

# How to Set Up an External Transfer Account

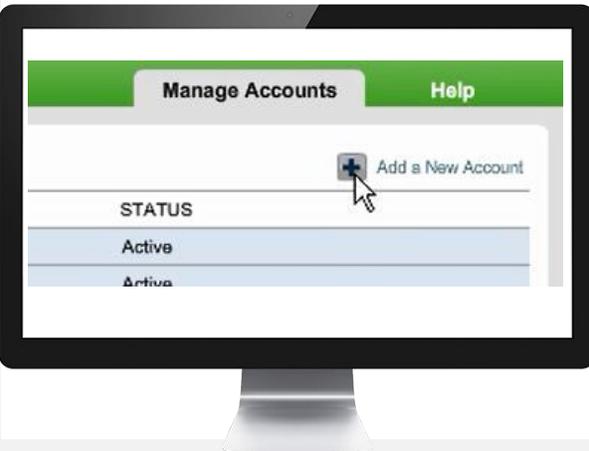
Moving money has never been easier or more convenient!

## Step 1

To transfer funds to and from an external account, you must first set up the account in Online Banking.

Log in to Online Banking. Under **Transfer**, select **Launch External Transfer**.

Select "Add a New Account"

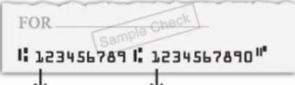


## Step 2

Begin by selecting the account type. Enter the routing and account number. Click **Next**.

Account Type\*

Account Nickname\*

FOR 

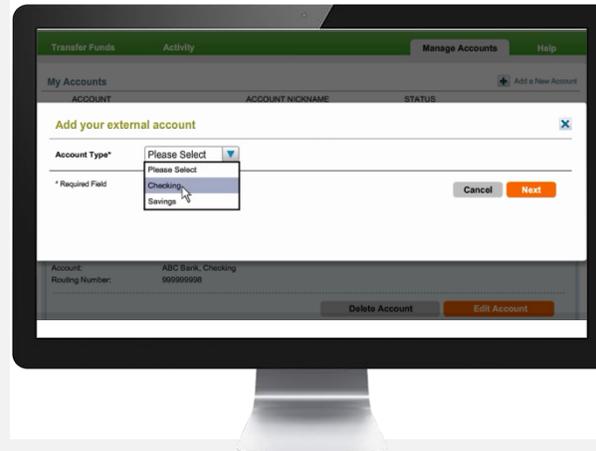
Routing Number\*

Account Number\*

Re-Enter Account Number\*

ABC Bank

Cancel Next



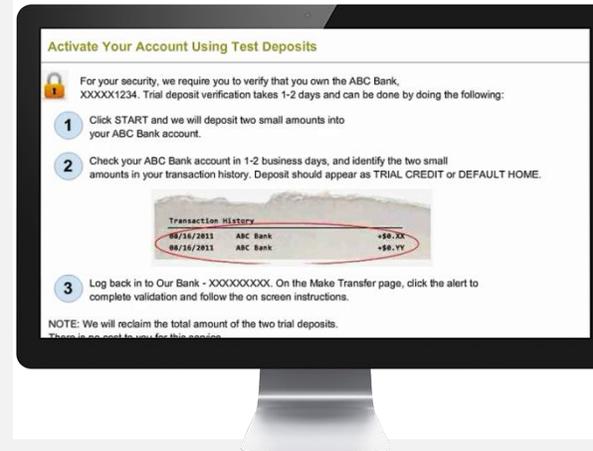
## Step 3

You must verify your external account.

1. Verify Instantly if you know your credentials for online banking at the other institution.
2. Verify using test deposits.

Using 3 steps:

1. Two small amounts will be deposited into your account
2. Check the (new) external bank account in 1-2 business days for the 2 small amounts in your transaction history
3. Log back into your Dundee Bank online banking and follow the screen instructions.



## Step 4

Within a couple of days the 2 deposits will be credited to your account. Locate the deposits and return to the Manage Accounts page. Click **Activate Now**. You will be asked to enter the 2 small deposit amounts. Next, click **Verify**.

The account will now appear in your drop-down lists from the Transfer Funds page.



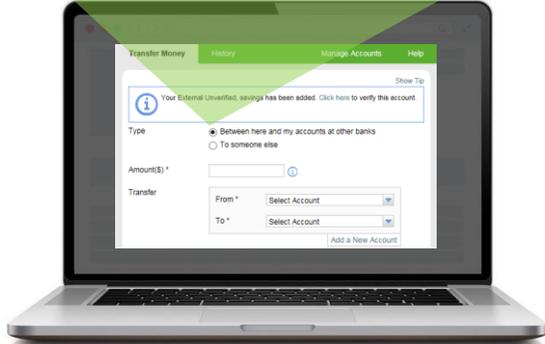
# How to Make an External Transfer

## Step 1

Transferring money from one account to another is a necessity from time to time, even from a different institution. To Transfer money to or from an external account, start by locating the **Transfer** tab and select the **External Transfer** option. Choose another account or to another person.

Type  Between here and my accounts at other banks  
 To someone else

Amount(\$)\*



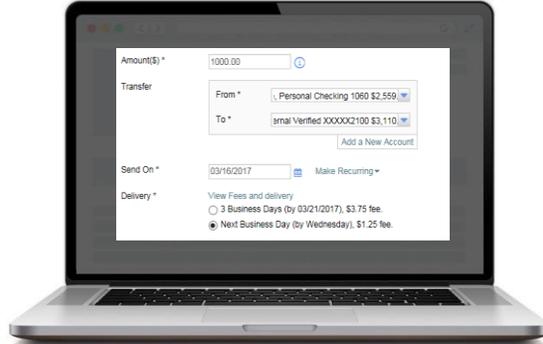
## Step 2

Enter the amount to send, which account you want money to transfer from and to, and then select the date of transfer.

\*Available delivery options will display. Additional fees may apply.

Delivery\* [View Fees and delivery](#)

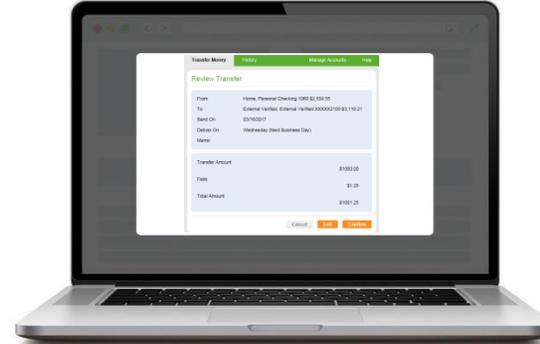
3 Business Days (by 03/21/2017), \$3.75 fee.  
 Next Business Day (by Wednesday), \$1.25 fee.



## Step 3

Review the confirmation screen and select **Confirm** to continue or **Edit** to make changes.

Transfer Amount	\$1000.00
Fees	\$1.25
Total Amount	\$1001.25



## Step 4

You will receive a transfer confirmation screen which provides the accounts, amount and date of delivery. From this screen, you may also review your transfer history.

Your transfer is scheduled to be sent on Wednesday

**Transfer Confirmed**

