

Once you have made a request to add an external account, check the history of that account and locate the two “micro” deposits that have been made. You will then be asked to provide those amounts which will verify the ability to make transfers and prove ownership of the outside account.

To Verify an External Account:

Retrieve List of External Account Requests

This form will allow you to verify the amounts of the External Account Association Requests that you have made. Click the submit button below to see the list of outstanding requests for your Online Banking login.

Submit

1

Account Verification

Please choose an account to verify using the amounts that were deposited to your account.

Status	Routing Number	Account Number	Account Type
<input checked="" type="radio"/> Funds have been sent to the target account	081000214	1234567890	Checking

2

Verify Deposit Amounts

The deposit amounts should be entered in cents (example: \$0.12 should be entered as "12").

AMOUNT #1:

3

AMOUNT #2:

Submit

4

Click on the **Verify External Account** tab.

1. To begin, click **Submit**. You will be directed to a new window.
2. **Select the Account** you would like to verify.
3. Enter the amounts of the micro deposits that you see in your external account.
4. Click **Submit**.

Once you have added and verified an external account Online Banking also enables you to transfer funds to your external accounts.

To Transfer Funds:

The screenshot shows the 'Funds Transfer' form with the following fields and annotations:

- FROM***: Consumer Checking XXXX \$50 (Annotation 1)
- TO***: Savings XXXX \$100,000.00
- AMOUNT***: 0.00 (Annotation 2)
- DATE***: 10/22/2014 (Annotation 2)
- MEMO**: Enter letters and numbers only (Annotation 4)
- Make this a recurring transaction**: checkbox (Annotation 3)
- Buttons**: Clear, Transfer Funds (Annotation 4)

The overlay 'Secure Access Code Required' contains:

- Warning icon
- Text: A secure access code is required to authorize this transaction.
- Buttons: Close, View In Activity Center (Annotation 5)

Click on the **Funds Transfer** tab.

1. Select the accounts that you wish to transfer funds **From** and **To** using the drop-down menus.
2. Enter the dollar amount and date to process the transaction.
3. (optional) If you wish to setup a recurring transaction, click the checkbox **Make this a recurring transaction**. New input fields will appear and you will need to specify the frequency and date range for this transaction. You can choose to make this transaction **Repeat Forever** by checking the box under frequency.
4. When you have finished entering all of the needed information, select **Transfer Funds**.
5. A Secure Access Code is required to complete the transfer. Select 'View In Activity Center' to proceed.

If you close this box, you will need to go to the Activity Center and approve the transaction before it will be processed.

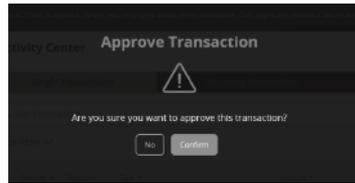


To Approve External Transfer:

11/3/2016	Drafted	External Transfer - Tracking ID: [REDACTED]	Personal Checking [REDACTED]	\$5.00	Actions ¹
11/1/2016	Authorized	Funds Transfer - Tracking ID: [REDACTED]	Personal Checking [REDACTED]		Approve ²
11/1/2016	Authorized	Funds Transfer - Tracking ID: [REDACTED]	Personal Checking [REDACTED]		Cancel
					Inquire
					Print Details

Go to the **Activity Center** within the Transactions tab.

1. Find the transfer and go to the Actions link on the right
2. Choose Approve.
3. A confirmation box will appear asking you to confirm the approval. Click **Confirm** to proceed.



4. You must then choose how you would like to receive the **Secure Access Code**.



5. Once you have received the code, enter it and choose **Authorize**.

