

# USING AN ATM

- Be aware of your surroundings, particularly at night. If you observe or sense suspicious persons or circumstances, do not use the machine at that time.
- Have your ATM card ready and in your hand as you approach the

ATM. Don't wait to get to the ATM and then take your card out of your wallet or purse.

- Be careful that no one can see you enter your PIN at the ATM. Use your body to "shield" the ATM keyboard as you enter your PIN

into the ATM.

- To keep your account information confidential, always take your receipts or

