

#### **FYI TELLER**

818-973-4910 - 800-TELL-FYI

24/7 FYI Telephone Teller Service User Guide

The 24/7 FYI Telephone Teller is the secure and convenient service that provides access for members to their accounts from a telephone. For assistance, please contact the credit union Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m. at:

Local Tel: (818) 973-4900

Outside California: (800) 973-4989



#### To use FYI all you need is:

- 1 A touch-tone telephone, or a touch-tone converter.
- 2 Your TFCU credit union account number.
- 3 Your 4-digit FYI Personal Identification Number (PIN)

#### A Few Shortcuts and Tips:

- Always let FYI Teller finish speaking before you enter your request
- Always enter the pound sign ("#") to complete each entry
- There is no decimal point used for dollar amounts entered. For example, \$100.85 should be entered as "10085 and the pound sign ("#").
- Your PIN number is the last 4 digits of your Social Security Number. For security reasons, we recommend that you change your PIN after your first login.



#### **Instructions**

- 1 Enter your account number, followed by the "#" sign. (Example: 12345#)
- 2 Enter your 4 digit security code (PIN), followed by the "#" sign. (Example XXXX#)
- 3 The recorded voice will ask for a Service Code. Enter the appropriate Service Code for your transaction request (see below list of transactions with corresponding Service Code) followed by the "#" sign.
- 4 Next you are asked to enter your ID#. You must know your two digit ID# for all of your accounts. (Example: your ID# is "10" for account number 12345-10)

#### Examples of ID #'s

```
Share (Savings) Account ID = "00" - "09"
Checking Account ID = "10" - "19"
Regular Certificate ID = "60" - "79"
```



#### Service Codes (Main Menu)

- 1 Balance Inquiry Menu
- 2 History Inquiry Menu
- 3 Withdrawals Menu
- 4 Transfers Menu
- 5 Checking Info. Menu
- 6 Loan Info. Menu
- 7 Additional Options
- 0 Operator
- \* End Session

#### 1 - Balance Inquiry Menu

- 1 Savings Balance
- 2 Draft Balance
- 3 Share Balance4 Loan Balance
- 5 Open Share List
- C Open Lead List
- 6 Open Loan List
- 7 Share Balance on Specific Date
  - 8 Loan Balance of Specific Date0 Operator
- \* End Session
- # Previous Menu

### 2 - History Inquiry Menu

- 1 Last Payroll Deposit
- 2 Last Deposit3 Share History
- 4 Loan History
- 5 Deposit History
- 6 Recent Transactions
- 0 Operator
- \* End Session
- # Previous Menu



#### 3 - Withdrawals Menu

- 1 Savings Withdrawals
- 2 Checking Withdrawals
- 3 Share Withdrawals
- 4 Loan Advance
- 0 Operator\* End Session
- # Previous Menu

#### 4 - Transfers Menu

- 1 Savings to Checking Transfer2 Checking to Savings Transfer
- 3 Share to Share Transfer
- 4 Loan to Savings Transfer5 Loan to Draft Transfer
- 6 Loan to Share Transfer
- 7 Savings to Loan Transfer
- 8 Checking to Loan Transfer
  - 9 Share to Loan Transfer
  - 0 Operator
    \* End Session
- \* End Session # - Previous Menu

### 5 - Checking Info. Menu

- 1 Checking Acct. Balance2 Check # Inquiry
- 3 Checking History
- 4 Check Copy request
- 5 Check Stop Payment6 Check Ordering
- 0 Operator
- \* End Session # - Previous Menu



#### 6 - Loan Info. Menu

- 1 Loan Balance
- 2 Open Loan List
- 3 Loan Payment Inquiry
- 4 Loan Payment History
- 5 Land David Manager
- 5 Loan Payoff Amount
- 6 Loan Balance (Specific Date)
- 7 Loan Advance Total
- 0 Operator
- \* End Session

#### 7 - Additional Menu Options

- 1 Bill Payments
- 2 Year to Date Information
- 3 Fax Services
- 4 Change Security Code (PIN #)
- 5 Change Account
- 6 Rate List
- 7 Miscellaneous Inquiry
- 0 Operator
  \* End Session
- \* End Session
- # Previous Menu

If you need any additional assistance, please contact the credit union at

(818) 973-4900 - LOCAL (800) 973-4989 - (Toll-Free Outside of California)

Monday - Friday 8:30 a.m. - 4:00 p.m. (PST)