How to set up external accounts

Follow these steps to set up an account at a different financial institution in our Online Banking. Make sure to have your account number and routing number before starting.

1. Log in to Online Banking and click Move Money.

2. On the upper right-hand side of the screen, click Add External Account.

3. The first time using this service, you will be asked to verify your identity. This could be through a push notification or through a security validation process. If the latter, select a security verification code delivery method from the dropdown, and click Send Code. Enter the Verification Code, and click Next.

   If prompted, please read and accept the Terms and Conditions.

4. Read and click Get Started.
How to set up external accounts (cont.)

6. Select from the list or search for your institution.

If you are joint on your external account, you will need to connect the account manually. (See page 3.)

7. Log in with the Username and Password of the account you are trying to connect. Tap Submit.

8. Once an outside account is set up, two small trial deposits will be sent to your new external account within 1-3 days. When those deposits are made, you’ll receive a confirmation notification from Consumers.

Once received, go to Manage other Accounts under Move Money, and click on the new outside account. Then click on the Verify Trial Deposits button and enter the trial deposit amounts. You will now be able to transfer money to pay your loan.
How to set up external accounts (cont.)

If access is denied using the first process or you are joint on an external account, please use these steps outlined below.

**Manual set up of external accounts**

1. Log in to Online Banking and click **Move Money**.

2. On the upper right-hand side of the screen, click **Add External Account**.

3. The first time using this service, you will be asked to verify your identity. This could be through a push notification or through a security validation process.

4. If the latter, select a security verification code delivery method from the dropdown, and click **Send Code**. Enter the **Verification Code**, and click **Next**.

5. If prompted, please read and accept the **Terms and Conditions**.

6. Read and click **Get Started**.
6. Assuming you could not find your financial institution and need to do a manual entry, click **I can’t locate my financial institution.**

7. Enter in the following pieces of information:
   - Routing Number
   - Account Number
   - Account Nickname
   - Account Type

8. Click **Connect.**

9. Select a **Security Verification Code Delivery Method** from the dropdown, and click **Send Code.**

10. Enter the **Verification Code** and click **Next.**

**Result:** Two small trial deposits will appear in your external account; the process can take up to three business days to complete.
How to set up external accounts (cont.)

11. Upon receiving the trial deposits, under Move Money, click Manage Other Accounts.

12. Click Verify.

13. Enter Trial Deposit Amount 1 and Deposit Amount 2.

14. Click Verify Account.

15. Once the external account shows an active status, you're ready to transfer!