



HOW TO SET UP AN EXTERNAL ACCOUNT

Computer Version

SUMMARY

SFFCU allows you to conveniently make transfers to and from external accounts with other financial institutions. Here are the steps if adding from your computer.

Note: It may take up to 3 days for SFFCU to verify your external account.

CONTACT

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LOGIN TO YOUR SFFCU ACCOUNT

- Click on the **Transfers** widget icon.
- Click on the **Classic tab** along the top of the page.

ADD THE EXTERNAL ACCOUNT

- Click the **Add an external account** (near the middle of page.)
- Click **Agree** to the disclosures that appear.
- Enter the information for your external account on the **Add Account at another bank** screen. Click **Save**.
- You will receive a notice that two small trial deposits will be sent to the external account for which you just provided information.

VERIFY THE EXTERNAL ACCOUNT

- On your Dashboard, you will see a notification that you have a pending external account(s). Click **Confirm**.
- Click the **Confirm** button next to the external account on the **Accounts** Tab under Settings.
- Check your external account to confirm two trial deposits were transferred to your external account*.
- On the **Confirm Trial Deposits** screen, enter the amounts of the deposits in the order they were received in your external account as **First Deposit** and **Second Deposit**. Click **Confirm**.
- Your external account is now available for transfers and will appear on your Dashboard.

**The money transferred will be returned to your SFFCU account.*