

**CALL TEL-TRANS: (269) 381-3910**

**TEL-TRANS is easy to use with any Touch-Tone phone.  
(Press the # sign only when instructed.)**

1. Dial the TEL-TRANS phone number: (269) 381-3910.
2. Enter your account number followed by the # sign.
3. Enter your PIC (Personal Identification Code) followed by the # sign.
4. Enter your Main Menu choice (see chart).

- ▶ Press **#** sign **ONLY WHEN INSTRUCTED.** ▶ Press **\*** **FOR HELP.**
- ▶ Press **\*** sign followed by **#** **TO CANCEL A TRANSACTION.**
- ▶ Press **0** (zero) **TO RETURN TO PREVIOUS MENU**
- ▶ When in a "Last 5" Option mode, Press **\*** Then **0** (zero) **TO RETURN TO PREVIOUS MENU.**

