

Adding an External Account

- 1. Hover over the **Accounts** menu.
- 2. Click on External Accounts.

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			Tot	al Insured Accounts			
* Your savings feder	ally insured to at lea	st \$250,000 and back	ed by the full fait	th and credit of the Unite	d States Government.		
Credit Cards							
Card	Туре		Current Bala	ance	Minimum Due	Credit	Limit
Apply for a Caltech	Visa [®] Credit Card	I today!					

3. Under the "Add a New Account" section, select **New Account** from the Account Type dropdown menu.

The screen will expand.

CALIFECH Federal Credit Union Account Summary									
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Accounts Online Services Ar	oply for a Loan								
Member #;56 Member ID: Address: <u>-</u> E-Mail Address:					Font Size A A				
Current External Accounts									
Bank Name	Nickname	Account #	Туре	Status	Options				
There are currently no external accounts.									
Add a New Account									
Account Type:	Account VIE Accounts I Copyright © 2013 C	W SCHEDULED TRANSFER LIST Loans <u>Online Services Hor</u> Cattech Employees Federal Credit Uni	<u>me Paqe</u> ion (V7.17)						

- 4. Enter the external account information into all fields that apply.
- 5. In the Ownership area, you need to specify if you are the Owner or Joint Owner for the financial institution you are adding.
- 6. Click the Add Account button.

*Please note, when selecting an account Nickname we recommend you specify beyond simply "checking" or "savings" as you this may cause you confusion if you add additional accounts (example: BofA Cking).

Add a New Account						
Account Type: New Account						
Check this box if this is a cross-account at the same institution. For assistance with cross-accounts, call us at 818-952-444, option 3	You may link to an account at CEFCU or at another financial institution. Once the account is linked, it will appear as one of your choices in the Transfer screen. You will be able to transfer both into and out of your external institution account as well as the linked CEFCU account. Instructions					
U.S. Check Sample	 Step 1: Add an Account Under Add a New Account select 'New Account' for Account Type. Complete all of the empty fields to the left and click 'Add Account' button. To link to another CEFCU member account, select 'Check this box if you are adding an account at CEFCU.' Then complete all empty fields to the left and click 'Add Account' button. 					
•; (9 aignts) •; (3-17 aignts) II•	Step 2: Verify Your Account					
Bank Name:	 To verify the linked account, we'll make two small deposits to the new account. Verification deposits may take 1-2 business days. After that, come back to this page and click on 'Complete Verification' and enter the transaction amounts to complete the setup. 					
Account Number:	Step 3: Make a Transfer Once you've verified your account, you will then see the option to make a transfer. For future 					
Re-enter Account Number:	payments after the initial setup—you will skip steps 1 and 2.					
Account Type:	Please Note: Transfers need to be created before 2:00 PM Pacific Time to be processed on the next business day.					
Nickname:	IMPORTANT: By completing the information below, you authorize us to electronically debit/credit your account at another financial institution.					
⊙ Owner Ownership: ○ Joint Owner						
Add Account	VIEW SCHEDULED TRANSFER LIST					

- 7. Read the instructions and verify the information on the next screen.
- 8. Click the **Confirm**.
- 9. Two small deposits will be made to your external account within one to two Business Days. You will need to access your other financial institution's account to find out what the two small deposits were.

Feder	LTECH LOVEES al Credit Union						
Confirm New External Ac	count						
 Completing Verification: Two (2) small transactions will be made to the external account when you 'Add a New Account' (new external account for transferring funds). Within 2-3 business days after submitting your request to add a New Account, the external account needs to be checked to identify these two small transactions. The transactions could have a general description or appear as if they are deposits from Caltech Employees Federal Credit Union. The amount of the transactions will need to be verified. Once you identify these transactions, you will return to the 'External Accounts' page and press 'Complete Verification'. If the amounts on the amounts of the transactions, then the account will be enabled for external funds transfers. 							
Bank Name:							
Account Number:	00000						
Bank Account Type:	Checking						
Nickname:	BP Checking						
	Cancel Confirm						
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10. Log back into you eBranch account.

11. Select External Accounts under the Accounts menu.

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		2	Co-Browse 👗 User Options	Contact Us ? Help	≯ Log
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TAMTROMATICT TAMTROMATICT Tary* Title	Suffix 00	Account Type Regular Share Total Insured Accounts	Account Balance	Availat	Font Size A
red to at least \$250,000 an	id backed by	the full faith and credit of the Unite	d States Government.		
Type Credit Card today!	Cu	rrent Balance	Minimum Due	Credit	Limit
	teral Dedit Union Account Summ ces Apply for a Loan Antragement Con Tary* Title red to at least \$250,000 an Type Credit Card today!	Keral Dedit Linion Account Summary ces Apply for a Loan	Recount Summary Ces Apply for a Loan Ammediate commentation of the second sec	Keral Credit Linters Account Summary Ces Apply for a Loan ** A** *******************************	Account Summary Image: Co-Browse & User Options Image: Contact Us ? Help Ces Apply for a Loan Image: Co-Browse & User Options Image: Contact Us ? Help Ces Apply for a Loan Image: Co-Browse & User Options Image: Contact Us ? Help Ces Apply for a Loan Image: Co-Browse & User Options Image: Contact Us ? Help Ces Apply for a Loan Image: Co-Browse & User Options Image: Contact Us ? Help Image: Co-Browse & User Options Image: Contact Us ? Help Image: Comparison Image: Contact Us ? Help Image: Comparison Image: Contact Us ? Help Image: Comparison Image: Comparison Image: Contact Us ? Help Image: Comparison Image: Comparison Image: Contact Us ? Help Image: Comparison Image: Comparison Image: Contact Us ? Help Image: Comparison Image: Comparison Image: Contact Us ? Help Image: Comparison Image: Comparison Image: Contact Us ? Help Image: Comparison Image:

12. Click on Complete Verification.

Account Summary									
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Accounts Online Services	Apply for a Loan								
Member #: Member ID: Address: <u>4</u> E-Mail Addr								Font Size 🗛 A A	
Current External Accounts									
Bank Name	Nickname		Account	#	Туре	Status	Options		
it Union	BP Checking	>			Checking	Unverified	Complete Verification	Delete	
							•		
Add a New Account									
Account Type:	\checkmark								
VIEW SCHEDULED TRANSFER LIST									
<u>Accounts</u> <u>Loans</u> <u>Online Services Home Page</u> Copyright © 2013 Cattech Employees Federal Credit Union (√7.17)									

- 13. Enter in the amounts of the two deposits from into the external account.
- 14. Click Verify Account.

CALTE EMPLOY Federal De Accou	CH EES vit Linion int Summary	
		🕵 Co-Browse 👗 User Options 🖂 Contact Us ? Help 🥕 Log Out
Accounts Online Services Ap	<u>ply for a Loan</u>	
Member #:56 Member ID: Address: <u>44'</u> E-Mail Addre Verify External Account		Font Size 🖪 A 🖌
Bank Name: Routing Number: Account Number:		Completing Verification: • Two (2) small transactions will be made to the external account when you 'Add a New Account' (new external account for transferring funds).
Bank Account Type: Nickname:		 Within 2-3 business days after submitting your request to add a New Account, the external account needs to be checked to identify these two small transactions. The transactions could have a general description or appear as if they are deposits from Caltech Employees Federal Credit Union. The arount of the transactione will need to be verified. Once you identify
Transaction Amount 1: Transaction Amount 2:	\$0. <u>65</u> \$0. <u>86</u>	these transactions, you will return to the 'External Accounts' page and press 'Complete Verification'. If the amounts entered match the amounts of the transactions, then the account will be enabled for external funds transfers.
	A cont	VIEW SCHEDULED TRANSFER LIST

The screen will update showing the external account status as "Verified". You are now able to transfer funds between this CEFCU account and your external account.

CALTECH EMPLOYEES Federal Gredit Union Account Summary									
		See Co-Br	rowse 🌡 User Options 🖂 Contact Us ? Help	⊁Log Out					
Accounts Online Services Apply	<u>for a Loan</u>								
Member #: • Member ID: Address: <u>44</u> E-Mail Addr Current External Accounts				Font Size A A					
Bank Name	Nickname	Account #	Type Status	Options					
v Credit Union	BP Checking	XXXXXXX	Checking Verified	Delete					
Add a New Account									
Account Type:	\checkmark								
VIEW SCHEDULED TRANSFER LIST									
<u>Accounts</u> <u>Loans</u> <u>Online Services Home Page</u> Copyright © 2013 Caltech Employees Federal Credit Union (V7.17)									