# **EDNA Helpful Information**

- Must call from a touch-tone phone.
- Account numbers are different from member numbers and are assigned to specific account types; i.e., your primary savings account number is 1. Refer to your account statement(s) or online banking to determine your account and loan numbers.
- Enter dollar amounts with no decimals; i.e., \$100.00 is entered as 10000.
- You don't have to wait for the entire menu to complete before entering your selection.
- Press \* at any time to back up one menu level.
- Press 8 to move forward five items in history.
- Press 9 to repeat the last response.
- If you enter an invalid menu choice, you will have three opportunities to enter a valid menu choice before you are disconnected.
- Transfers can be made between accounts with the same primary member number.
- All check withdrawals will be mailed to the address on record the following business day.

## **EDNA Reference Guide**

### Call EDNA at 509.328.8887, or outside of the area at 800.422.3260.

Enter a primary menu item first – 1, 2 or 3 (in bold) – then follow the key sequences to the left of the secondary menu descriptions. For example: to check your savings account balance, key in 111.

### 1 - Account & Loan Inquiries

- 1 Account balance
  - 1 Savings account
  - 2 Checking account
  - 3 Other account balances
- 2 Account history
  - 1 Deposits
  - 2 Withdrawals
  - 3 Dividends earned year to date
  - 4 All activity
- 3 Cleared checks
  - 1 List of checks
  - 2 Specific checks
  - 3 Checks on a selected account
  - 4 Specific checks on a selected account
- 4 Loan inquiry
  - 1 Balance and payment on Line of Credit
  - 2 Balance and payment on other loans
  - 3 Loan interest paid year to date

### 2 - Payments, Transfers & Withdrawals

- 1 To make a loan payment
  - 1 Loan payment from savings
  - 2 Loan payment from checking

#### 2 - Payments, Transfers & Withdrawals

- 2 To make a transfer
  - 1 Savings to checking transfer
  - 2 Checking to savings transfer
  - 3 Loan to checking transfer
  - 4 Loan to savings transfer
- 4 To withdraw a check
  - 1 Check from savings mailed
  - 2 Check from specific account mailed
- 3 New Member Number & Other Activities
  - 1 Go to a different membership
  - 2 To change your account access code
  - 3 For stop payments
    - 1 For a stop on a single check
    - 2 For a stop on a range of checks