ATM & DEBIT CARD GUIDE
HOW TO DEPOSIT CASH AND CHECKS AT IN-BRANCH ATMS

Step 1
After you have inserted your card into the ATM, chosen your language, and entered your PIN you can choose from additional options by clicking “Next Menu”.

Choose “Deposit”. Be sure to endorse any checks before the transaction. Put your checks along with any cash into the envelope provided at the ATM.

Step 2
Choose which account you’d like to deposit into.

Step 3
Then, it will prompt you to enter the amount you are depositing. Choose “OK”. The machine will then ask you to insert the envelope. When the transaction is complete, you will have the option of receiving a receipt.