

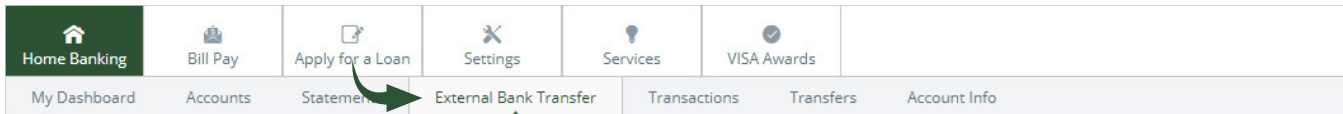
## FREE MEMBER FEATURE

*FirstCCU Home Banking* - transfer money into your FirstCCU accounts or make your loan payment from another credit union or bank.

**EXTERNAL TRANSFERS CAN ONLY BE VIEWED FROM THE PLATFORM FROM WHICH IT WAS SUBMITTED. TRANSFERS MAY TAKE UP TO 3 DAYS.**

# SETTING UP ACH EXTERNAL TRANSFERS IN HOME BANKING

## CONNECTING YOUR NON-FIRSTCCU ACCOUNT



- 1) Login into Home Banking
- 2) On the second menu bar, click "External Bank Transfer"
- 3) Agree to terms and conditions
- 4) Click on "Add Account"
- 5) Input the following information for the non-FirstCCU Account you like to link:
  - Account Name = Choose a nickname for the account
  - Routing # - This will confirm the bank name
  - Account #
  - Account Type - Checking or Savings
- 6) Click 'Submit'
- 7) FirstCCU will automatically send two micro deposits into the external account within 1-3 business days.

### ! TIPS & TRICKS

You have the ability to set the frequency of the transfer. Make a one-time transfer or set up a reoccurring transfer to never miss a loan payment!

You can transfer funds directly into your loan to satisfy your monthly payment.

***Be sure to plan payments and transfers accordingly***

## VERIFYING THE MICRO DEPOSITS

- 1) Login into FirstCCU Home Banking
- 2) On the second menu bar, click "External Bank Transfer"
- 3) Click "Enrolled Accounts"
- 4) Input the two micro deposits made into your non-FirstCCU account and click "submit"
- 5) The status will change to verified

## MAKING THE TRANSFER

- 1) Login into FirstCCU Home Banking
- 2) On the second menu bar, click "External Bank Transfer"
- 3) Click "New Transfers"
- 4) Select the From and To accounts.  
Your non-FirstCCU account now shows up as an option
- 5) Choose the amount you wish to transfer and click submit
- 6) Allow up to three business days for the transfer to process