



EXTERNAL ACCOUNT SETUP

BCU lets you conveniently make transfers to and from an external account. Learn how to get started.

1 Set up enrollment.

- Log into your BCU Online Banking account.
- Click on the down arrow next to your login ID.
- Select **“Settings”** in the dropdown menu.
- Click on the **“Accounts”** tab.
- Click the option to link an external account.

2 Fill out your external account information.

- Read BCU’s ACH transfer policy (This will pop up).
- Click **“I agree”** and then **“Continue”**.
- Another pop-up will appear prompting you to fill out the account type, routing number, and account number.
- Press **“Save”** once you have filled out the information.

3 Confirm your external account to finish the setup process.

- Read the pop-up notice.
 - It will explain how two small deposits will be sent to the external account before you confirm your external account.
- Back on your dashboard, you will see a notification at the top of the page that you have an unconfirmed external account.
- Check to see if the two small deposits arrive in your external account.
- Once the deposits arrive, click the **“Confirm”** button on the external account notification on your dashboard.
- Enter the amounts of the two deposits made.
- Press **“Confirm”** when done.

4 You’re ready to go for external transfers!