

HOW TO MAKE EXTERNAL TRANSFERS

1

IN ONLINE/MOBILE BANKING, SELECT "TRANSFERS" THEN GO TO "ADD EXTERNAL ACCOUNT"

2

CLICK "ADD ACCOUNT"

3

FILL IN A NAME FOR THE ACCOUNT SO YOU WILL REMEMBER IT UNDER "DISPLAY NAME"

4

ADD THE NAME ON THE EXTERNAL ACCOUNT (YOUR NAME IF IT IS YOUR ACCOUNT)

5

ADD THE ROUTING # (CAN BE FOUND ON YOUR OTHER FINANCIAL INSTITUTIONS WEBSITE/ONLINE BANKING)

6

ADD YOUR ACCOUNT # AND CONFIRM IT. THEN SELECT ACCOUNT TYPE (SAVINGS OR CHECKING) AND CLICK UPDATE

(a) This sends trial deposits to the bank account which should arrive in 1-2 business days

(b) Check your external account to see if you have received any trial deposits

(c) Once they arrive, go to "Add External Accounts" and click on the flag icon next to the new account you added to verify it. It will ask you to input the amounts of the trial deposit. Once you add that information, your account is set up!

7

GO TO ACCOUNT TRANSFERS TO INITIATE A TRANSFER TO OR FROM YOUR EXTERNAL ACCOUNT!