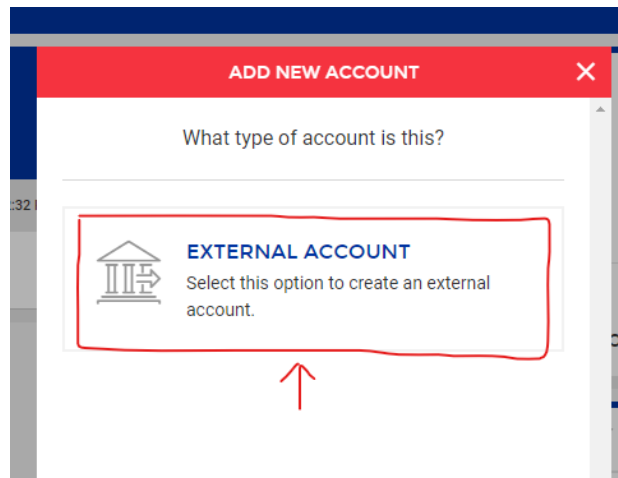


Setting Up External Account



In the 'View Accounts' tab, click '+' button to the right of 'My Accounts' banner.



Select **External Account**.

ADD NEW ACCOUNT

EXTERNAL ACCOUNT

What do you want to call this account?

ACCOUNT NAME required

RECEIVER NAME required

BANK NAME required

Account Information

ACCOUNT TYPE required

Memo

| Routing Number | Account Number |
|----------------|----------------|
| 123456789 | 0987654321 |

ROUTING/TRANSIT NUMBER required

ACCOUNT NUMBER required

SAVE

Enter account and routing information. When required fields are completed, **Save** button will turn green.

Select Bank

ATTENTION

Checking External


External

External account needs verification

MY ACCOUNTS(1)

When the test transactions appear in the external account, you can begin verifying them by clicking on the arrow in the 'Attention' banner that appears above 'My Accounts'.

VERIFY EXTERNAL ACCOUNT ✕



[REDACTED]

Please enter the three amounts for the transactions to your external account.

DEBIT AMOUNT required

SMALLER CREDIT required

LARGER CREDIT required

Not seeing the three transactions in your external account? Please contact us at [434-455-1700](tel:434-455-1700) or [create a new support request](#).

SUBMIT AMOUNTS →

In the window that appears, enter the amounts of the transactions in their corresponding fields. Select **Submit Amounts**. Afterwards, there should be a confirmation message that the external account has been added.