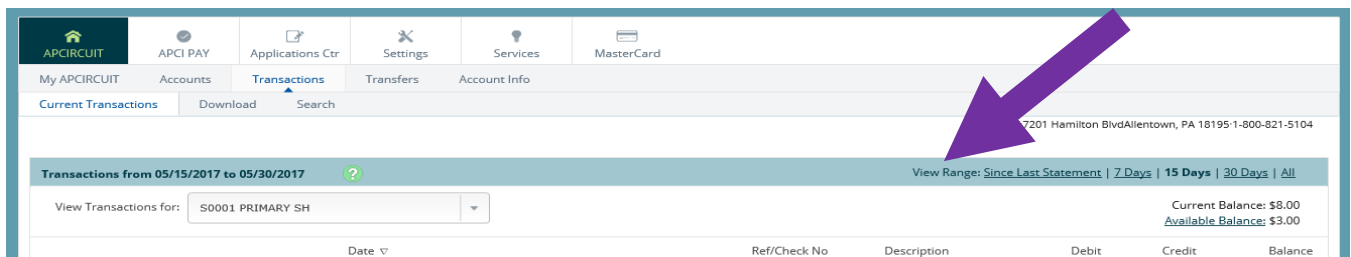


2. Click the “Accounts” tab followed by the account for which you would like to view the activities.



Deposit Accounts		Available	Balance	View Range
<a href="#">S0001 PRIMARY SH</a>	Primary Share	\$3.00	\$8.00	Select Option
<a href="#">S0002 ALTERNATE</a>	Alternate Share 2	\$10.83	\$10.83	Select Option
<a href="#">S0003 ALTERNATE</a>	Alternate Share 3	\$3.67	\$3.67	Select Option
<a href="#">S0004 SHARE DRAF</a>	Share Draft Checking	\$3.50	\$3.50	Select Option

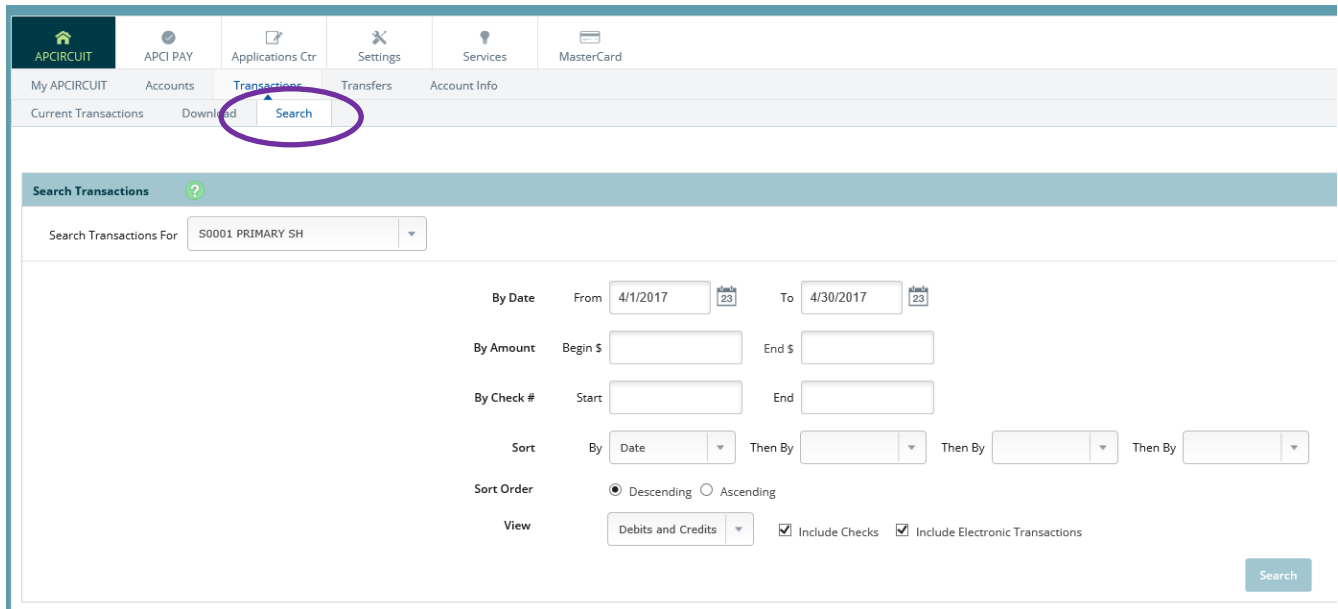
3. To change your transaction activity view, select the View Range option of your choice which includes:
  - a. Since last statement, 7 days, 15 days, 30 days or All.



Date	Ref/Check No	Description	Debit	Credit	Balance
Transactions from 05/15/2017 to 05/30/2017 View Transactions for: S0001 PRIMARY SH Current Balance: \$8.00 Available Balance: \$3.00					

#### 4. To search for a specific account transaction within your account activity:

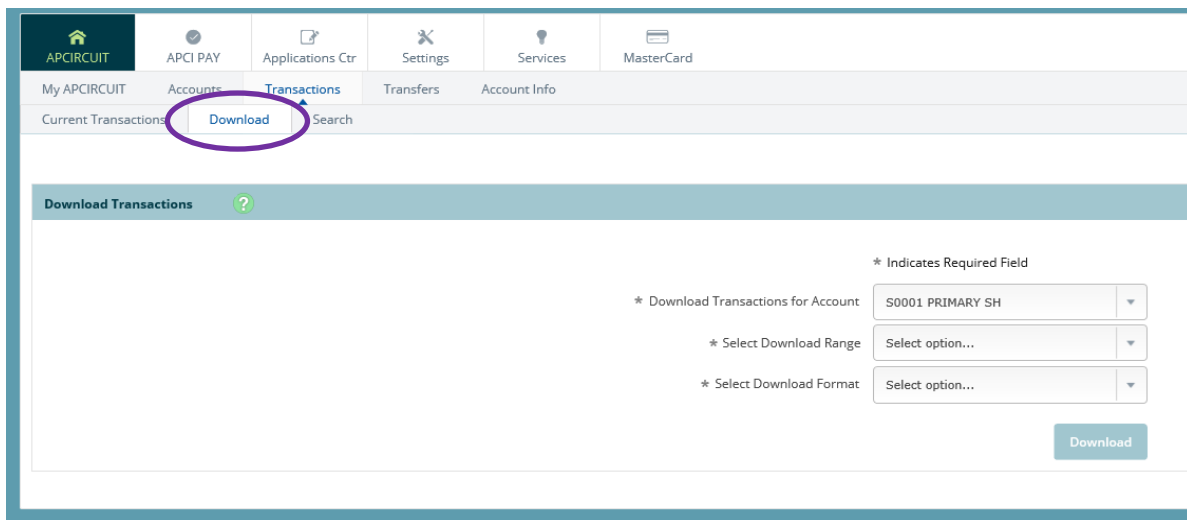
- a. Select the Search tab & enter your Search details.



The screenshot shows the APCI FCU web interface. At the top, there is a navigation bar with icons for APCI CREDIT UNION, APCI PAY, Applications Ctr, Settings, Services, and MasterCard. Below this is a secondary navigation bar with tabs for My APCI CREDIT UNION, Accounts, Transactions, Transfers, and Account Info. The 'Transactions' tab is selected and circled in purple. Underneath, there are sub-tabs for Current Transactions, Download, and Search. The 'Search' sub-tab is also circled in purple. The main content area is titled 'Search Transactions' and contains a search form. The form includes a dropdown for 'Search Transactions For' with the value 'S0001 PRIMARY SH'. Below this are fields for 'By Date' (From: 4/1/2017, To: 4/30/2017), 'By Amount' (Begin \$, End \$), 'By Check #' (Start, End), 'Sort' (By: Date, Then By: , Then By: , Then By: ), 'Sort Order' (Descending selected, Ascending), and 'View' (Debits and Credits selected). There are also checkboxes for 'Include Checks' and 'Include Electronic Transactions'. A 'Search' button is located at the bottom right of the form.

#### 5. To download your Account Information:

- a. Select the Download tab and select from one of the following download format options
  - i. MS Money (OFX), Intuit Quicken (QFX), Personal Finance (QIF), Spreadsheet (CSV) or Word Processing (TXT).
    1. Please note, APCI FCU will only support the Intuit Quicken option.



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