



PENNY POST
CREDIT UNION

GENERATING E-STATEMENTS & VIEWING TRANSACTIONS

IN 4 QUICK & SIMPLE STEPS!

T: 0333 332 1461

E: office@penny-post.co.uk

1 LOGIN

Login to your Penny Post Account on our [website](#). To do this, you will need your **membership number, date of birth** and **6 digit pin number**

If you do not remember these please call us on 0333 332 1461 or message us securely on the [Nivo app](#).

Please enter your member number and Date of Birth

Member Number:

[I don't know my Member Number](#)

Date of Birth: January

↓

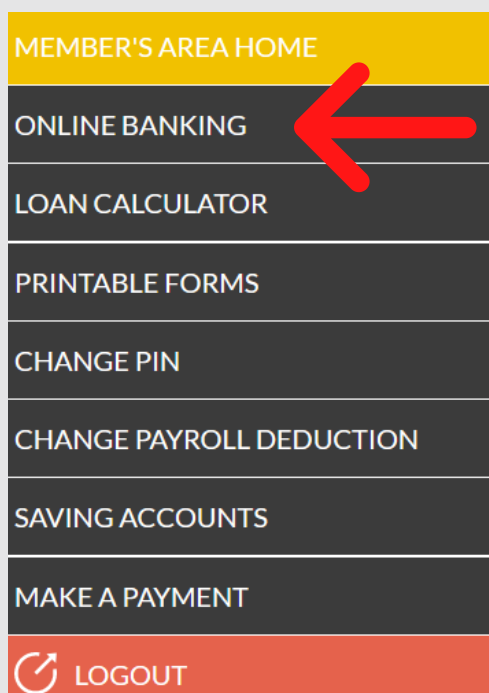
Member Number:

Date of Birth:

PIN Number:

Please use the 3rd, 4th and 5th digits from your PIN

[I don't remember my PIN](#)



2 CLICK ON "ONLINE BANKING"

Once you have logged in, simply click on "Online Banking", on the left-hand side of the screen, and then enter your PIN again

3 OPTION SELECT

On the Account Balances page, select "View Transactions" or "e-Statement" - this is to the right of the balance. Repeat for each account as required.

Account Balances

View Transactions
 e-Statement

When you "View Transactions", the transaction history is available for the previous **18 months**

Generating an e-Statement? Select the dates you require it to & from and it will generate as a PDF which you can save and/or print!

4 ALL DONE!

If you save your E-statement PDF please ensure it is on a secure device

Why not '**Opt In**' for E-statements?

- Available as soon as generated
- You can withdraw consent at any time!

Opt-in for e-Statements

Remember, you can contact our friendly customer services team at any time during our office hours- whether it be quickly and securely via the [Nivo app](#), on the phone or through e-mail. Our contact details can be found at the top of this page, and also on our [website](#).