

EXTERNAL TRANSFERS QUICK START GUIDE

Easily transfer money to or from
another financial institution.

Northeast
CREDIT UNION



EXTERNAL TRANSFERS

Easily transfer money to or from another financial institution. You can set up one-time or recurring transfers and track them right on your account overview page in Digital Banking.

Adding an External Account

1. Head to necu.org or your Northeast CU app and login into Digital Banking
2. Select “Transfer Funds” and then “Manage External Accounts” from main menu
3. Add the routing number and account type of the external account and click “Submit”
4. A message will popup confirming your request and notifying you that two micro deposits, each under one dollar will automatically be made to your external account within the next one to three business days. Click “Close”.
5. Once you see the two micro deposits in your external account, log back into Northeast CU’s Digital Banking
6. Select “Transfer Funds” and then “Manage External Accounts” from the main menu

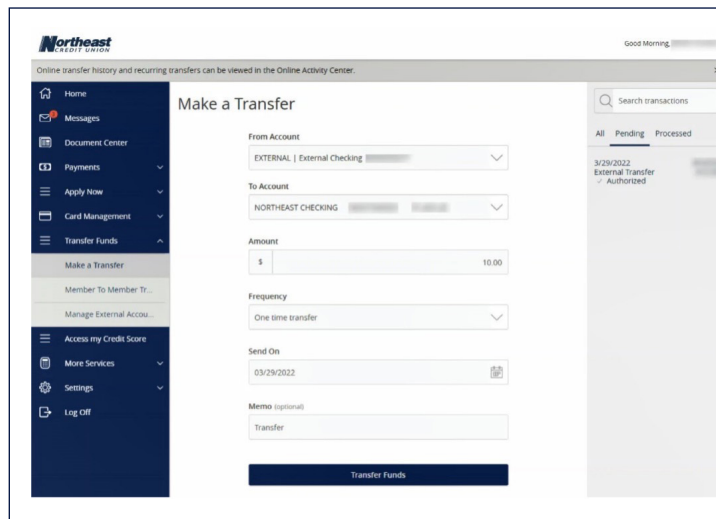
The screenshot shows the 'Manage External Accounts' page on the Northeast Credit Union website. On the left is a dark blue navigation menu with options: Home, Messages, Document Center, Payments, Apply Now, Card Management, Transfer Funds, Make a Transfer, Member To Member Tr..., Manage External Acco..., Access my Credit Score, More Services, Settings, and Log Off. The main content area is titled 'Manage External Accounts' and includes a disclaimer: 'This form will enable you to request that an external account (an account you have at another financial institution) be linked for electronic transfers. Please note only domestic (U.S.) banks are allowed. You can also manage your external accounts.' Below this is the 'Add External account(s)' section with input fields for 'Routing Number' and 'Account Number', a 'Need help finding?' link, and radio buttons for 'Account Type' (Checking, Savings). A 'Submit' button is at the bottom right. Below the form is a 'Manage External account(s)' section showing a table with one entry: 'BANK External Checking' with a masked 'Routing Number' and 'Verify' and 'Cancel' buttons.

The screenshot shows the 'Verify Micro-deposits' page. It asks the user to 'Please enter the two micro-deposit amounts that you received in your external account. Enter the amounts as they appear after the decimal point. (Example: \$0.XX should be entered as XX.)'. There are two input fields: 'Micro-deposit 1' with the value '27' and 'Micro-deposit 2' with the value '41'. At the bottom are 'Cancel' and 'Submit' buttons.

7. Select “Verify” in your external account box towards the bottom of the screen
8. Enter in the amounts that were transferred into your external account (Excluding the zero at the beginning of the amount and the decimal point)
9. Select “Submit”

Begin Transferring

1. Log into Digital Banking
2. Select “Transfer Funds” from the Main Menu and then “Make a Transfer”.
3. Select the account you want to transfer from, the account you want to transfer to, the amount, the frequency, and date. Then select “Transfer Funds”.
4. Verify the information is correct and then authorize the transfer.
5. Select the method of receiving a security code.
6. Enter it in the field and select “Verify”.



And you're done!

QUESTIONS?

Learn more at necu.org/externaltransfers or call 888.436.1847.



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