EXTERNAL TRANSFERS QUICK START GUIDE

Easily transfer money to or from another financial institution.

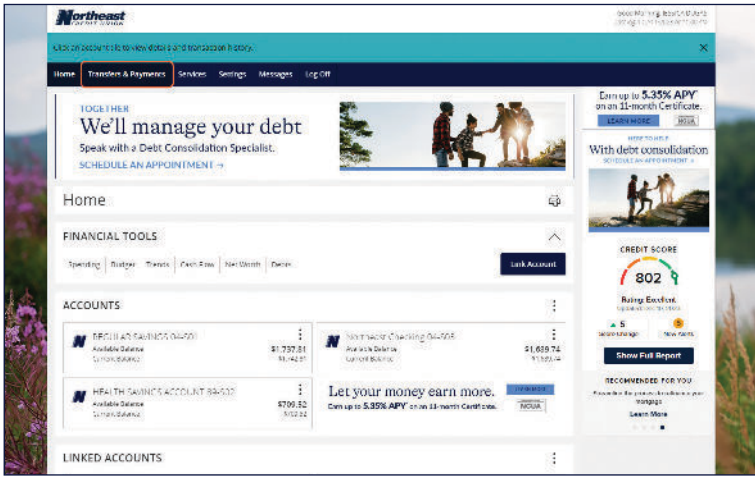
Northeast CREDIT UNION

EXTERNAL TRANSFERS

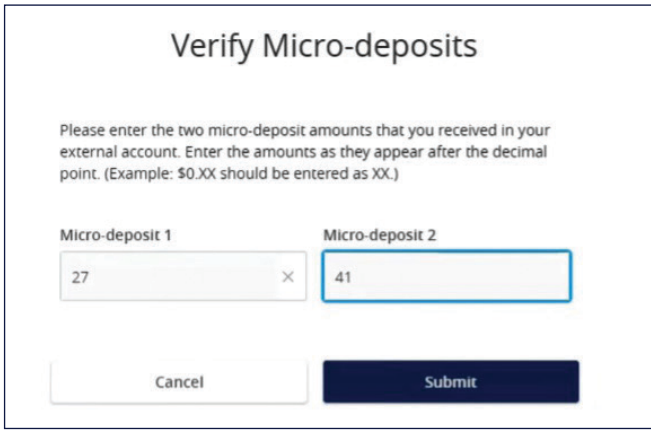
Easily transfer money to or from another financial institution. You can set up one-time or recurring transfers and track them right on your account overview page in Digital Banking.

Adding an External Account

1. Head to necu.org or your Northeast CU app and login into Digital Banking.
2. Select **"Transfers & Payments"** from the main menu.
3. Select **"Manage External Accounts"** from the Transfers section.



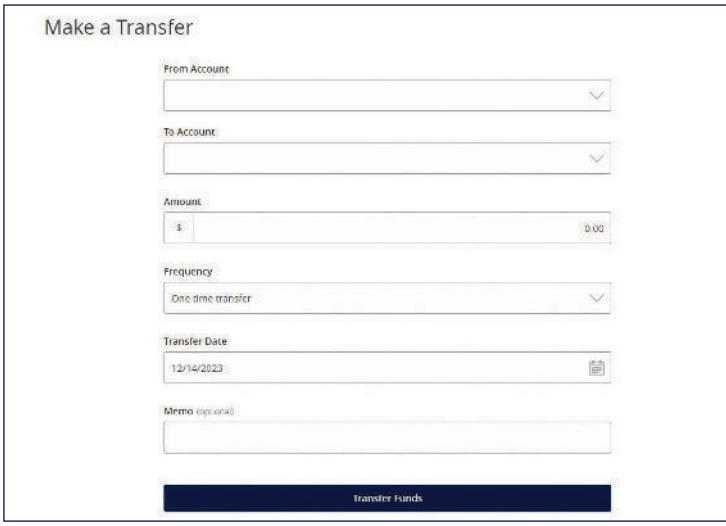
4. Add the routing number and account type of the external account and click **"Submit"**.
5. A message will popup confirming your request and notifying you that two micro deposits, each under one dollar will automatically be made to your external account within the next one to three business days. Click **"Close"**.
6. Once you see the two micro deposits in your external account, log back into Northeast CU's Digital Banking.
7. Select **"Transfers & Payments"** from the main menu and then select **"Manage External Accounts"**



8. Select **“Verify”** in your external account box towards the bottom of the screen.
9. Enter in the amounts that were transferred into your external account (Excluding the zero at the beginning of the amount and the decimal point).
10. Select **“Submit”**.

Begin Transferring

1. Log into Digital Banking.
2. Select **“Transfers & Payments”** from the main menu and then select “**Make a Transfer”** on the next page.
3. Select the account you want to transfer from, the account you want to transfer to, the amount, the frequency, and date. Then select **“Transfer Funds”**.



4. Verify the information is correct and then authorize the transfer.
5. Select the method of receiving a security code.
6. Enter it in the field and select **“Verify”**.

And you’re done!

QUESTIONS? | Learn more at **necu.org/externaltransfers** or call 888.436.1847.

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