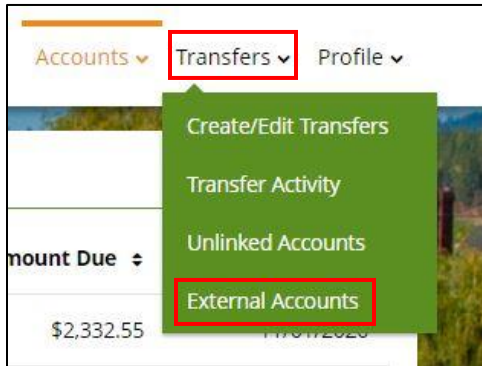
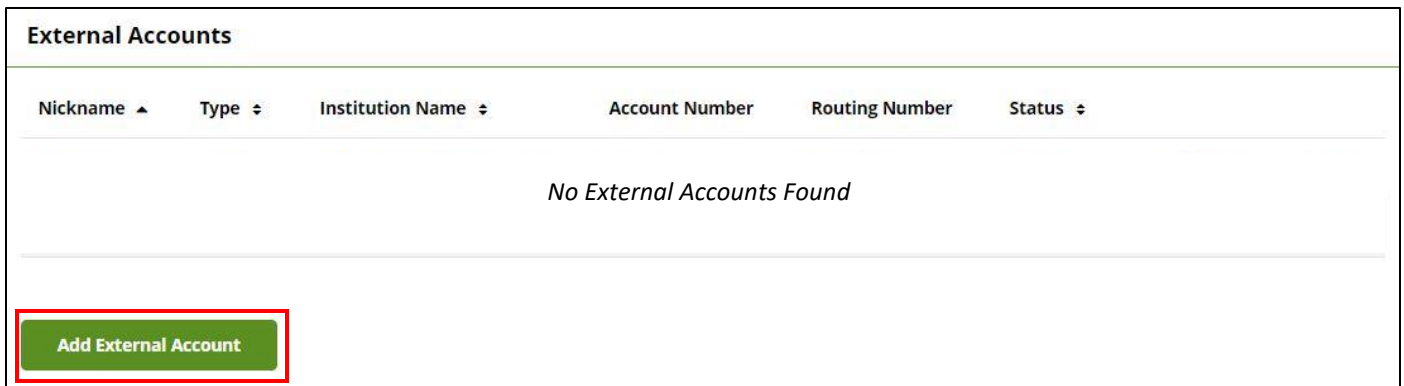


How to Add External Accounts (Bank Accounts)

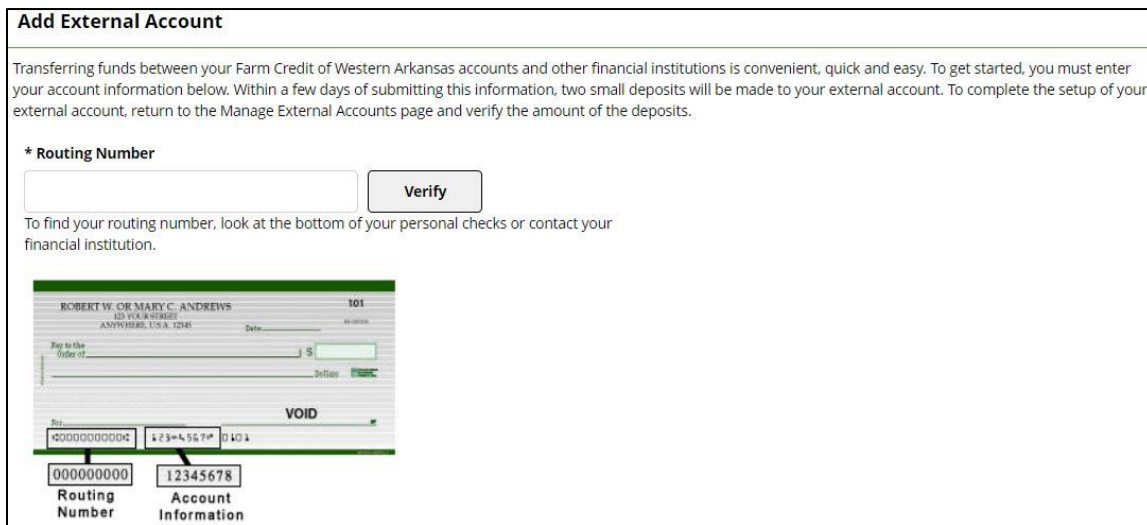
1. Click **Transfers** and then **External Accounts** in the sub menu.



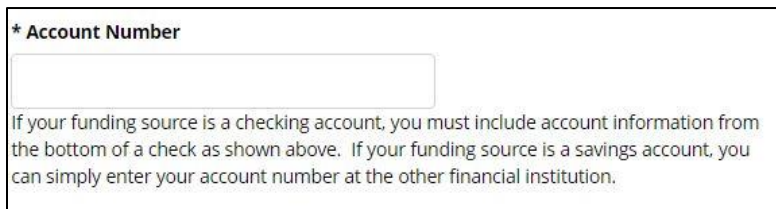
2. Click **Add External Account**.



3. Enter the routing number and click the **Verify** to confirm it is a valid number.



4. Enter Account Number.



5. Enter Account Nickname and choose an Account Type.

*** Account Nickname**

?

*** Account Type**

Checking Savings

6. Click **Submit**.
7. The External Account can then be viewed on the External Accounts page.

External Accounts					
Nickname ▲	Type ⇅	Institution Name ⇅	Account Number	Routing Number	Status ⇅
tbuck sav	Savings	ARVEST...VILLE	x55555	000000000	Pending Verify
TBUCK CHK	Checking	ARVEST...VILLE	x999999	000000000	Active

Add External Account

Verifying Micro Deposits:

In order to add an external account, the customer needs to verify micro deposits that were initiated on the account. This is an added layer of protection to verify there were no typos in the information added prior to larger amounts of money being sent. The money for the micro deposits does not come from the customer's loan and instead comes from a fund the financial institute has set up.

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

1. Click the **Verify** button on the External Accounts grid.

External Accounts					
Nickname ▲	Type ⇅	Institution Name ⇅	Account Number	Routing Number	Status ⇅
tbuck sav	Savings	ARVEST...VILLE	x55555	000000000	Pending Verify

2. The customer needs to log into their external account's online banking to view the micro deposits.
3. Enter the two values into **Deposit Amount 1** and **Deposit Amount 2**.

Verify Trial Deposits

We have made two small deposits of less than \$1 into your account at the other financial institution. These transfers may take up to 3 days to show in your account. Please check your statement or contact your other financial institution to find the amount of these deposits and enter them below. You may enter them in any order. This step must be completed before you can take full advantage of the external transfer process.


*** Deposit Amount 1**





\$0.

*** Deposit Amount 2**

\$0.

4. Click **Next**.
5. A success message displays and the external account's status changes to Active.

 **Successfully verified account.**

External Accounts					
Nickname ▲	Type ▼	Institution Name ▼	Account Number	Routing Number	Status ▼
tbuck sav	Savings	ARVEST BANK OF KENTUCKY	x55555		Active  
TBUCK CHK	Checking	ARVEST BANK OF KENTUCKY	x999999		Active  

[Add External Account](#)