ADD EXTERNAL ACCOUNT
QUICK REFERENCE GUIDE
STEP 1  Login to Online Banking > Select Pay and Transfer > Make an external transfer.
STEP 2  Select Add external account and confirm your identity.
STEP 3 • Enter the following information
  • Bank ABA Number for external bank
  • Account Number for external bank
  • For Account type select Checking, Savings or Money Market
  • For usage type select Loan Payment

STEP 4 Click Confirm.
STEP 5  Receive a confirmation email to confirm external account.
STEP 6  Perform a micro-transaction to validate the account.

![Confirm: External Account image]

STEP 7  Begin making loan payments.

![Manage External Accounts image]