



## 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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7A – 7P CT, MON - FRI

# HOW TO SET UP AN EXTERNAL ACCOUNT

## Computer Version

### LOGIN TO YOUR SFFCU ACCOUNT

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

### ADD THE EXTERNAL ACCOUNT

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- 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

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- 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.*