

## # How to Withdraw Money from an ATM Machine?

An Automated Teller Machine (ATM) encompasses a small cabin with a machine inside it, which facilitates you to withdraw money at your convenient time. The respective banks, where you have an active bank account (s), provides you with an ATM cum debit card. You can use the ATM card to withdraw cash from the ATM.

The banks facilitate an ATM service at a few selected designated locations, which based on certain demographic and economic factors of that particular location.

### ## Prerequisites

1. You need to have an active bank account, which facilitates the bank to issue an ATM card for you.
2. You have an active ATM card.
3. You have an active PIN to use your ATM card to withdraw money.

You can withdraw the money from an ATM by performing the following tasks.

! [Figure 1: ATM Machine] ([https://github.com/Manasi1920/Images/blob/master/ATM\\_Screenshot.png](https://github.com/Manasi1920/Images/blob/master/ATM_Screenshot.png))

**\*\*Follow these steps:\*\***

#### **\*\*Step 1: Insert ATM Card\*\***

Insert your ATM card in the ATM machine in the slot marked as **\*\*CARD\*\*** in **\_Figure 1: ATM Machine\_**.

#### **\*\*Step 2: Select Language\*\***

Select the desired language from the language options that are displayed in the **\*\*ATM Screen\*\*** in **\_Figure 1: ATM Machine\_**.

#### **\*\*Step 3: Select the Bank Account Type\*\***

The **\*\*ATM Screen\*\*** displays your existing bank account types, from where you want to withdraw the money, as follows: **\_Savings Account\_** or **\_Current Account\_**. Select your appropriate bank account type by pressing the appropriate **\*\*Select\*\*** button.

#### **\*\*Step 4: Enter 4-Digit ATM Pin\*\***

In the above diagram, use the **\*\*ATM Keypad\*\*** to enter your 4 digits **\_ATM Pin\_** Number.

**\*\*Warning!\*\*** Do not ever share your **\_ATM pin\_** with anyone. Ensure that nobody is watching you, while you enter your **\_ATM pin\_**.

**\*\*Caution!\*\*** Be careful while entering your **\_ATM pin\_**. Note that three consecutive entries of a wrong **\_ATM pin\_** leads to the blockage of your ATM card.

#### **\*\*Step 5: Select the type of Transaction\*\***

The **\*\*ATM Screen\*\*** displays the different transaction option types such as Deposit, Transfer, Withdrawal of Money, Fast Cash Withdrawal, and so on.

For cash withdrawal, select the \_Fast Cash Withdrawal\_ option by pressing the appropriate **\*\*Select\*\*** button.

**\*\*Step 6: Select the Type of Account\*\***

After selecting the Fast Cash Withdrawal option, the **\*\*ATM Screen\*\*** displays different account types, select your account type.

**\*\*Step 7: Enter the withdrawal amount\*\***

Now, enter your withdrawal amount and press **\*\*Enter\*\***.

**\*\*Note:\*\*** Ensure that you do not enter a withdrawal amount which is more than your balance amount in your bank account.

**\*\*Step 8: Collect the Cash\*\***

Now, collect the cash from the lower slot marked as **\*\*CASH\*\*** in \_Figure 1: ATM Machine\_.

**\*\*Step 9: Take a printed receipt\*\***

After you collect the cash, the **\*\*ATM Screen\*\*** prompts you with an option to print a receipt of the transaction. If you want a printed receipt, select \_Yes\_ by pressing the appropriate **\*\*Select\*\*** button.

Collect the printed receipt from the slot marked as **\*\*RECEIPT\*\*** in \_Figure 1: ATM Machine\_.

You have successfully withdrawn the money from an ATM of your bank.