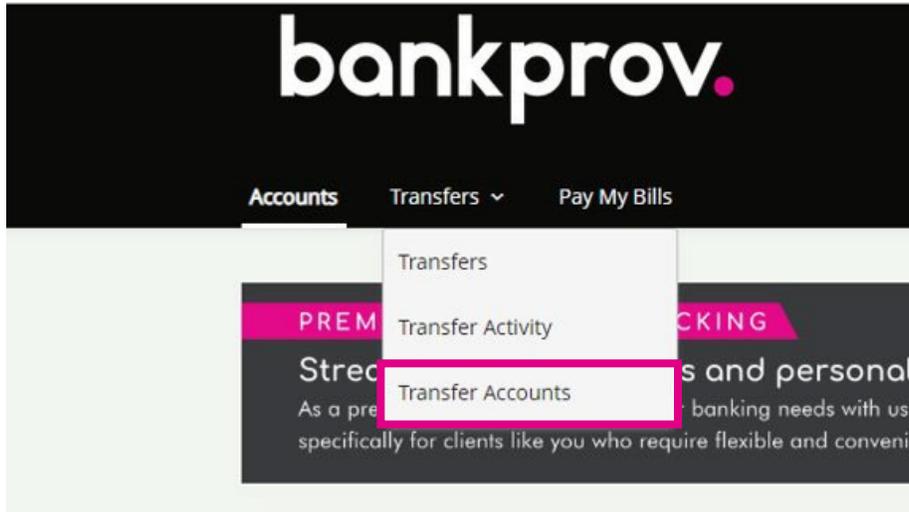


1. Log in to Consumer Online Banking:

- Navigate to the **Transfers** dropdown menu and select **Transfer Accounts**.



2. Add Your External Account:

- On the next screen, click **Add Account**.
- Enter your external account details as prompted.

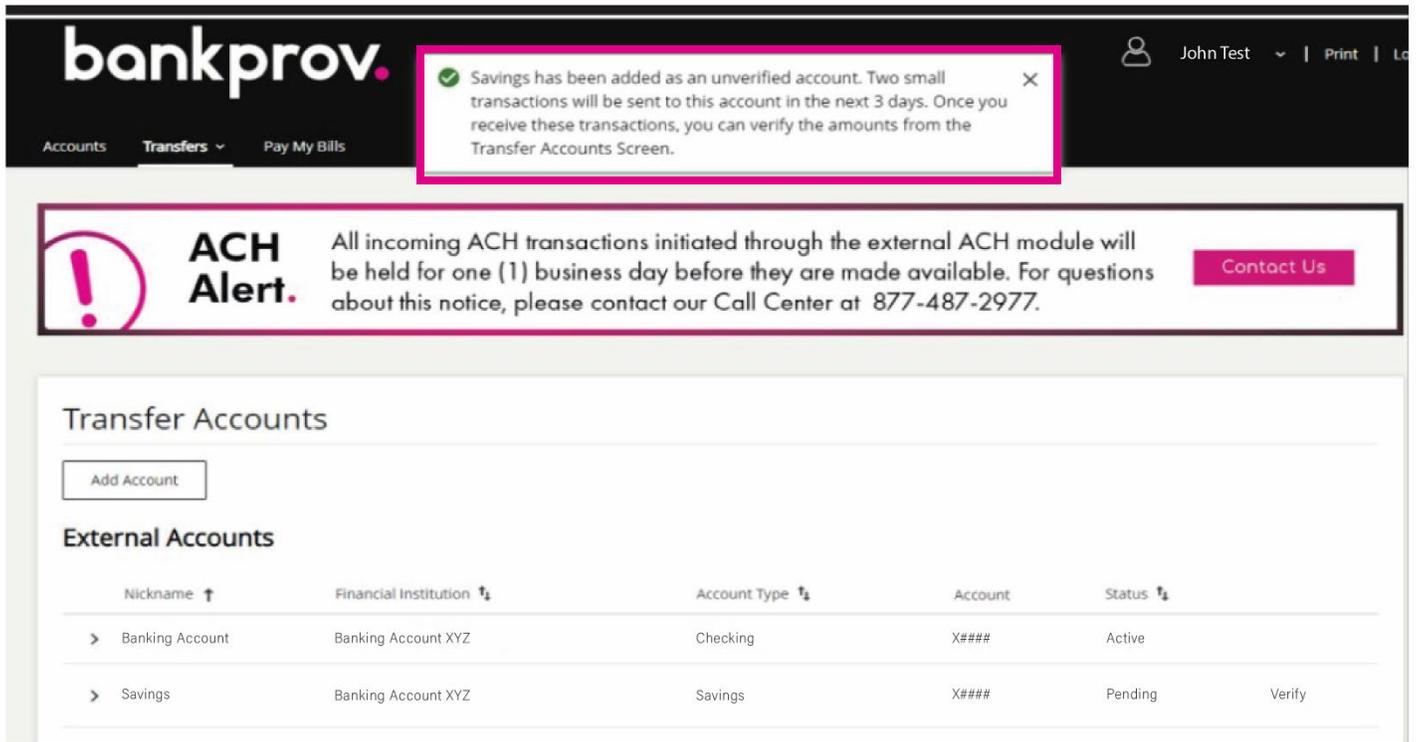
 **ACH Alert.** All incoming ACH transactions initiated through the external ACH module will be held for one (1) business day before they are made available. For questions about this notice, please contact our Call Center at 877-487-2977. [Contact Us](#)

Transfer Accounts

[Add Account](#)

3. Wait for Small Verification Deposits:

- After adding the account, small verification transactions will be sent to your external account.
- It may take 1-2 business days for these transactions to appear.



4. Verify the Account:

- Once you see the small deposits in your external account, return to the **Transfer Accounts** screen in Online Banking.

- Click **Verify**, then enter the exact amounts of the small transactions.

5. Approval Process:

- After verifying the amounts, the account will show as Pending Approval.
- You will also receive an email confirming that the deposits have been verified.



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[Contact Us](#)

Transfer Accounts

Add Account

External Accounts

Nickname ↑	Financial Institution ↓	Account Type ↓	Account	Status ↓
> Banking Account	Banking Account XYZ	Checking	X####	Active
> Savings	Banking Account XYZ	Savings	X####	Pending Approval ⓘ

6. Account Ready for Use:

- Approval may take up to 2 business days. Once approved, your external account will be ready for transfers.