First Community Credit Union
firstccu.com

SETTING UP ACH EXTERNAL TRANSFERS IN ONLINE BANKING

CONNECTING YOUR NON-FIRSTCCU ACCOUNT

1) Select **Transfers** from the left sidebar

2) Select **+ External account** from the *Transfers* screen

3) Confirm your password credentials to continue **NOTE:** Same password used to login

4) Complete the account name, routing number, account number, and account type fields on the *Add External Account* screen
    - Account Name = Choose a nickname for the account
    - Routing # - This will confirm the bank name
    - Account #
    - Account Type - Checking or Savings

5) **Select Submit**
    If the account is eligible to send inbound transfers to accounts in online banking, a message appears saying that two small deposits have been sent to the account and will arrive in 3-5 days

6) Select **OK**

7) Verify your deposit amounts to link external account

⚠ 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) Log in into FirstCCU Online Banking

2) Select **Transfers** from left sidebar and click **External Accounts** tab

3) The external transfers account list appears

4) Select the account that requires verification
    An alert icon appears next to account that require attention

5) Enter the deposit amounts, and then select **confirm**

MAKING THE TRANSFER

1) Click "Transfers" from left sidebar > Make a Transfer
    Or "Transfer" from dashboard once account is verified

2) Select "To" and "From" account and amount

3) Click "More Options" to change the frequency and date if desired

4) Click Submit

⑦ **QUESTIONS? 608-362-9077**
Please reach out, FirstCCU is here to help.