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TASK ANALYSIS:

MAKING A WITHDRAWAL AT THE BANK MACHINE (ATM)

Bank machines make it easy to take money out of your bank account. A bank machine is sometimes called an Automated Teller Machine or ATM. You put your debit card that you get from your bank into a slot in the machine and punch in a special number known as a PIN number on the keypad.

ATM's are situated in many locations including banks, stores and subway stations. They can be located both inside and outside of buildings. For safety reasons, try to use an ATM at a bank and inside if at all possible.

Be sure to be alert and safe when you are using a bank machine. Use bank machines during daylight hours or in well-lit areas at night. Be aware of what and who is around you. If you feel nervous about something, be safe and do not use the bank machine. If someone is watching you or makes you feel uncomfortable, cancel the transaction and use a different machine. Use your hand or body to shield your PIN during every transaction conducted at an Automated Banking Machine (ATM). Remember to take your card, your money and your receipt when the transaction is complete and put them back in your wallet or purse.

Here are step by step instructions on how to withdrawal money from an ATM. All of these steps will be required to take money out of the ATM. However, the order you do the steps may be different depending on the ATM you are using. It is important to follow the instructions provided on the screen of the ATM each time.
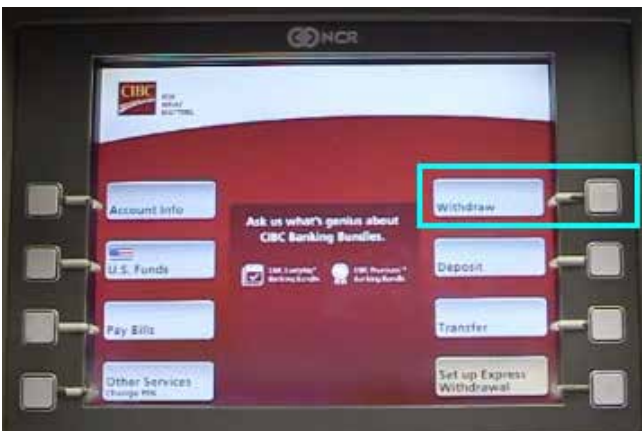

STEP 1
Insert your card into the machine as shown in the picture below the slot.
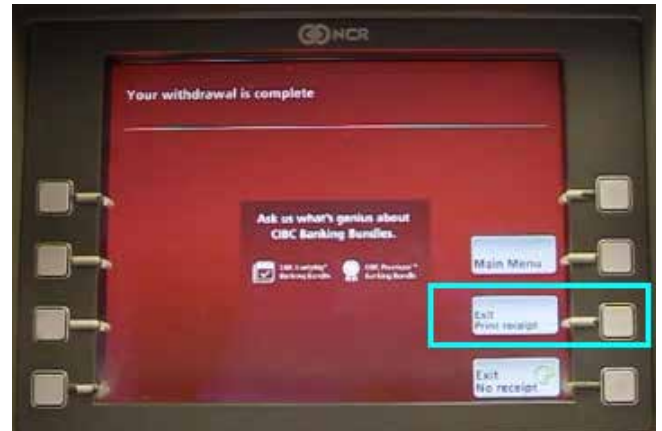

STEP 2
Enter your PIN.

STEP 3
Select Withdraw.

STEP 4
Select which account you wish to take the money from.

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STEP 5
Select the amount of money you would like.

STEP 6
Chose Exit and print receipt for your records.

STEP 7
Remove your card.

STEP 8
Remember to take your money.

STEP 9
Take your receipt.

STEP 10
Put your money, card and receipt away in your wallet.