

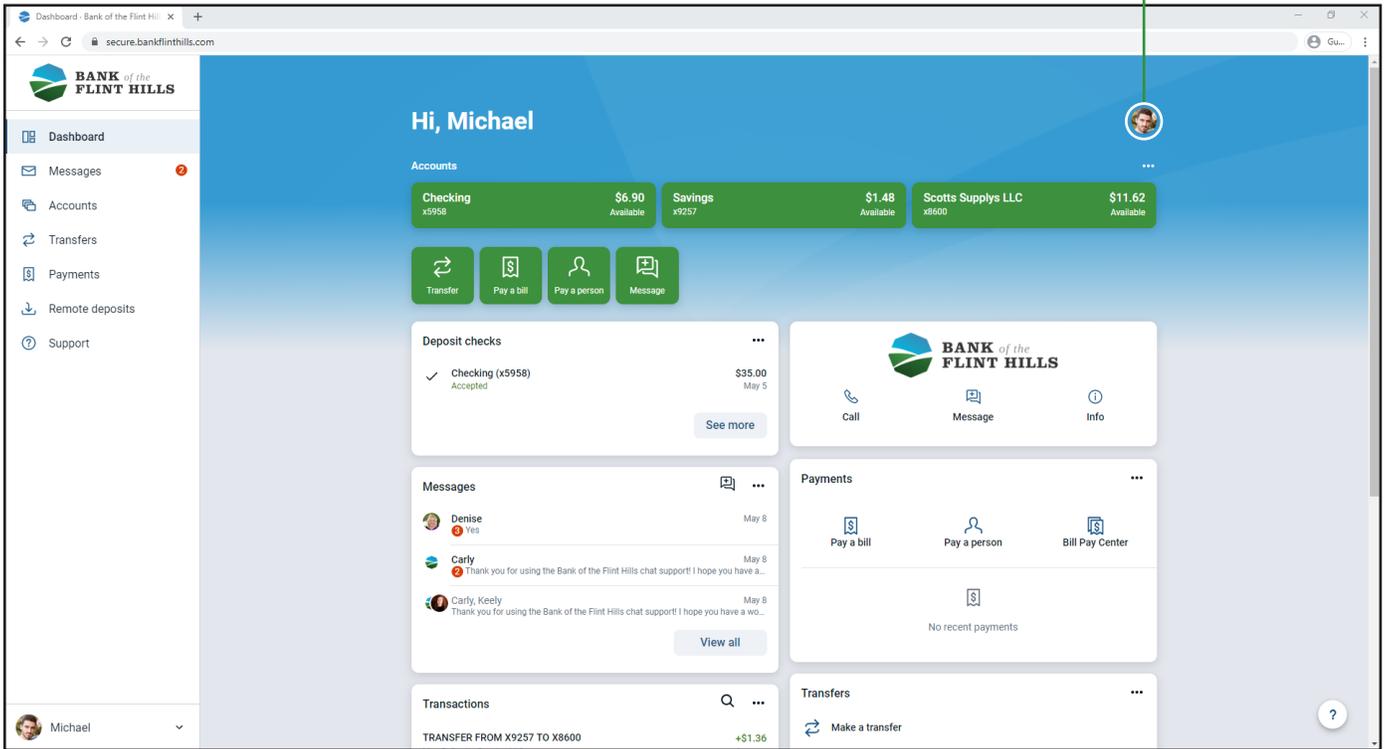
Adding an External Transfer Account

A Step-by-Step Guide

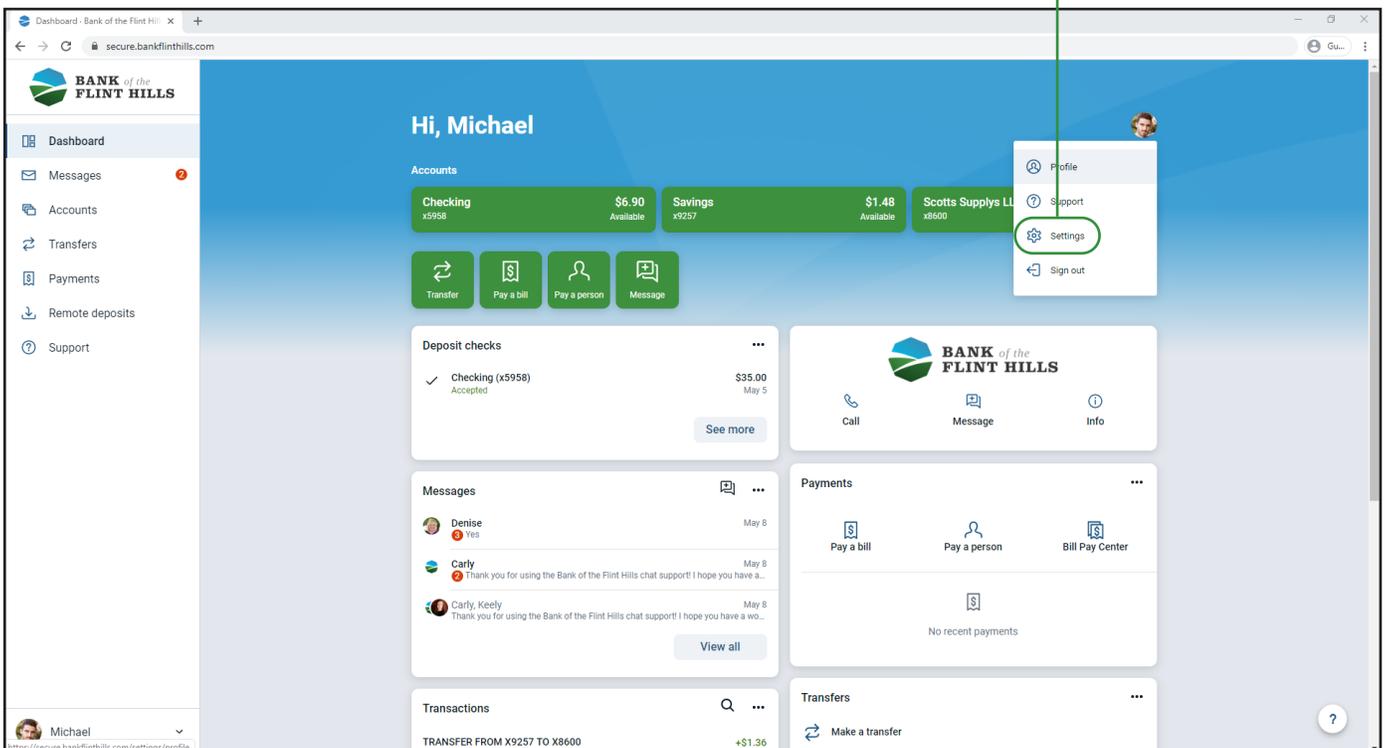


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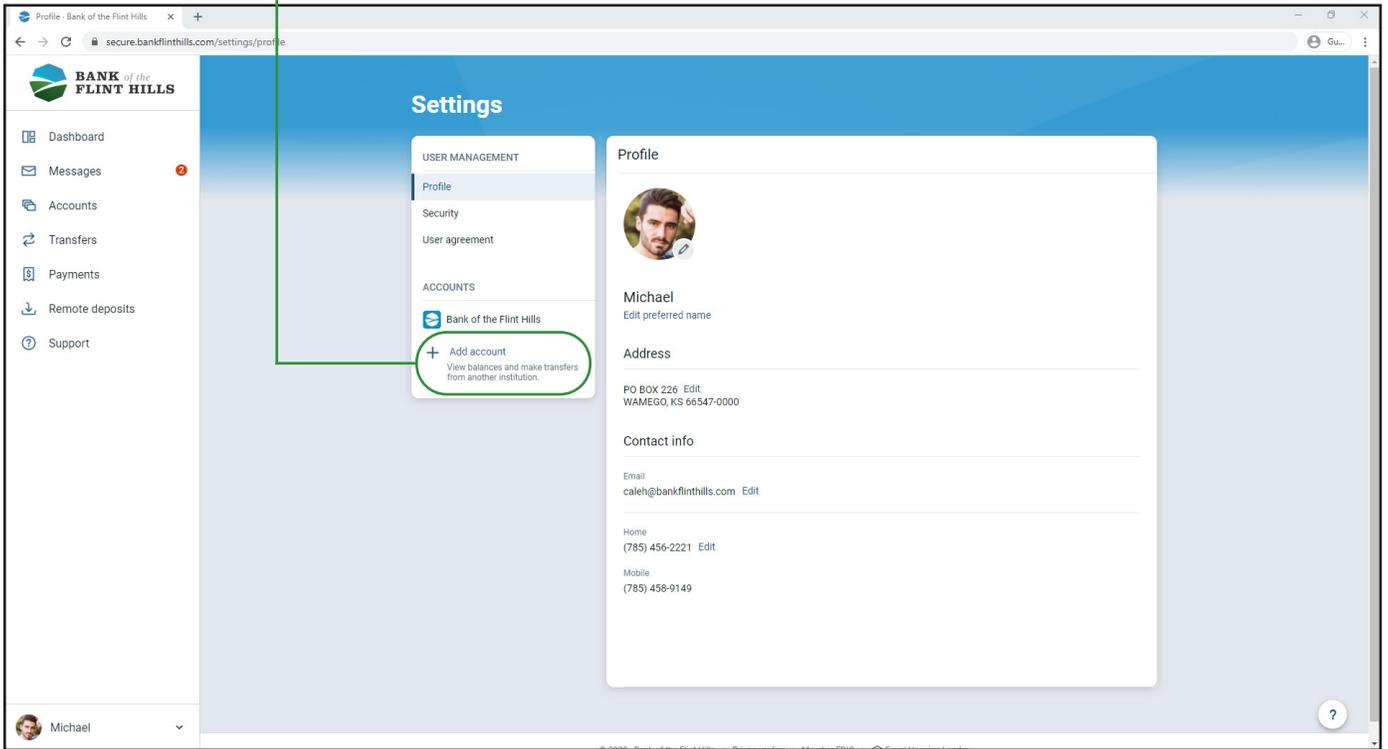
From your dashboard, locate and click on your profile picture.



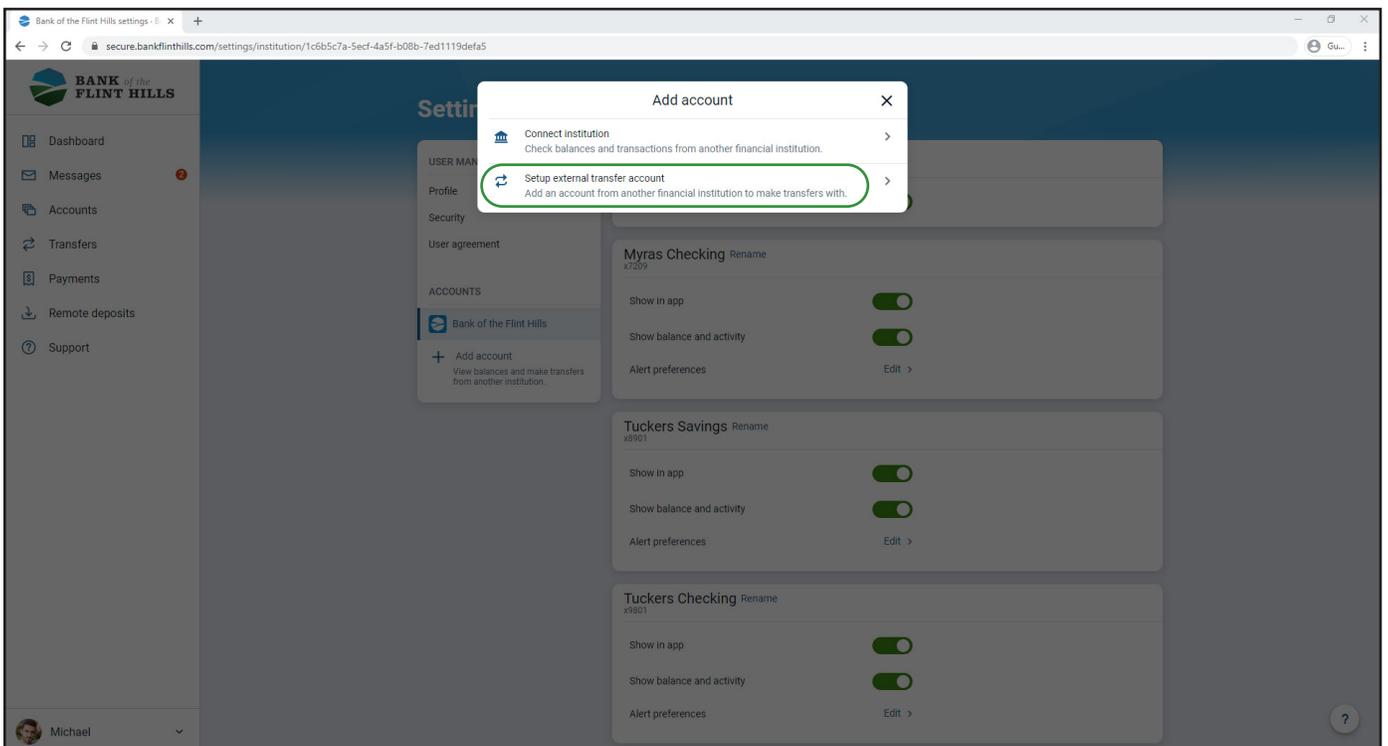
Navigate to your settings by clicking "Settings" button.



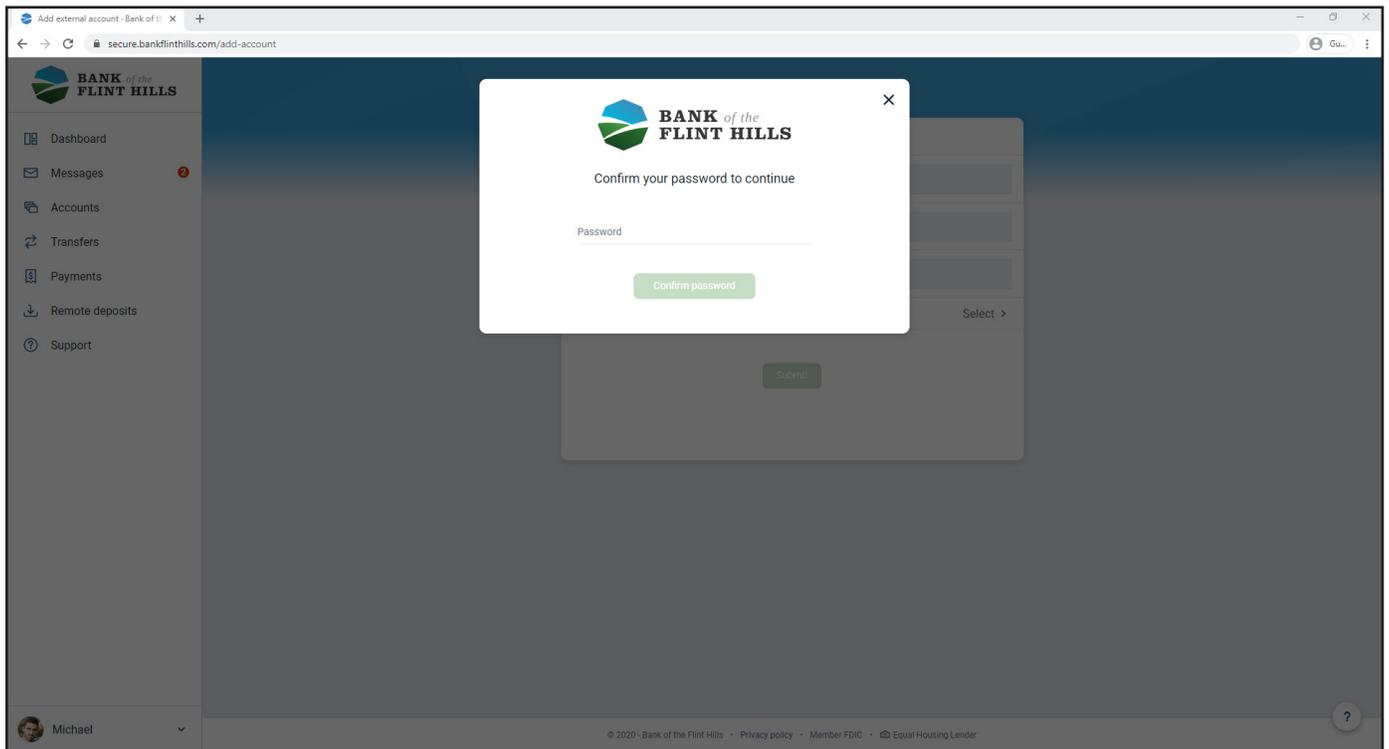
From here select "Add Account" to begin the process to add your external account.



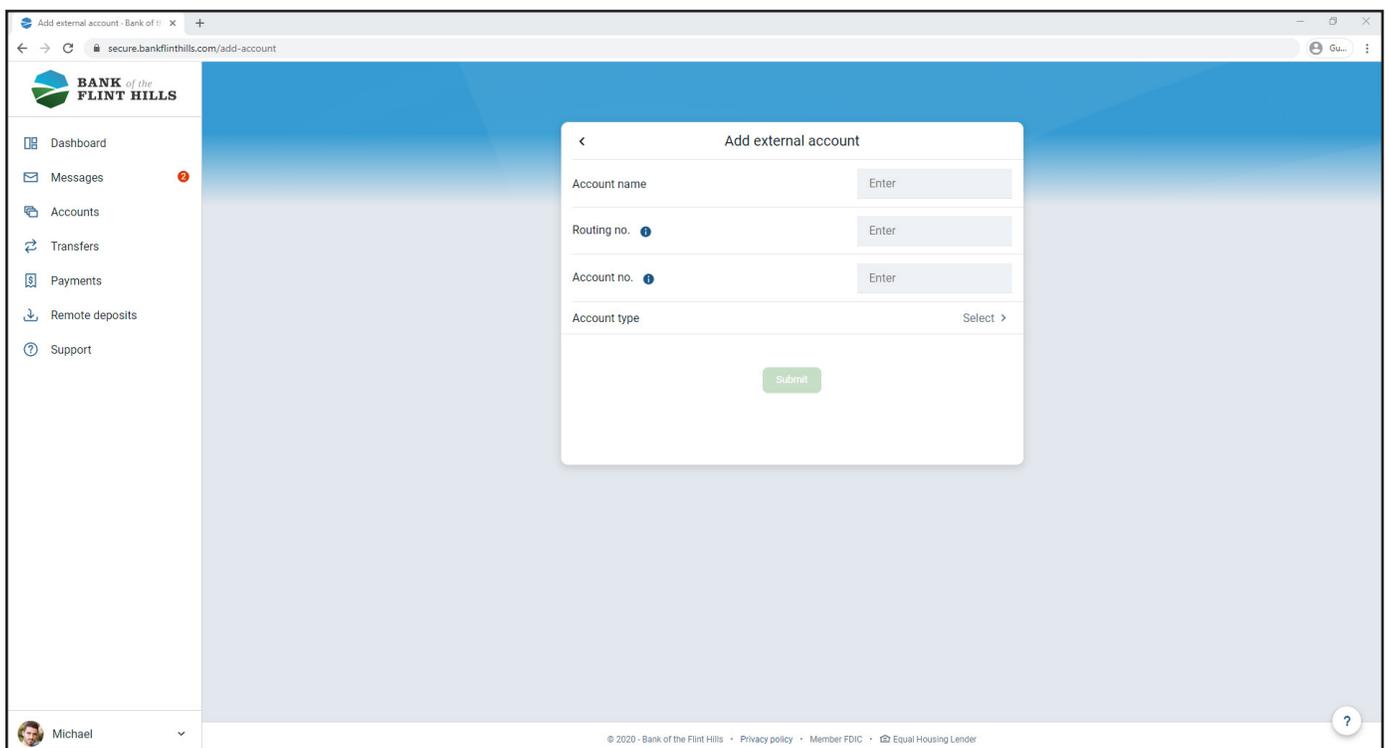
Select "Setup External Transfer Account" to add your account via routing number and account number.



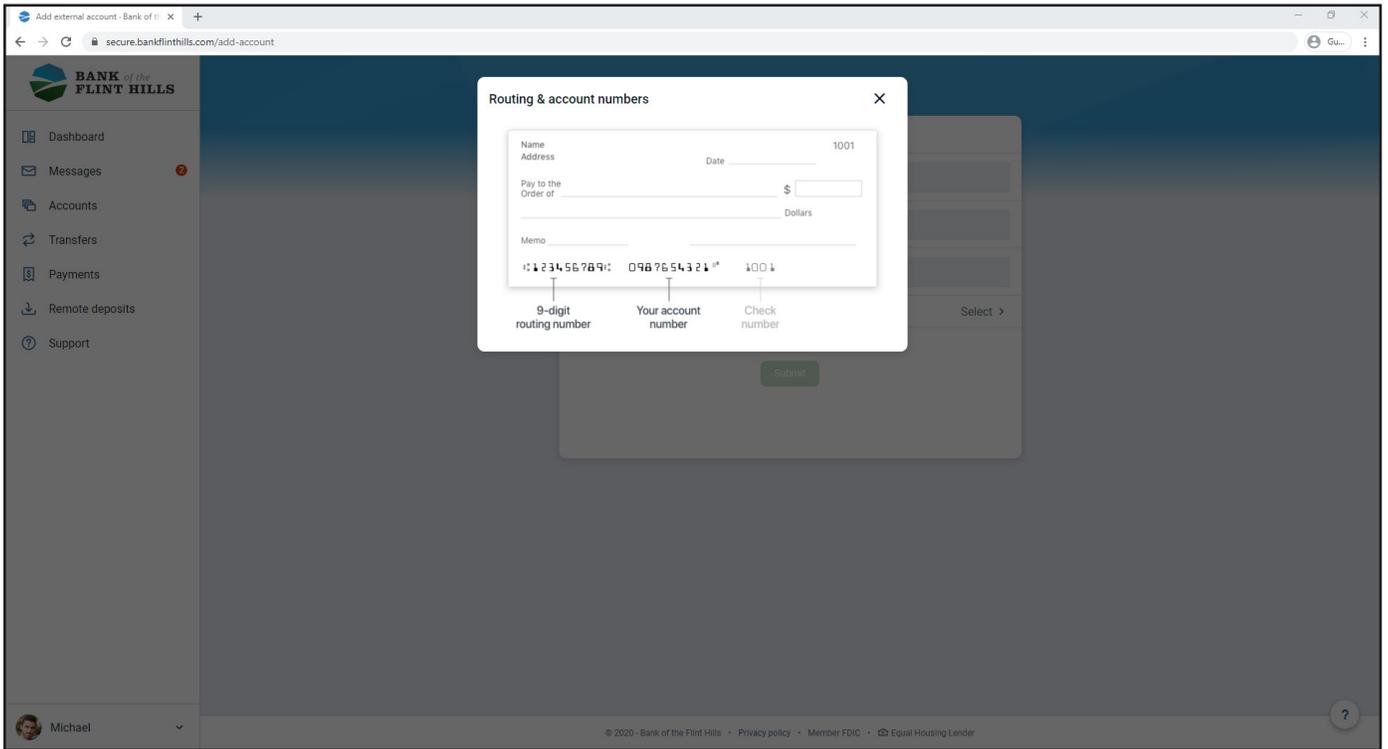
You may be prompted to confirm your Online Banking password before you add your external transfer account. This is to ensure the safety and security of your account.



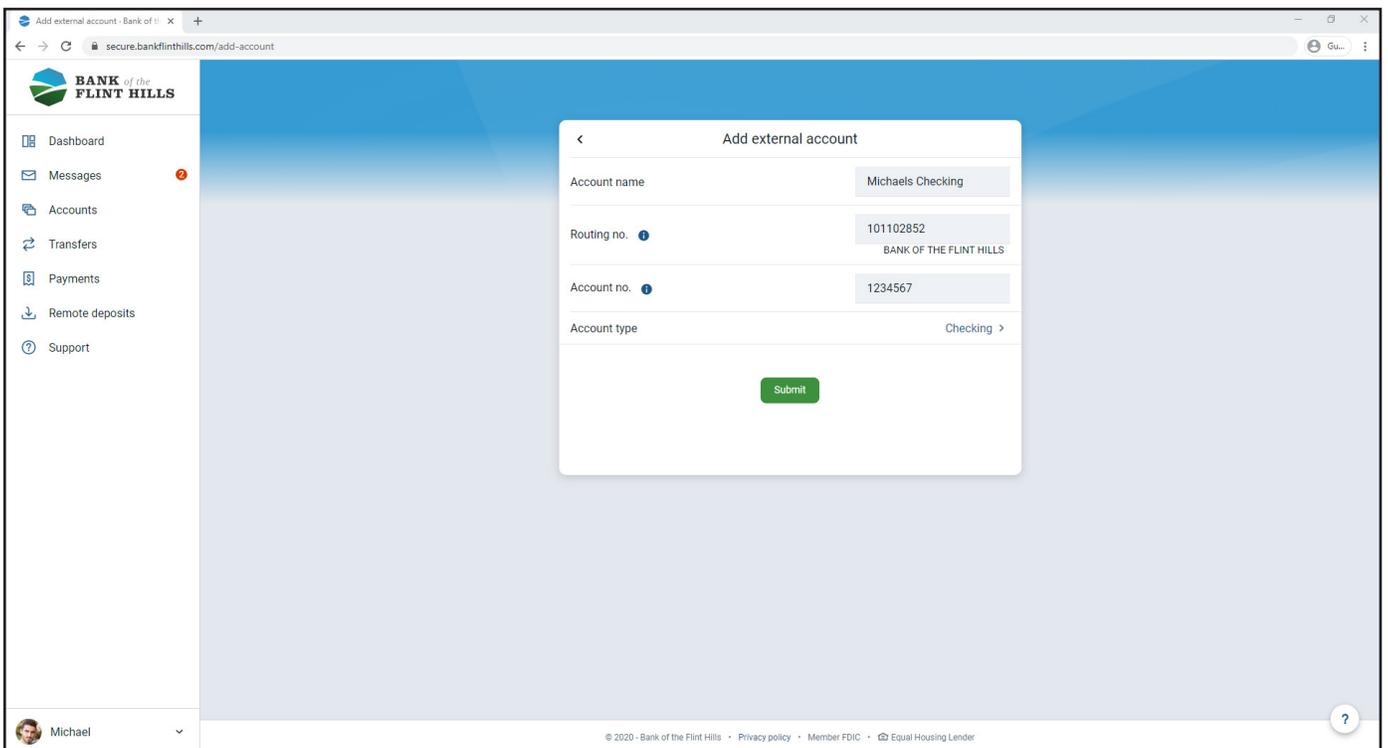
After confirming your password, you will be able to enter your account information. Complete all of the required info to submit your information. For help, click on the "i" buttons in the blue circles.



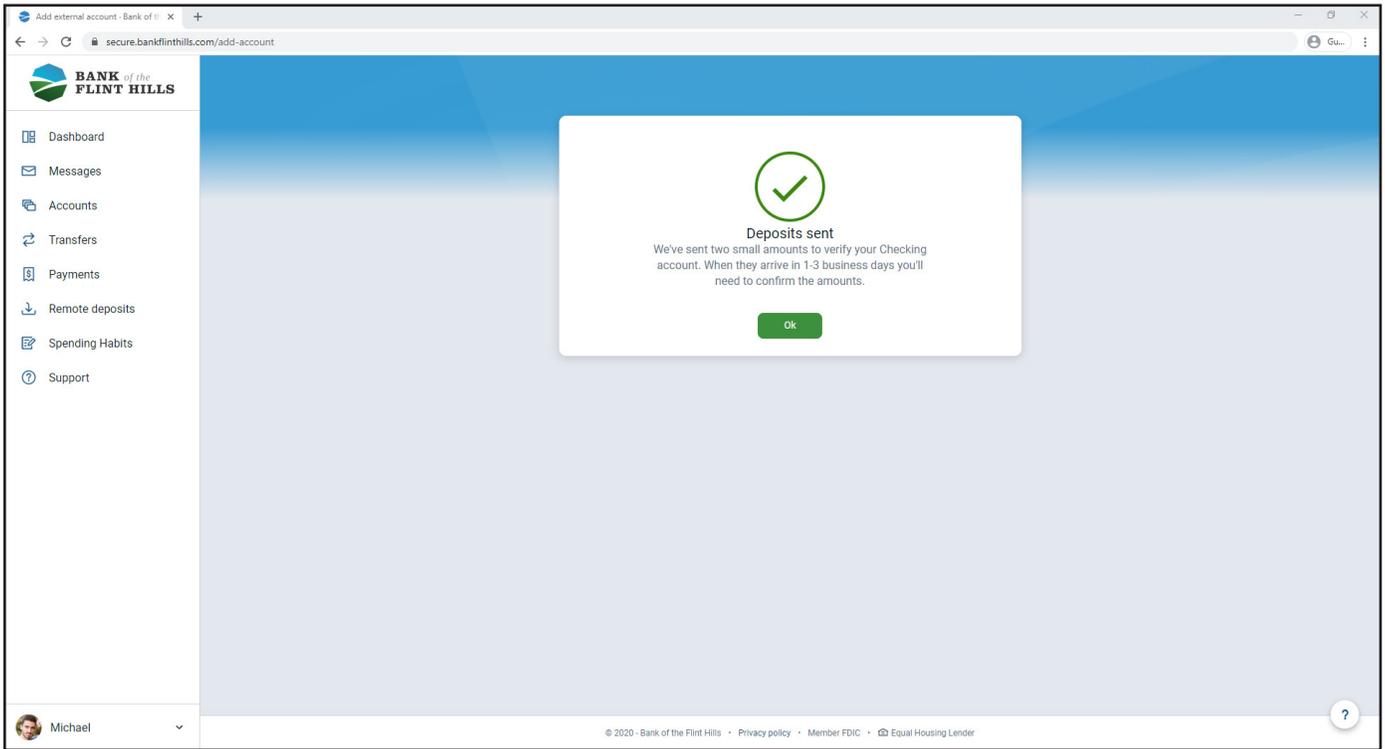
Clicking on the “i” button will display a check that indicates where you can locate your routing number and account number.



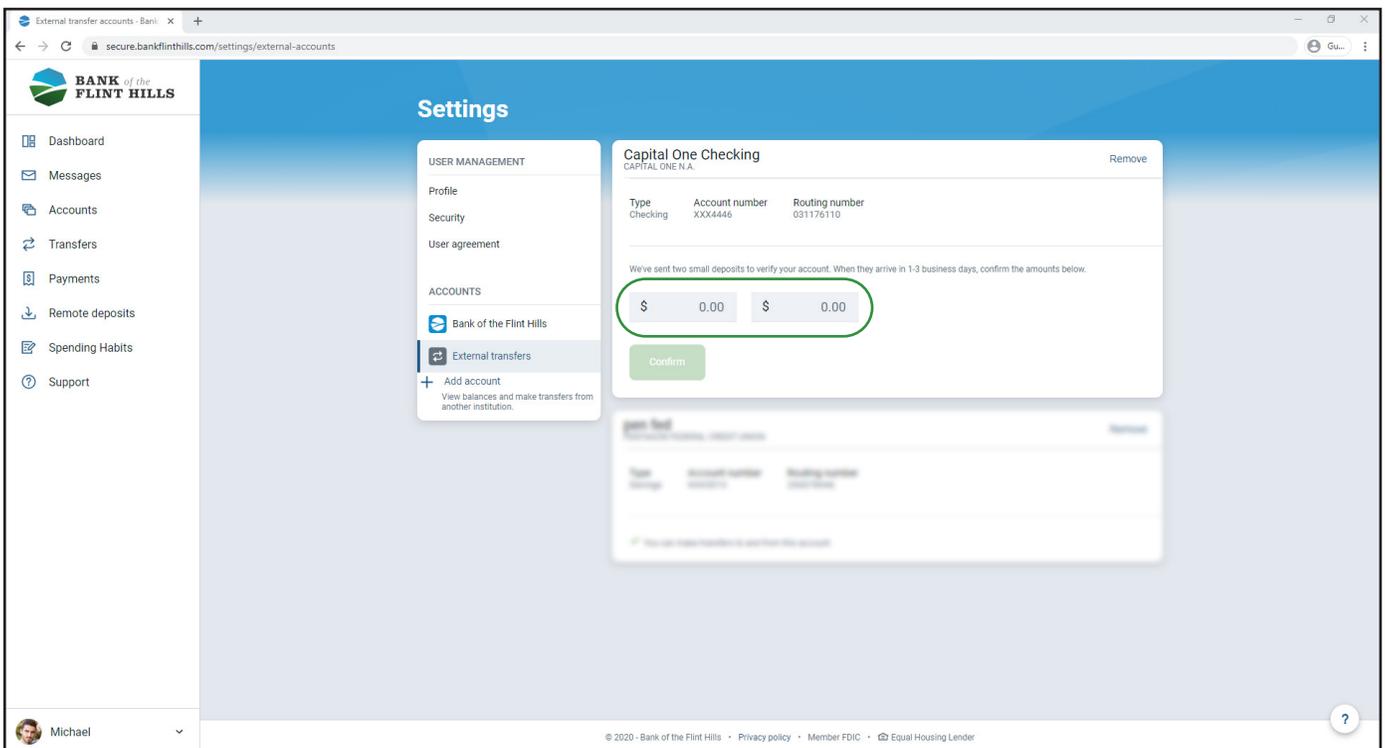
After entering the required information, simply select “Submit” to add the external account.



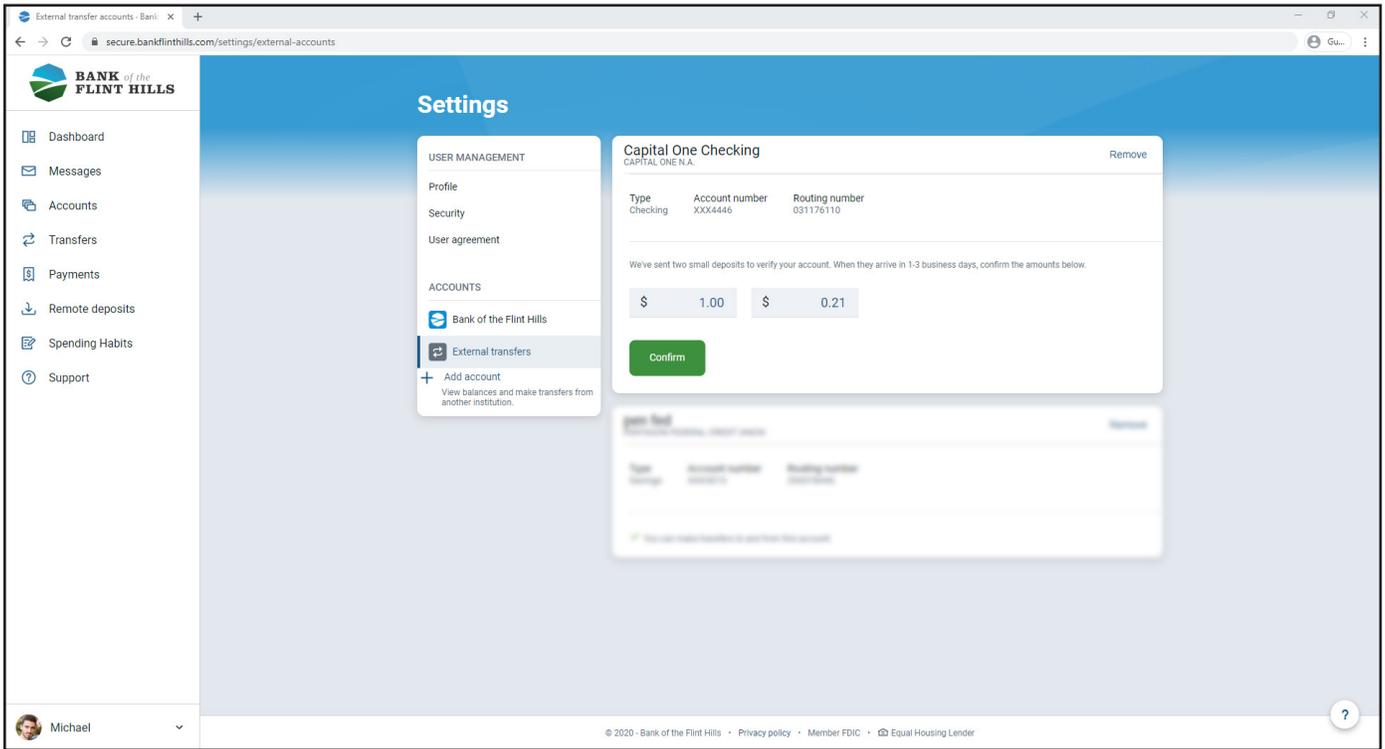
You will get a confirmation that the verification deposits have been sent to your account. Note that these will not show in your external account right away. Check within 1-3 business days to obtain the amounts for verification.



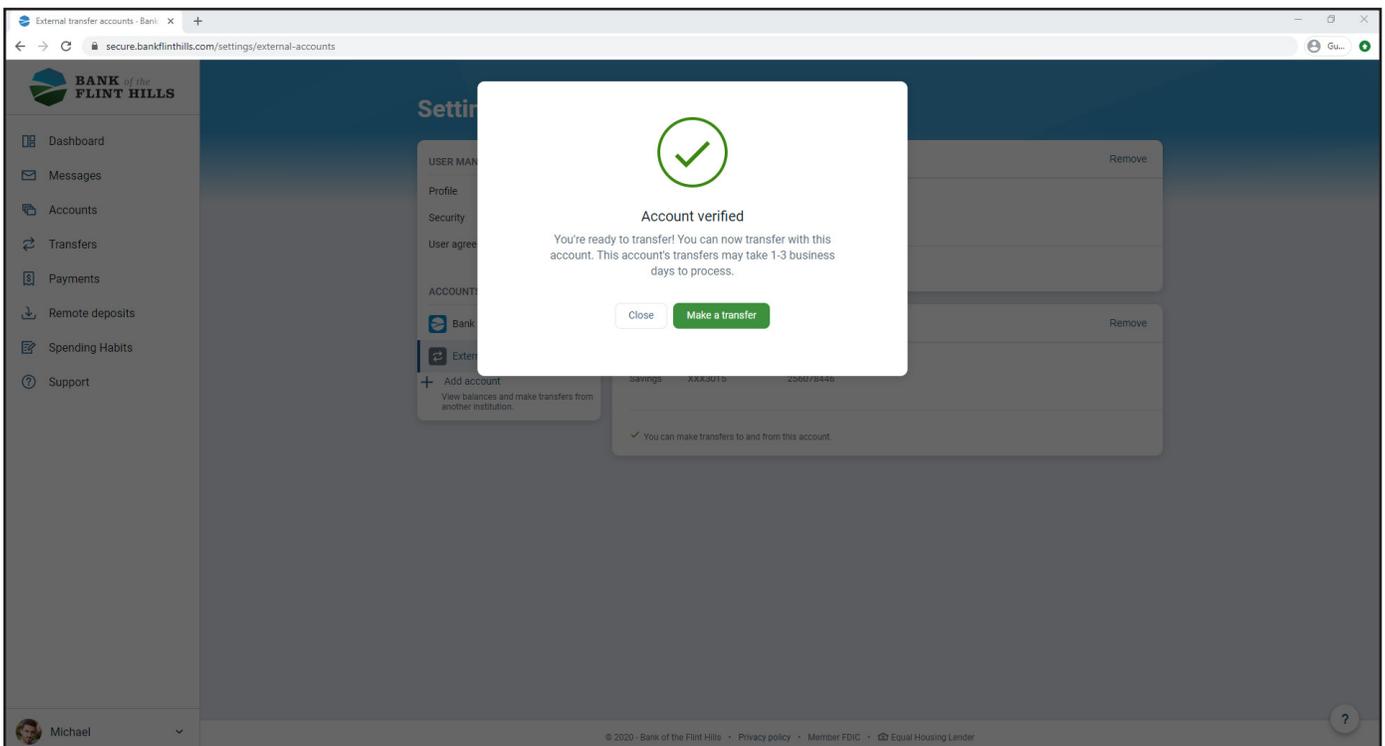
After you click "Ok" you will be directed to the page where you will verify the deposit amounts. You do not have to wait on this page, you may navigate away from it while you wait for the deposits to appear in your external account.



After you have received the deposit amounts, navigate back to the "External Transfers" section in your settings to find your external transfer account and verify the amounts.



Successfully verifying the deposit amounts will verify the account and give you the ability to make transfers to and from that account within your BFH Online Banking.



Under the "External Transfers" section, you can see all connected accounts. If you need to remove an account, select "Remove" to disconnect it.

