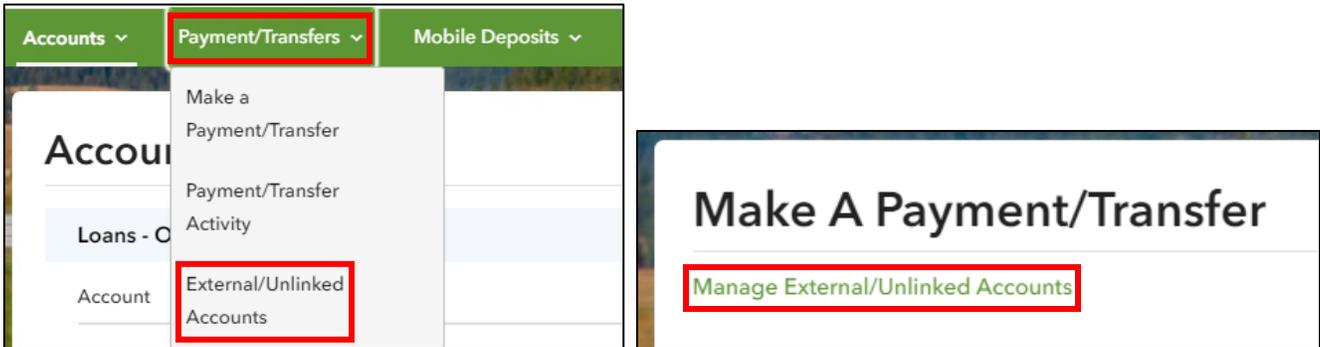
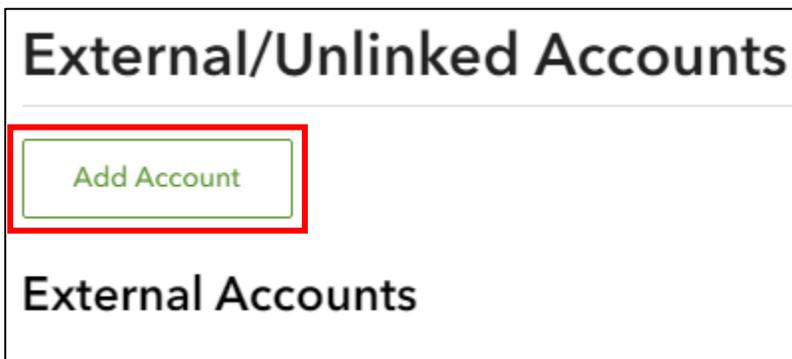


# How to Add External Accounts (Checking/Savings Accounts)

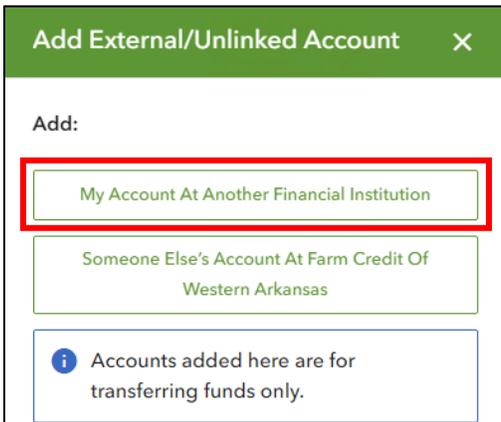
1. Click **Payment/Transfers**, then **External/Unlinked Accounts** in the sub menu.  
**NEW** – Click **Payment/Transfers**, then **Make a Payment /Transfer** and you will have the option to **Manage External/Unlinked Accounts**.



2. Click **Add Account**.



3. Select **My Account At Another Financial Institution**.



4. Complete all fields below and select **Add Account**.

### Add External Account

My account at another financial institution

**i** Within a few days of submitting this information, two small deposits will be made to your external account. To complete the setup of your external account, return to the External/Unlinked Accounts page and verify the amount of the deposits.

Account Nickname **i**

Routing Number **i**

Financial Institution

No valid routing number entered.

Account Type

Account Number **i**

Confirm Account Number

[Back](#) [Add Account](#)

5. You will receive the confirmation box below. Note: you will have to verify the two small deposits that will be sent to the account you added. This can take up to three business days to receive.

**✓** "Test" has been added as an unverified account. Two small deposits will be sent to this account in the next three days. After you receive these deposits, return to the External/Unlinked Accounts screen and click the Verify link for the account.

6. Then, the external account can be viewed from the **External/Unlinked Accounts** page. You will notice that the status is Pending and a Verify link is available. Follow the steps on page three to Verify the account.

External/Unlinked Accounts					
<a href="#">Add Account</a>					
External Accounts					
Nickname ↑	Financial Institution ↓	Account Type ↓	Account	Status ↓	
> Test	FIRST STATE BK	Checking	x3587	Pending	<a href="#">Verify</a>

## Verifying Micro Deposits:

To make payments with the external account added, you must verify the micro deposits that were initiated on the account. This is an added layer of protection for your account. The amounts can be found in the financial institute account that was added.

**Note: This does prevent you from making transactions with the external account on the same day because the micro deposits take time to process (1-3 business days).**

1. Click the **Verify** link from the External/Unlinked Accounts page.

Nickname ↑	Financial Institution ↑	Account Type ↑	Account	Status ↑	
> Test	FIRST STATE BK	Checking	x3587	Pending	<a href="#">Verify</a>

2. The deposits can be found from the external account added.
3. Enter the two values into **Deposit Amount 1** and **Deposit Amount 2** and select **Verify**.

### Verify Account

Two small deposits of less than \$1 have been made into your account at the other financial institution. Please check your statement or contact your other financial institution to find the amounts of these deposits and enter them below. You may enter them in any order.

Deposit Amount 1  
\$ 0.53

Deposit Amount 2  
\$ 0.35

Account Nickname  
Test

Routing Number  
082902430

Financial Institution  
FIRST STATE BK

Account Type  
Checking

Account Number  
x3587

Status  
Pending

[Cancel](#) [Verify](#)

4. A success message displays at the top of the screen and the status changes to **Active**.

Accounts ▾ Payment/Transfers ▾ Mobile ✓ The account was successfully verified. ✕

## External/Unlinked Accounts

[Add Account](#)

### External Accounts

Nickname ↑	Financial Institution ↑	Account Type ↑	Account	Status ↑
> Test	FIRST STATE BK	Checking	x3587	Active