

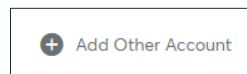
How to set up external accounts

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.

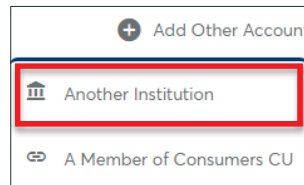
1. Log in to Online Banking and click **Move Money**.



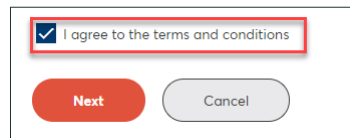
2. On the upper right-hand side of the screen, click **Add Other Account**.



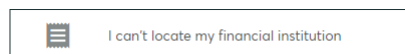
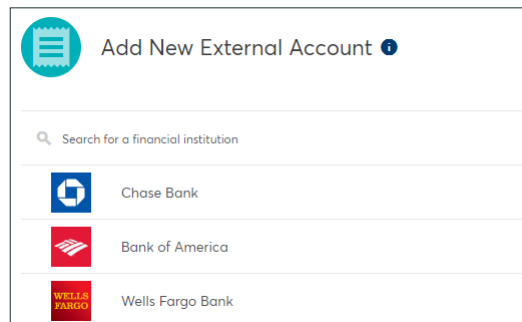
3. Click **Another Institution** from the dropdown.



4. Read and agree to the **Terms and Conditions**, and click **Next**.



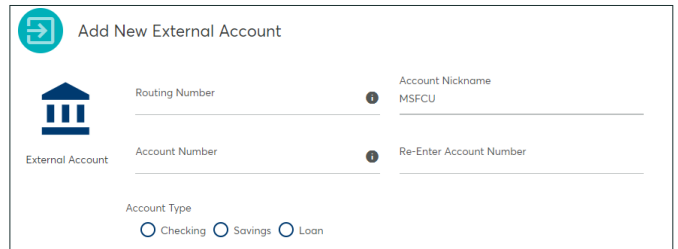
5. Use the **search** feature to select your financial institution.
If you are unable to find your financial institution, click the **I can't locate my financial institution**.



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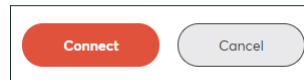
6. Enter in the following pieces of information:

- **Routing Number**
- **Account Number**
- **Account Nickname**
- **Account Type**



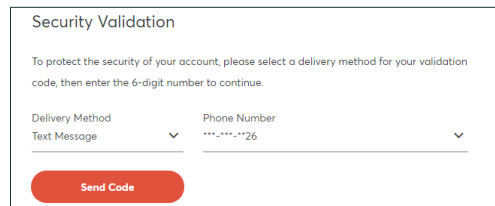
The screenshot shows a form titled "Add New External Account". It includes fields for "Routing Number", "Account Number", "Account Nickname" (with "MSFCU" entered), and "Re-Enter Account Number". Below these fields is a section for "Account Type" with radio buttons for "Checking", "Savings", and "Loan".

7. Click **Connect**.



The screenshot shows two buttons: a red "Connect" button and a grey "Cancel" button.

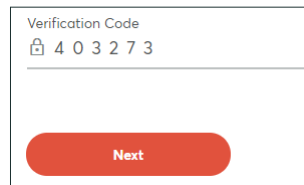
8. Select a **Security Verification Code Delivery Method** from the dropdown, and click **Send Code**.



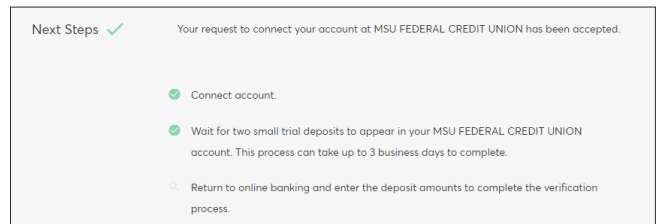
The screenshot shows a "Security Validation" screen. It contains a dropdown menu for "Delivery Method" (set to "Text Message") and a "Phone Number" field (masked as "****-***-****26"). A red "Send Code" button is at the bottom.

9. 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.

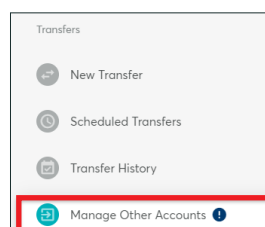


The screenshot shows a "Verification Code" screen with a lock icon and the code "4 0 3 2 7 3" entered. A red "Next" button is at the bottom.



The screenshot shows a "Next Steps" confirmation screen with a green checkmark. The text reads: "Your request to connect your account at MSU FEDERAL CREDIT UNION has been accepted." Below are three items: "Connect account.", "Wait for two small trial deposits to appear in your MSU FEDERAL CREDIT UNION account. This process can take up to 3 business days to complete.", and "Return to online banking and enter the deposit amounts to complete the verification process."

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

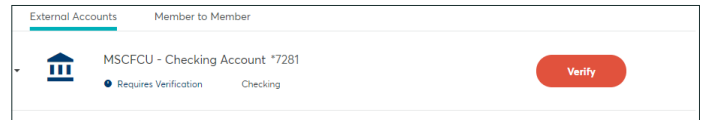


The screenshot shows a "Transfers" menu with four options: "New Transfer", "Scheduled Transfers", "Transfer History", and "Manage Other Accounts". The "Manage Other Accounts" option is highlighted with a red box.

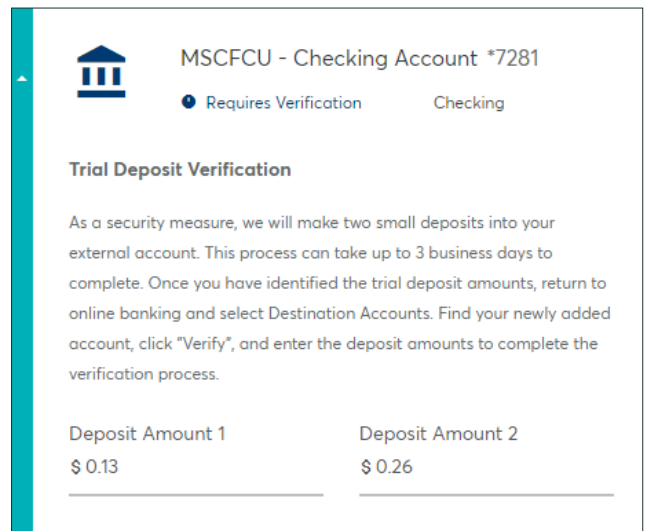


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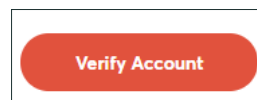
11. Click **Verify**.



12. Enter **Trial Deposit Amount 1** and **Deposit Amount 2**.



13. Click **Verify Account**.



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

