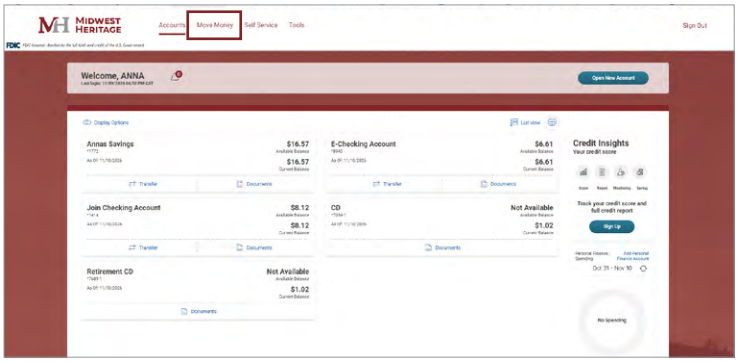
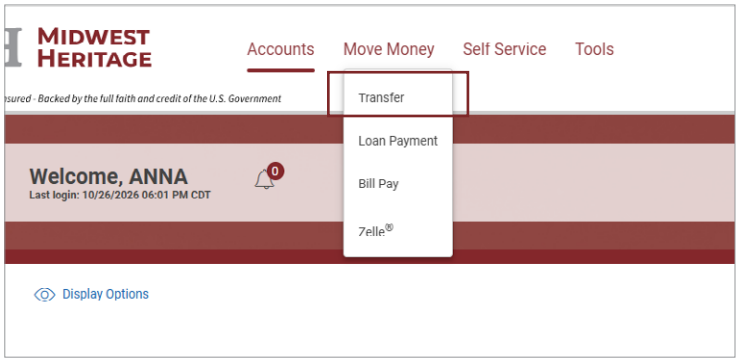
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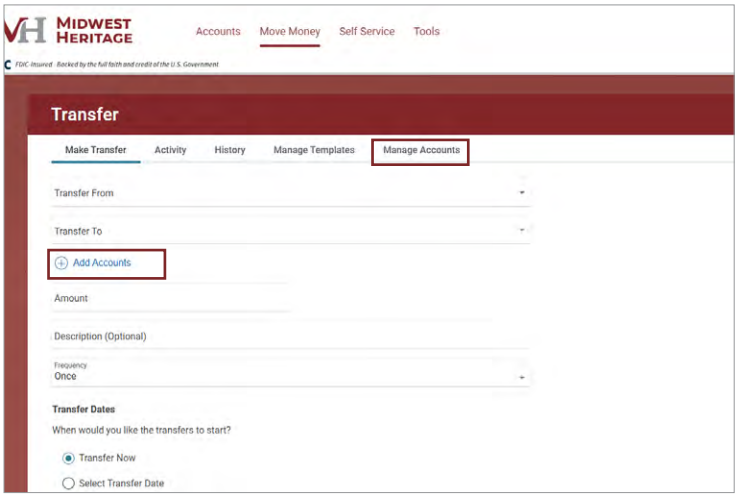
Quick Guide:
How to Set Up External Transfers (Web)

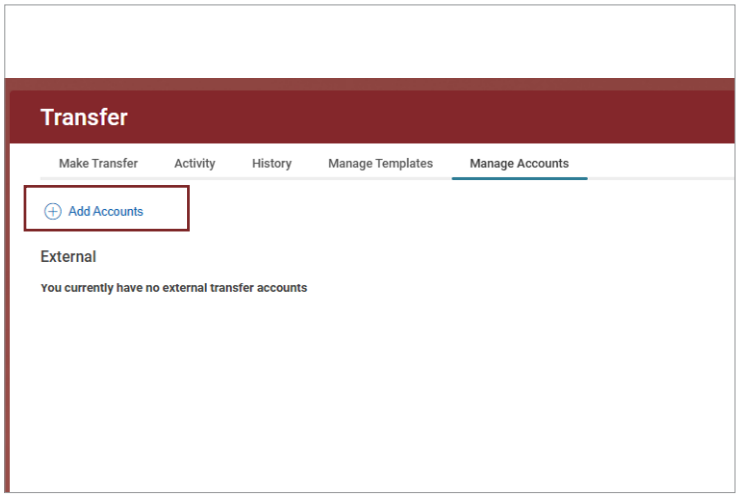


Begin by clicking on the **Move Money** tab

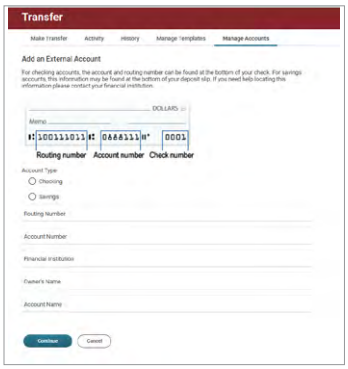


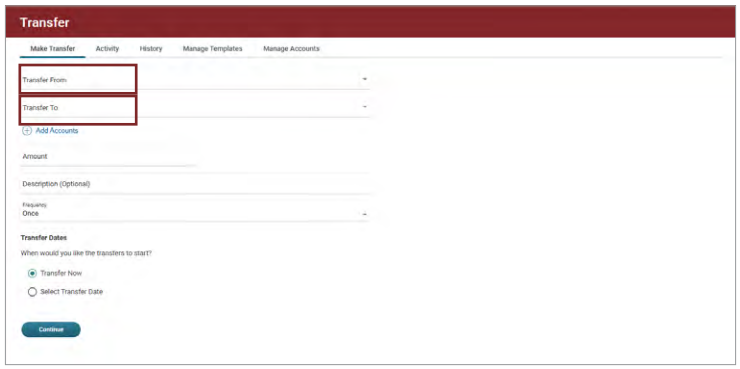
Once the drop down menu shows, click on **Transfer**





Once you are in the Transfer page click **Add Accounts** (you can also add an account in the **Manage Accounts** tab)





You will be asked to confirm test deposit amounts to verify ownership of the account. Once verification is complete, you can begin transferring money between your accounts and the newly linked external account by in the **Make Transfer** tab.

Next, fill out the information of the external you would like to add. You will then be able to go back to the **Make a Transfer** tab and select which of your accounts you would like to transfer from and select the external account you want to transfer to, as well as the amount, frequency, and date. To go on with the transfer process you can click **Continue** and follow directions from there.