



## Account to Account (A2A) Setup Instructions

To setup your accounts to use **A2A**, you'll need the routing number and your account number from your external financial institution.

John Consumer  
123 Main St.  
Denver, CO 80123 101

PAY TO THE ORDER OF \_\_\_\_\_

Memo: \_\_\_\_\_

Routing Number: 23456789  
Account Number: 01234568911

Start your setup with the steps below:

1. Log into your **E-access** account.
2. Click on the **Transfer** tab and choose **Account to Account**.

TRANSFER

- ACCOUNT TO ACCOUNT
- IMMEDIATE INTERNAL
- SCHEDULED INTERNAL
- LOAN PAYMENT

3. Scroll down toward the bottom of the page under **External Accounts** and click [Setup New Account](#)

4. Enter your external account information. Note - if you plan to have more than one external account with the same financial institution it is beneficial to create an account nickname to identify the account (optional). This is the only opportunity to set a nickname for the account.

Account Nickname   
(optional)

5. The account will now be listed under **External Accounts** and the status will show as **Pending**

6. You'll receive an e-mail notification that a small test deposit and withdrawal for less than \$1 each have been sent to your external account.

7. Over the next few business days, check your external account to see how much was deposited and withdrawn. Make note of both amounts as you will need them to complete the process.

8. Once you have the amounts from step 7 – log back into your **E-access** account, click on the **Transfer** tab and choose **Account to Account**. (Same as step 1 & step 2)

9. Scroll down toward the bottom of the page under **External Accounts** and click on **Verify** – then enter the amounts deposited and withdrawn from step 7 above. Be sure to include the decimal point. (You have 3 attempts to enter the amounts correctly or the account will be locked and you will need to begin the setup process again from step 1)

10. Once the amounts are entered correctly, the account status will change to **Verified** and you have completed the process.

11. When you are ready to create a transaction click **Setup New Transfer**

12. You may transfer funds to and from your Credit Union account. Be sure to carefully check the transaction to make sure funds are being moved to the correct account.

Account From

Account To

**Additional information about A2A Transfers:**

- Your A2A transfers created before 2:00 p.m. CT will be processed the next business day.
- Federal laws limit the number of electronic and certain other types of withdrawals from a savings account to 6 per account, per month.
- Consider setting up an E-share Account (no transaction limits) if you plan on making more than 6 electronic transfers per month.

***If you have any problems or questions please contact a Credit Union Specialist at 1-888-521-5209, Option 5.***