

How to use an ATM and stay safe





Automatic Teller Machine (ATM) is another way of saying **cash machine**.



Using an ATM is an easy way to manage your money at a time that suits you.



An ATM is a direct to your bank account so you need to be careful when using one.



Thieves often target people using an ATM to steal their money.



Before you use an ATM, look around,



if you think something looks wrong don't use it.

Using the ATM



Insert your card into the slot.

There is usually a picture on the machine that shows how to put the card in.



Enter your Personal Identification Number (PIN)



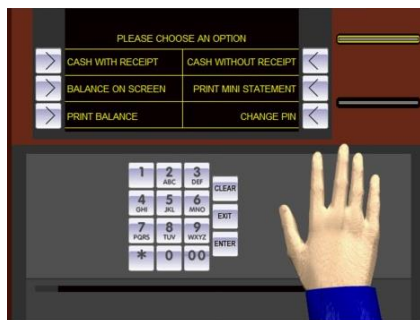
Your PIN proves that it is your card.



You must never tell anyone your PIN.



When using an ATM you should always hide your PIN.



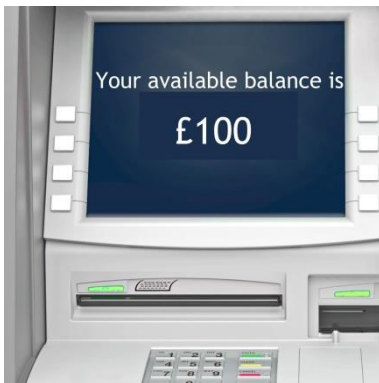
Choose your transaction

You can do a number of things at an ATM.



1. Check your balance

You can find out how much money is in your account.



You can ask to see this on the screen. Or the ATM can print it for you.



2. Withdraw money

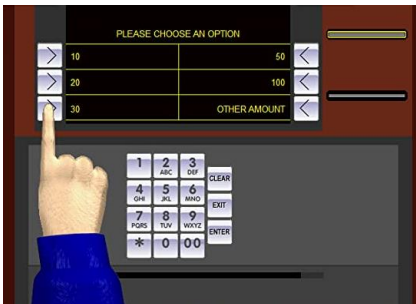


Some ATMs charge you to take money out.

If you do not want to pay this fee you should cancel the transaction.



The ATM will ask you if you want cash with a receipt or cash without a receipt.



The ATM will ask you how much money you want to take out.

Press the button next to the amount of money you want to take out.



The ATM will tell you if you do not have enough money.



If this happens you can ask for less money.



Or you can press **cancel** and the ATM will return your card.

You can press cancel at any time to end your session and return your card.



Put your card and cash away quickly before you leave the ATM.



If you asked for a receipt you need to wait for it to print.



The ATM will ask you if you want another transaction.

If you have finished push the 'No' button and the machine will return your card.



If the ATM does not return your card you should tell your bank immediately.



While using the ATM you should not touch your face.



When you have finished you should use [hand sanitiser](#).

[Hand sanitiser](#) is a type of soap you use without water to kill germs on your hands.



Make sure you wash your hands for 20 seconds when you get home.