

CHECKBOOK APP INSTRUCTIONS

Let's go digital! Add your digital checkbook today to use for the next MyLIFE event.

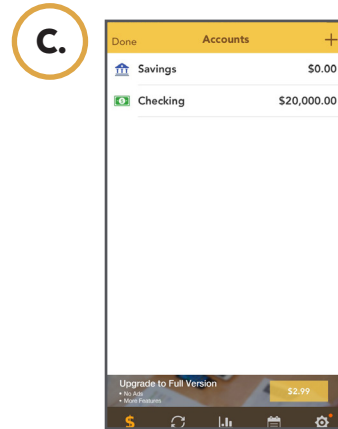
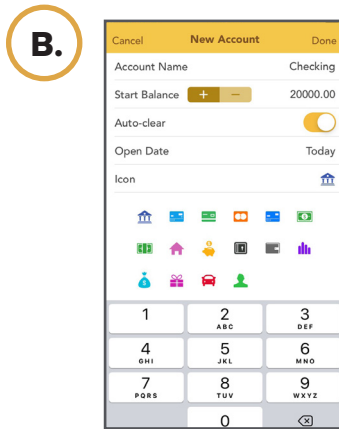
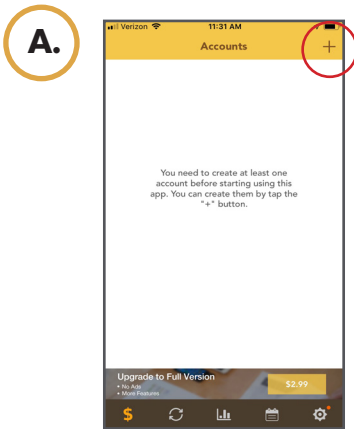
1 DOWNLOAD THE CHECKBOOK ACCOUNT TRACKER APP

- Search for the **Checkbook Account Tracker** app through your app store.
- Download the App in the Apple Store or on Google Play.
- Open the App
- If asked to register, press "Skip" on top right. Registration and notifications are not necessary.



2 ADD YOUR ACCOUNTS

- Press the "+" on top right corner.
- Enter "checking" in the account name. You may enter your monthly income according to your student profile or leave at "\$0" balance if not yet provided.
- Choose a fun icon and press "done" on right hand corner.

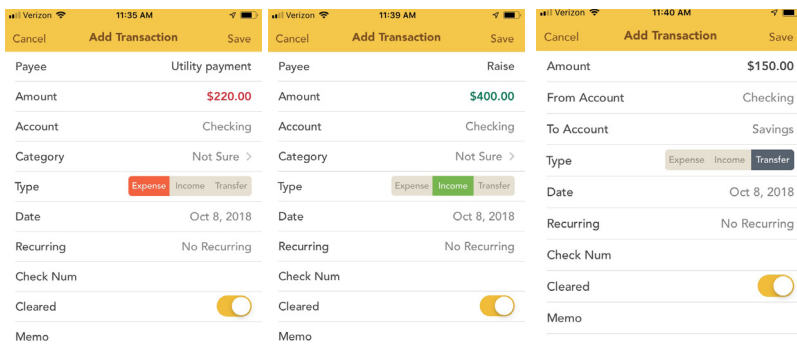


3 FUNDING TRANSACTIONS AND TRANSFERS

- To perform a transaction, click on the account that you'd like to use. For example to deposit into checking, click on checking.
- Once in the account, press the "+" at the top right corner.
- In payee area, type what transaction you are entering.
Example: "Monthly Salary", "Utility Payment", "Transfer to Savings"
- Enter the dollar amount and make sure to choose a "type" of transaction.
- Press "save" once complete.

TRANSACTION TYPES

- (+) **Expense:** Payments or Withdrawals
- (-) **Income:** Deposits, Raises or Refunds
- (⇄) **Transfer:** Transfer funds account to account



PLEASE NOTE!

- Use of this app will not require you to enter any personal information. Please bypass any registration.
- The app is available free of charge. Ads may appear periodically while using.
- If you are unable to use this app for the event, a check register sheet will be provided within your MyLIFE folder.
- This is a 3rd party app. This app has not been developed by Community State Bank.