

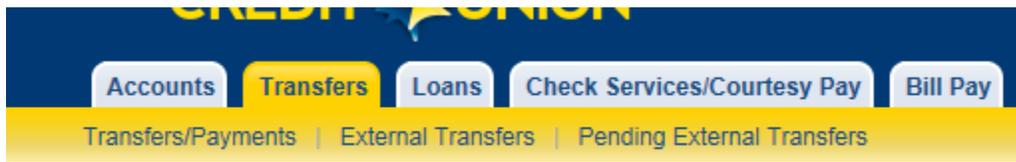
UNIVERSITY OF MICHIGAN CREDIT UNION

Payment Transfer Process via Online Banking

How to set up online banking to allow the transfer of funds:

Step 1: Log onto online banking.

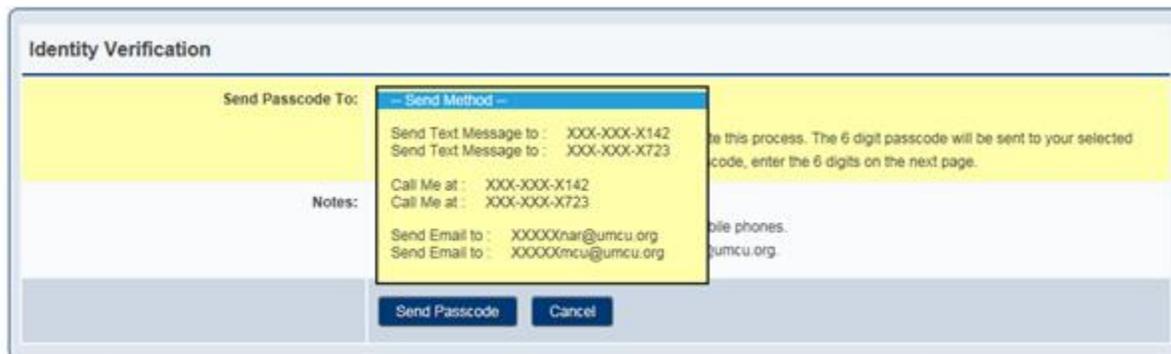
Step 2: To begin the transfer process, click the “Transfers” tab followed by “External Transfers.”



When setting up the first transfer, the only option available is “Add External Account,” which will guide you through the setup process.



Step 3: Next is an Identity Verification process. This requires you to select a preferred method for receiving a verification code (text message, phone call, or email) in order to proceed with the setup process. Select your preferred method of communication and then click “Send Passcode”.



Step 4: When you receive the access key from your preferred method of communication, enter it on the next screen and click “Confirm Passcode.”

Identity Verification – Confirmation

Passcode: [Resend passcode to XXX-XXX-X723](#)

For your security, a passcode is required to complete this process. The 6 digit passcode has been sent to your selected phone number or email. Once you receive this passcode, enter the 6 digits above and click Confirm Passcode.

Note:

Step 5: On the next screen, complete the necessary information about the external account of which you wish to transfer funds in or out. Refer to the image of a check below to assist you with locating the correct information.

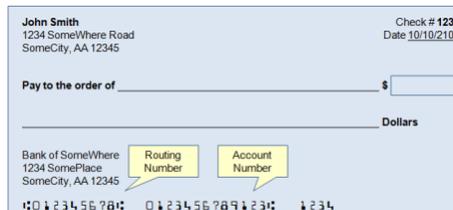
Add External Accounts

Nickname:

Routing/Transit Number:

Account Number:

Account Type: Savings
 Checking



Step 6: You will receive preview of the entered information to confirm the accuracy.

Add External Accounts

Nickname: MyTransfer

Routing/Transit Number: 075000019 (JPMORGAN CHASE)

Account Number: XXXXXXXXX6002

Account Type: CHECKING

If the information is correct, click the “Save” button. This will take you back to the main External Transfer Page with the new account listed on the screen.



Step 7: Before the first transfer can be initiated, the account must be verified. The verification process begins with UMCU making two micro deposits (\$0.02 - \$0.06); this amount is paid for by UMCU) into your account; there is no action necessary on your part for this step to occur. This is typically completed within two business days.

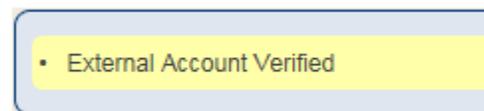
Step 8: After two business days, you need to verify the micro deposits were completed at your other financial institution. Log onto online banking, select “External Transfer,” and then click the “Verify” tab.



Step 9: Enter the amount of the two micro deposits at your other financial institution.

A screenshot of a web form titled "External Account Verify". Below the title, there is a line of text: "Please verify the amounts that were deposited into your JPMORGAN CHASE (XXXXXXXX0002) account." The form contains two input fields: "Micro Deposit #1:" and "Micro Deposit #2:". At the bottom of the form, there are three buttons: "Submit" (in blue), "Cancel", and "Reset Form" (both in grey).

Once the correct amounts are entered, you will receive a message confirming the account was successfully verified. When this occurs, you have successfully set up the external account to be able to process transactions via online banking.



How to transfer funds from an external financial institution to your existing UMCU account:

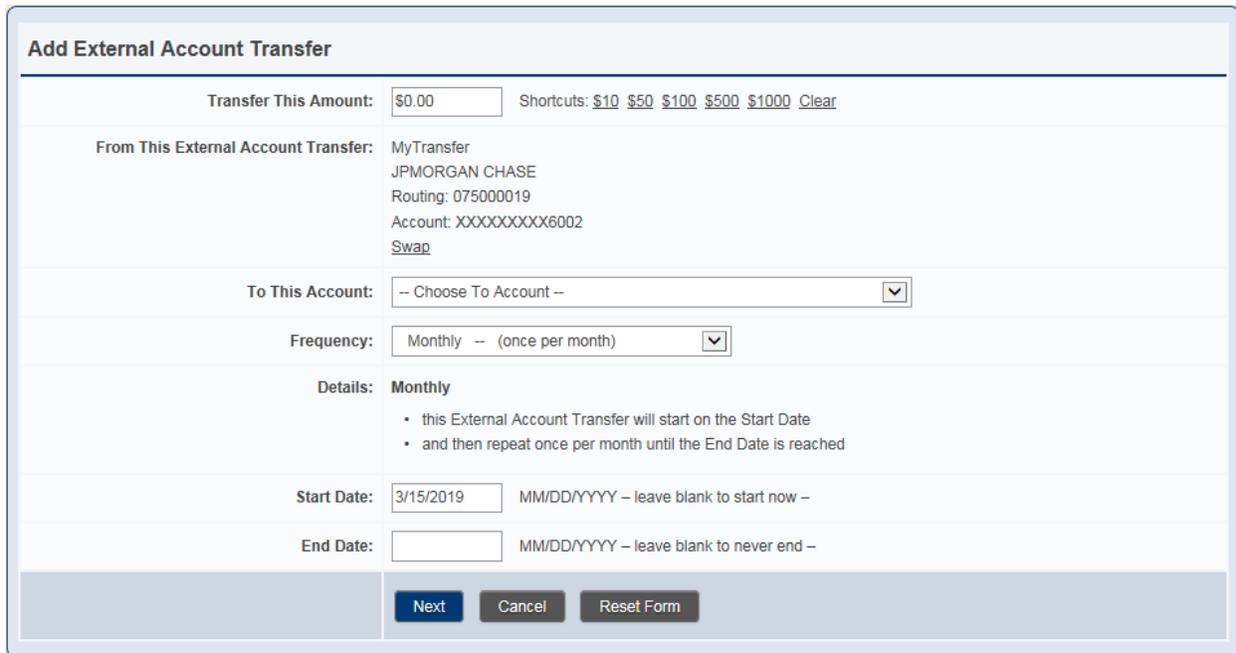
Step 1: Log onto online banking.

Step 2: Select “Transfers” followed by “External Transfers.” The external accounts list will appear. Find the financial institution you wish to transfer funds to and select “Start Transfer From” on that financial institution.



MyTransfer 07500019 XXXXXX0002 CHECKING Active [Start Transfer From](#)
[2 Transfers](#) JPMORGAN CHASE [Start Transfer To](#)

Step 3: On the next screen, enter the transfer details (amount of transfer, account, frequency and start/end date as necessary) then click “Next.” If you select the incorrect external account, you can utilize the “Swap” link to select a different account.



Add External Account Transfer

Transfer This Amount: Shortcuts: [\\$10](#) [\\$50](#) [\\$100](#) [\\$500](#) [\\$1000](#) [Clear](#)

From This External Account Transfer: MyTransfer
JPMORGAN CHASE
Routing: 075000019
Account: XXXXXXXXX6002
[Swap](#)

To This Account: -- Choose To Account --

Frequency: Monthly -- (once per month)

Details: **Monthly**

- this External Account Transfer will start on the Start Date
- and then repeat once per month until the End Date is reached

Start Date: MM/DD/YYYY – leave blank to start now –

End Date: MM/DD/YYYY – leave blank to never end –

[Next](#) [Cancel](#) [Reset Form](#)

Step 4: A confirmation screen will appear showing the details of the transaction. There will be a link to the transfer disclosure form that you must review as part of the setup process. Review the information to ensure it is correct, and then click the “Submit” button.

Add External Account Transfer	
Transfer This Amount:	\$500.00
From This Account:	Name: JPMORGAN CHASE Routing: 021000021 Account: XXXXXX1234
To This Account:	Name: THE UNIVERSITY OF MICH CU Routing: 272476543 Account: 0000100000-L00
Details:	One Time Transfer <ul style="list-style-type: none"> this External Account Transfer will occur on 4/17/2019 this External Account Transfer will not repeat
Note:	ACH FI to FI Disclosure
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

You will receive a confirmation message that the transfer setup was saved and now can be viewed under Pending Transfers.



How to transfer funds from your existing UMCU account to an external financial institution:

Step 1: Log onto online banking.

Step 2: Select “Transfers” followed by “External Transfers.” The external accounts list will appear. Find the financial institution you wish to transfer funds to and then select the “Start Transfer To” tab on that financial institution.

	MyTransfer	075000019	XXXXXX0002	CHECKING	Active	Start Transfer From
	2 Transfers	JPMORGAN CHASE				Start Transfer To

Step 3: On the next screen, enter the transfer details (amount of transfer, account, frequency and start/end date as necessary) then click “Next.” If you select the incorrect external account, you can utilize the “Swap” link to select a different account.

Add External Account Transfer

Transfer This Amount:	<input type="text" value="\$500.00"/>	Shortcuts: \$10 \$50 \$100 \$500 \$1000 Clear
From This External Account Transfer:	oztestach JPMORGAN CHASE Routing: 021000021 Account: XX34 Swap	
To This Account:	<input type="text" value="0000100000-L00 -- \$50,000.00 -- MEMBER CHOICE --"/> <input type="button" value="v"/>	
Frequency:	<input type="text" value="One Time Transfer -- (on specific date)"/> <input type="button" value="v"/>	
Details:	One Time Transfer <ul style="list-style-type: none">• this External Account Transfer will occur on the specified Date• this External Account Transfer will not repeat	
Transfer Date:	<input type="text" value="4/17/2019"/> MM/DD/YYYY – External Account Transfer will occur on this date	
Note:	ACH FI to FI Disclosure	
<input type="button" value="Next"/> <input type="button" value="Cancel"/> <input type="button" value="Reset Form"/>		

Step 4: A confirmation screen will appear with all of the details of the transaction. There will be a link to the transfer disclosure form that you must review as part of the setup process. Review the information and if it is correct, click “Submit.”

Add External Account Transfer

Transfer This Amount:	\$50.00
From This Account:	Name: JPMORGAN CHASE Routing: 075000019 Account: XXXXXX0002
To This Account:	Name: THE UNIVERSITY OF MICH CU Routing: 272476543 Account: 0000100000-S00
Details:	Monthly <ul style="list-style-type: none">• this External Account Transfer will start on 3/15/2019• and then repeat once per month until 7/5/2019
[CustomTransferExternalAddTransferDisclosure]	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

You will receive a confirmation message that the transfer setup was saved and now can be viewed under Pending Transfers.

• External Account Transfer saved.

How to view your pending transfers:

Step 1: Log onto online banking.

Step 2: Select the “Transfers” tab. Next, select the “Pending External Transfers” tab. A list will populate of all pending transfers for you to review.

The screenshot shows the online banking interface with the 'Transfers' tab selected. The breadcrumb trail is 'Transfers/Payments > External Transfers > Pending External Transfers'. The table below lists pending external transfers.

Account	Transfer ID	From Account	To Account	Amount	Frequency	Start Date	Next Date
MyTransfer 2 Transfers	075000019	XXXXXX0002	CHECKING	Active	Start Transfer From Start Transfer To		
	0011401533	CITIZENS BANK NA XXXXXX1234	272476543 THE UNIVERSITY OF MICH CU XXXXXX0000-S00	\$100.00	Annually	Start 2/18/2019	Next 02/18/2020

How to cancel a pending transfer:

Step 1: Log onto online banking.

Step 2: To change the details for a transfer such as date or amount, you will need to delete the transfer then recreate it with the new information. Please note that all transfers are processed each day at 8:30 p.m. and changes cannot be made after that time.

Step 3: Select the “Transfers” tab.

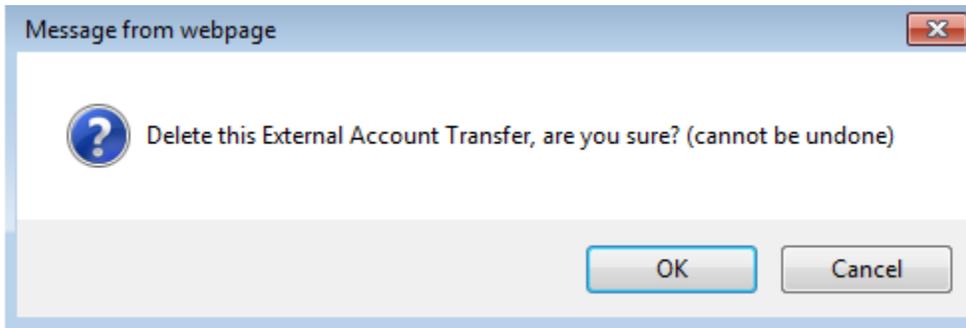
Step 4: Click the “Pending External Transfers” tab.

Step 5: Select the “Actions” icon on the left next to the transfer that you need to delete. A pop-up window will appear confirming that you want to delete the transfer. Click “Ok.”

The screenshot shows the online banking interface with the 'Transfers' tab selected. The breadcrumb trail is 'Transfers/Payments > External Transfers > Pending External Transfers'. The table below lists pending external transfers.

Account	Transfer ID	From Account	To Account	Amount	Frequency	Start Date	Next Date
MyTransfer 2 Transfers	075000019	XXXXXX0002	CHECKING	Active	Start Transfer From Start Transfer To		
	0011401533	CITIZENS BANK NA XXXXXX1234	272476543 THE UNIVERSITY OF MICH CU XXXXXX0000-S00	\$100.00	Annually	Start 2/18/2019	Next 02/18/2020

	272476543 THE UNIVERSITY OF MICH CU XXXXXX0000-S00	0075000019 JPMORGAN CHASE XXXXXX0002	\$500.00 Start 3/15/2019 Next 03/15/2019	Monthly
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You will return to the Pending External Transfers screen with a confirmation message stating the transfer was removed.

