



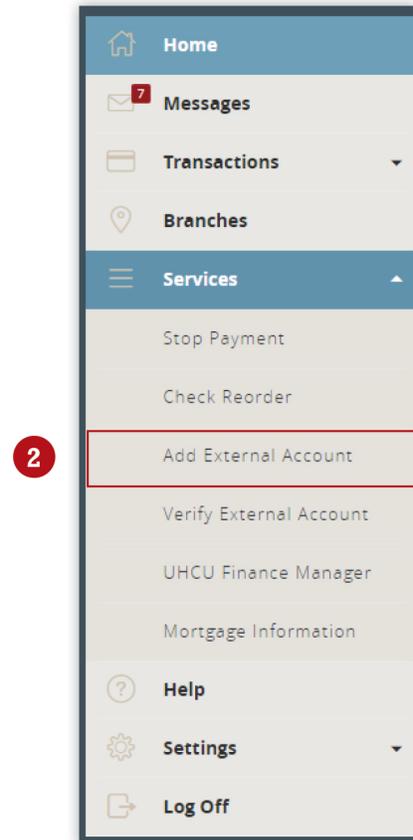
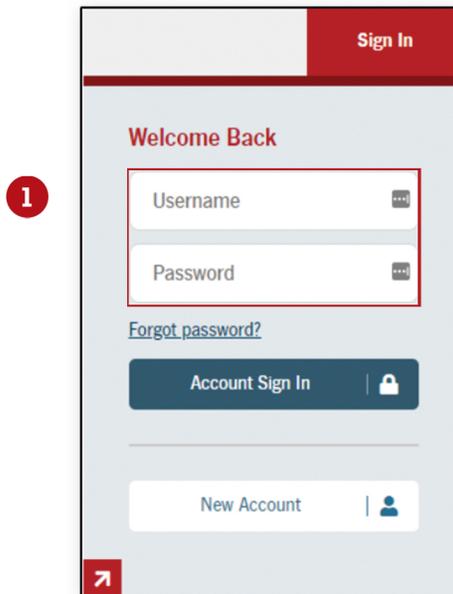
External Transfer Guide

Transfer money from external accounts with ease.
Securely access money from your accounts at other financial institutions.



On Your Computer

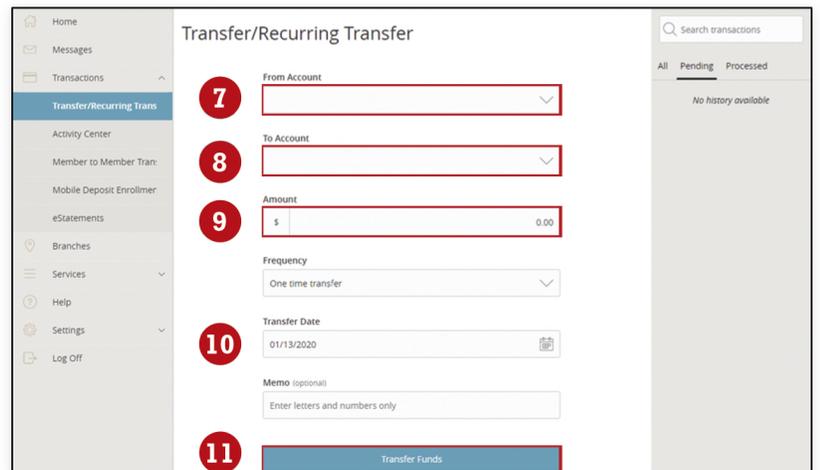
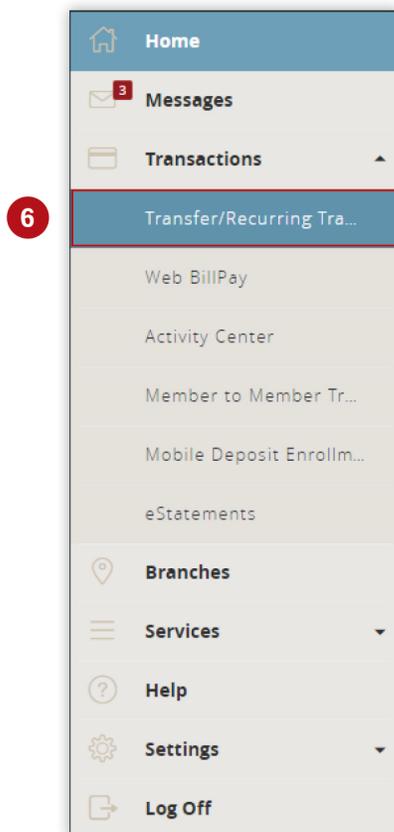
1. Sign in to your Online Banking account.
2. Select “Add External Account” under “Services” in your Online Banking navigation menu.





External Transfer Guide

6. Select “Transfer/Recurring Transfer” under “Transactions” in the navigation menu.
7. Select the dropdown arrow located under the “FROM” field and choose the external account from which you wish to transfer the funds.
8. Select the dropdown arrow located under the “TO” field and choose the share or loan to which you wish to transfer the funds.
9. Enter the amount you wish to transfer in the “AMOUNT” field.
10. Enter the date on which you wish the transfer to take place in the “DATE” field.
11. Select “Transfer Funds.”
12. A “Secure Access Code Required” message will appear. Select “View In Activity Center.”

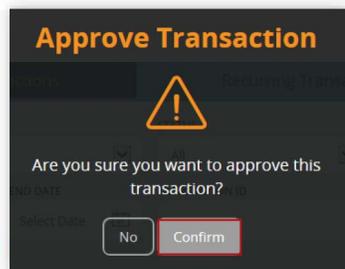
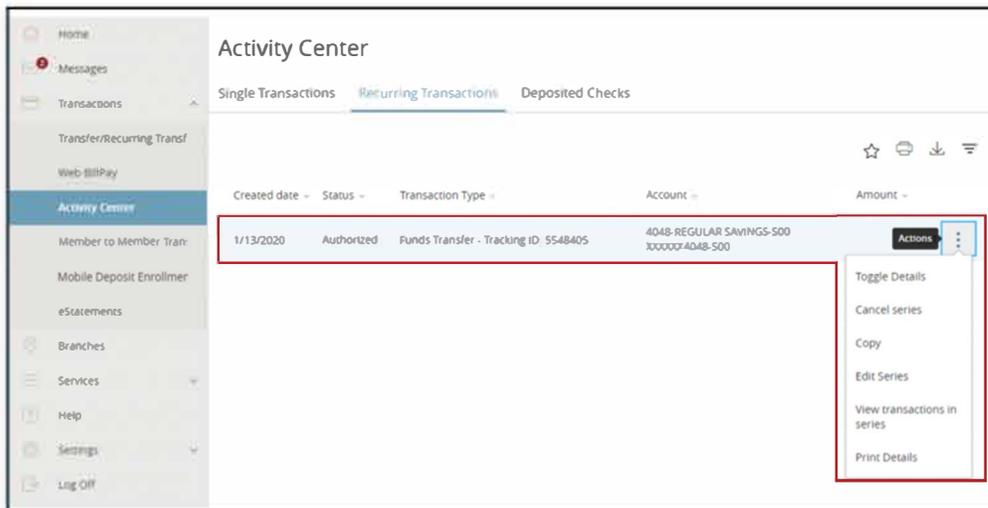




External Transfer Guide

13. Locate the external transfer you created in the Activity Center, which is under “Transactions” in your Online Banking navigation menu. For that transaction, select the dropdown arrow next to “Actions” and then select “Approve.”
14. An “Approve Transaction” message will appear. Select “Confirm.”
15. Select a Secure Access Code (SAC) delivery method.
16. Input the Secure Access Code you receive and select “Authorize.”

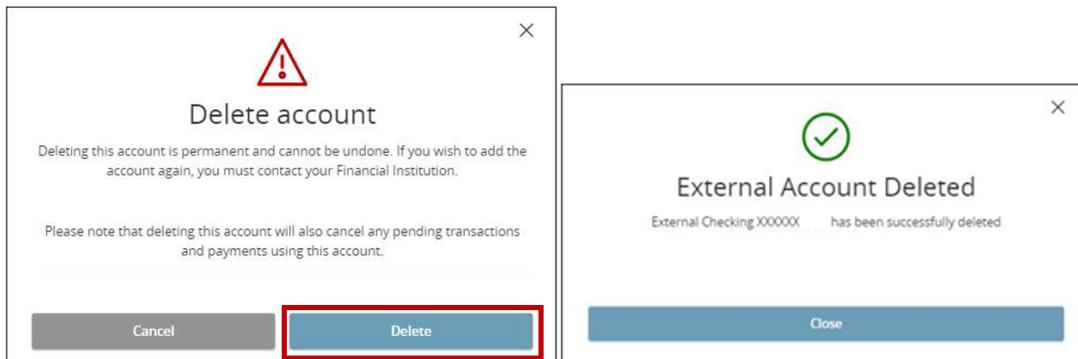
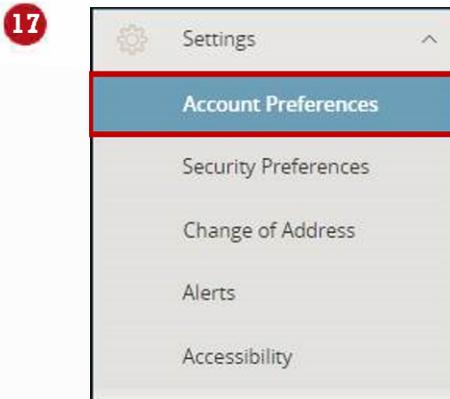
Note: External transfers can take one to three business days to post





External Transfer Guide

17. To remove an external account that is linked; select Settings, then Account Preferences. The list of all shares or linked accounts will display.
18. Select the external account that you want to delete. Once selected, it will expand and an option to “Delete Account” will be visible. Select the trash can icon to delete. A warning will display informing you that this cannot be undone, and any pending external transfers will be cancelled if deleted. Select “Delete” to continue and remove the linked external account.





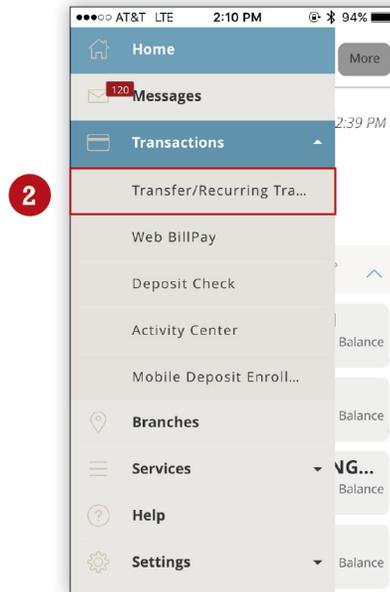
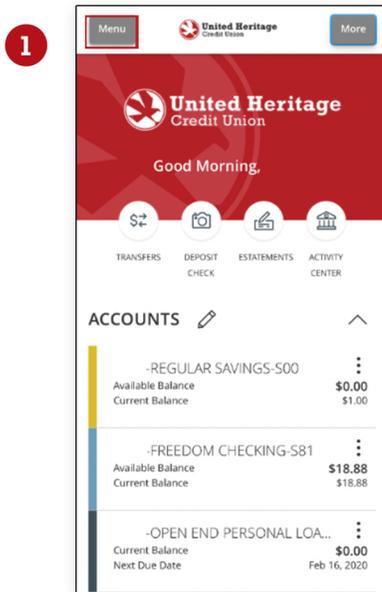
External Transfer Guide



On Your Device

Note: You must add an external account by completing Steps 1-5 in the “On Your Computer” section before you can conduct an external transfer on your mobile device.

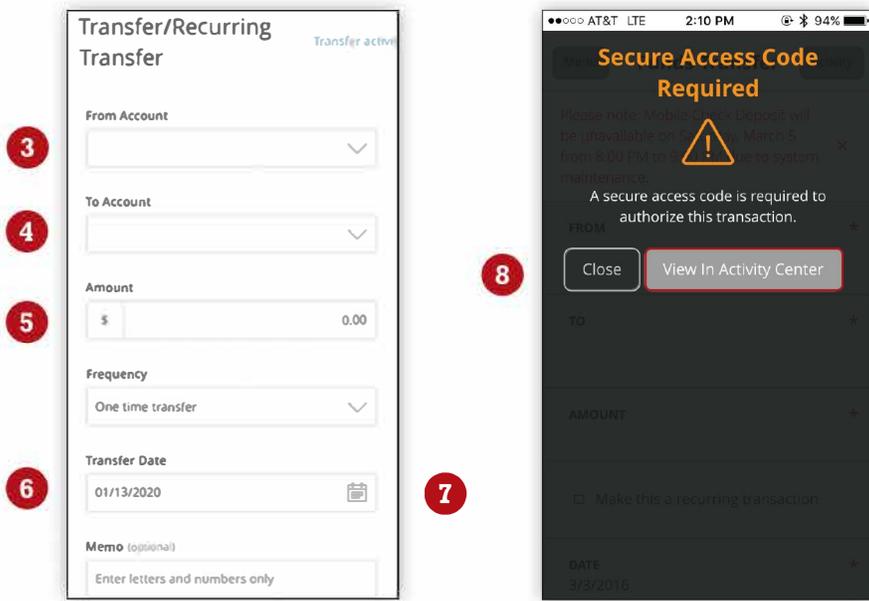
1. Select “Menu” in the top left corner of the Home screen.
2. Select “Transfer/Recurring Transfer” under “Transactions” in the navigation menu.





External Transfer Guide

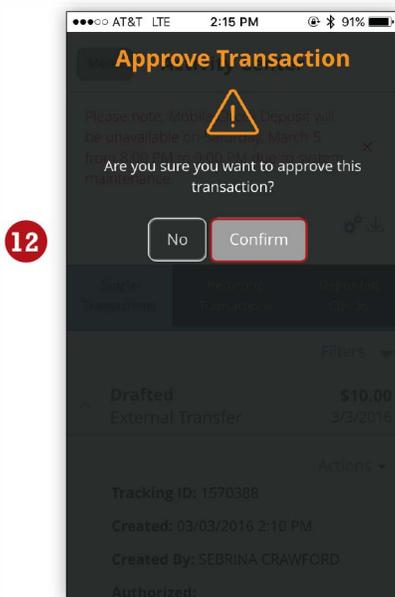
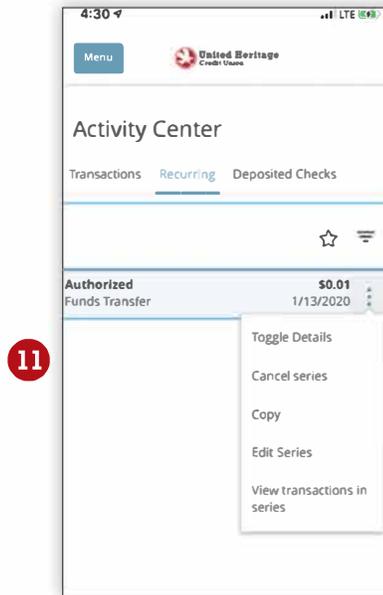
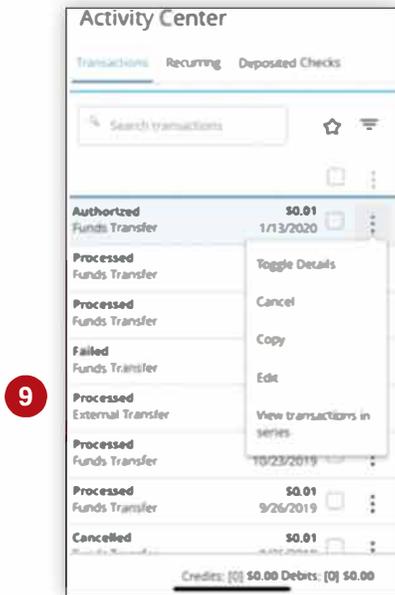
3. Tap the “FROM” field and select the external account from which you wish to transfer the funds.
4. Tap the “TO” field and select the share or loan to which you wish to transfer the funds.
5. Tap the “AMOUNT” field and enter the amount you wish to transfer.
6. Tap the “DATE” field and enter the date on which you wish the transfer to take place.
7. Select “Transfer Funds.”
8. A “Secure Access Code Required” message will appear. Select “View In Activity Center.”





External Transfer Guide

9. Find the external transfer you created in the Activity Center. Select “Drafted.”
10. Select “Actions.”
11. Select “Approve.”
12. An “Approve Transaction” message will appear. Select “Confirm.”

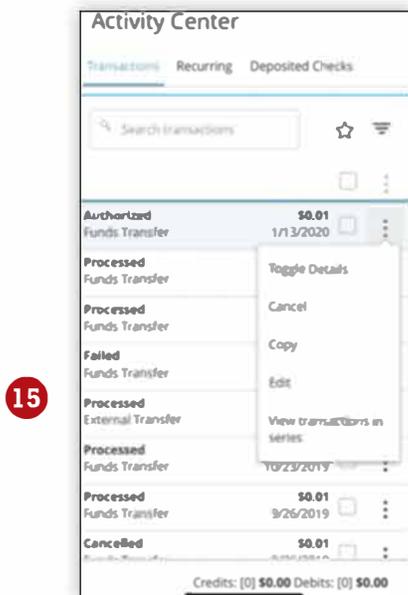
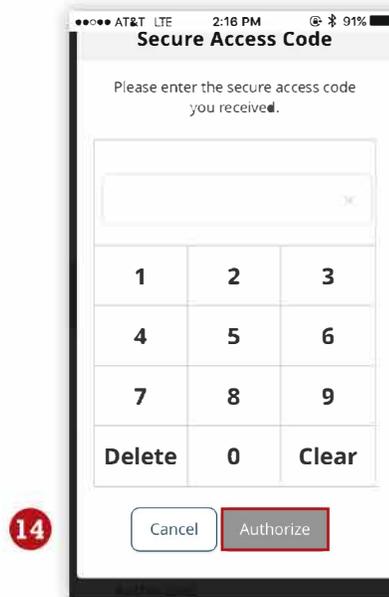
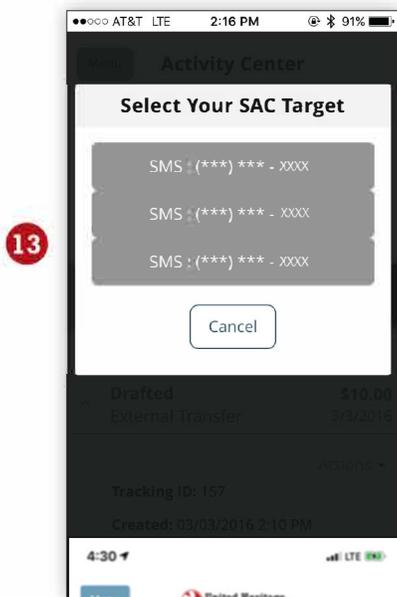




External Transfer Guide

13. Select a Secure Access Code (SAC) delivery method.
14. Input the Secure Access Code you receive and select “Authorize.”
15. Once you successfully authorize the external transfer, the transaction status in the Activity Center will update from “Drafted” to “Authorized.”

Note: External transfers can take one to three business days to post.

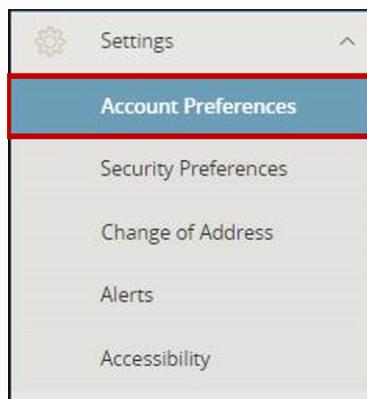




External Transfer Guide

- To remove an external account that is linked; select Settings, then Account Preferences. The list of all shares or linked accounts will display.
- Select the external account that you want to delete. Once selected, it will expand and an option to “Delete Account” will be visible. Select the trash can icon to delete. A warning will display informing you that this cannot be undone, and any pending external transfers will be cancelled if deleted. Select “Delete” to continue and remove the linked external account.

16



17

