

Please note, this feature will enable you to request that an external account (an account you have at another financial institution) be linked for electronic transfers.

1. Select the **Services** menu and then select **Manage External Account**.

Add External Account

2. Click **Link via Instant Verification** and click **Continue**.
3. Search and select your **Financial Institution**.
4. **Log in** using your institution's login process, which may include multi-factor authentication such as receiving a text, phone call or email.
5. Select the eligible **checking** or **savings account** for set-up. *(Not all accounts at other financial institutions are eligible. This is based on the other financial institutions' settings.)*
6. Success screen – click **Close**.

Please note, the external account will now be eligible for transfer to and from within the Funds Transfer page.

