

Originating External Transfers in OLB

Step 1 – Identify external account at another financial institution. **Money Movement>Transfer>Manage Accounts**

Accounts Money Movement Self Service Tools

Transfer

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Make Transfer

Transfer from:

Transfer to:

[+ Add Accounts](#)

Step 2 – Input information requested for external account, including Account Name (which will appear in transfer dropdown).

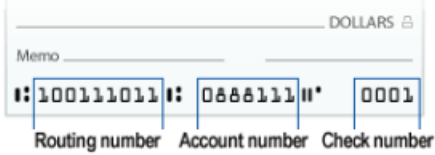
Accounts Money Movement Self Service Tools

Manage Accounts

Add an Account

Internal External

For checking accounts, the account and routing number can be found at the bottom of your check. For savings accounts, this information may be found at the bottom of your deposit slip. If you need help locating this information please contact your financial institution.



Account type:

Checking

Savings

Business account:

Yes

No

Routing number:

Account number:

Financial institution:

Account relationship:

Owner

Non-owner (transfer funds to this account)

Owner's name:

Account name:

Continue Cancel

Step 3 – Verify Information input and submit.

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Manage Accounts

Add an External Account

New external transfer account information has not been submitted. Please verify your account information.

Account type:	Checking
Business account:	No
Routing number:	103101262
Account number:	1111111
Financial institution:	test
Account relationship:	Owner
Owner's name:	Betsy Smith
Account name:	Grandson Account

Verify Account

By submitting this request you are authorizing us to verify the external transfer account information you have provided. This is done by processing small test deposit and withdrawal transactions to the external account within the next few business days. You must confirm those transactions once they are posted to your account using the Manage Accounts screen.

After submission, user will be taken to Manage Transfer Account screen. Depending on Web Admin setup, either the customer or the financial institution must 'confirm' the external account prior to use. (Micro Deposits)

Step 4 – To 'confirm' micro deposits for external account access.

OLB Processing will make up to two small deposits into the external transfer account.

Log into your external transfer account to review the deposit amounts made. Deposits should appear as TRANSFER or ACCTVRFY. Write down the amounts for reference.

Log onto Online Banking to confirm the 'micro deposit' amounts. Go to the Money Movement>Transfer>, then click on Manage Accounts link.

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Transfer

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Make Transfer

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Click on the 'verify' link next to your source account and enter the deposit amounts. If the deposit amounts entered by you match the amounts of the deposits made, the account will be enabled immediately for External Transfers.

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Make Transfer Activity Manage Templates

Manage Accounts

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Internal Sort ▲

You currently have no internal transfer accounts.

External Sort ▲

Account Name	Number	Status	
(Checking)		Pending Verification	Verify Delete

Verify External Account ✕

Test transactions were sent to this external transfer account. To verify the external account, enter the amounts of the test transactions that were processed.

Deposit one :
\$ 0.

Deposit two :
\$ 0.

Step 5 – Only ‘confirmed’ external accounts will appear in available accounts drop-down on ‘Make A Transfer’ screen.

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Transfer

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Make Transfer

Transfer from:

Portfolio Name

Internal Accounts

Verified External Accounts

Description (optional):

Step 6 – Initiate your external transfer.