Transfer Now

Set Up An External Transfer 2
Verify Your Added Account 4
Set Up An Individual Or Recurring Transfer 10
View, Edit, or Cancel A Transfer 12

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For assistance, email support@communitypartnerssb.com

Member FDIC

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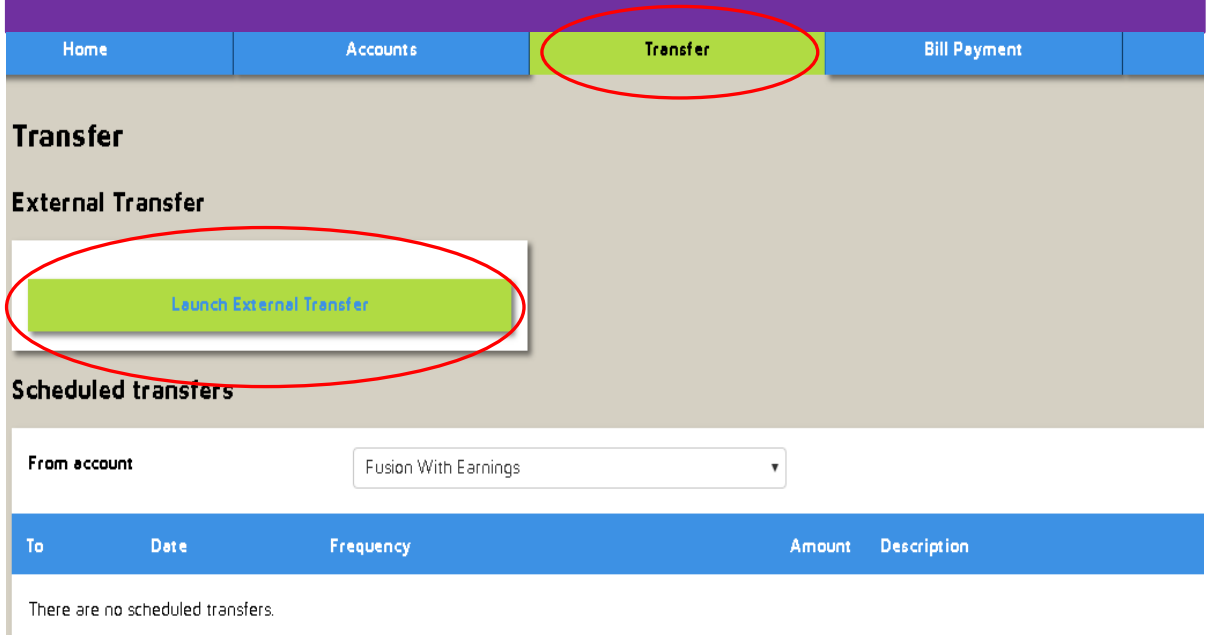
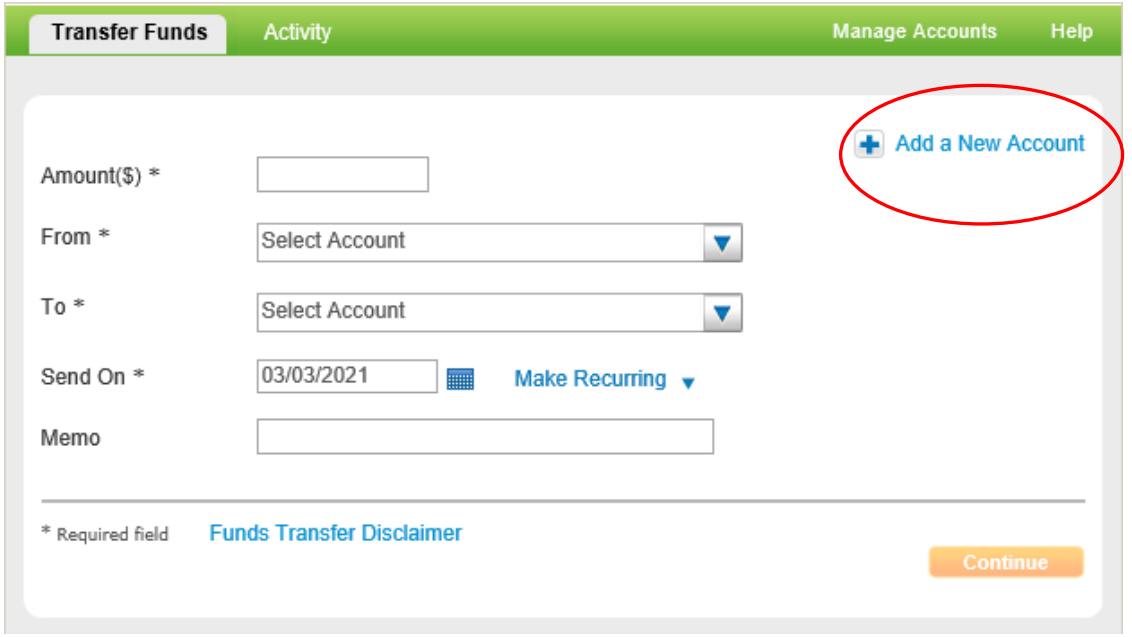
Set Up An External Transfer

Log into Online Banking, click on *Transfer*, then *Launch External Transfer*.



To add a new external account, click *Add a New Account*.



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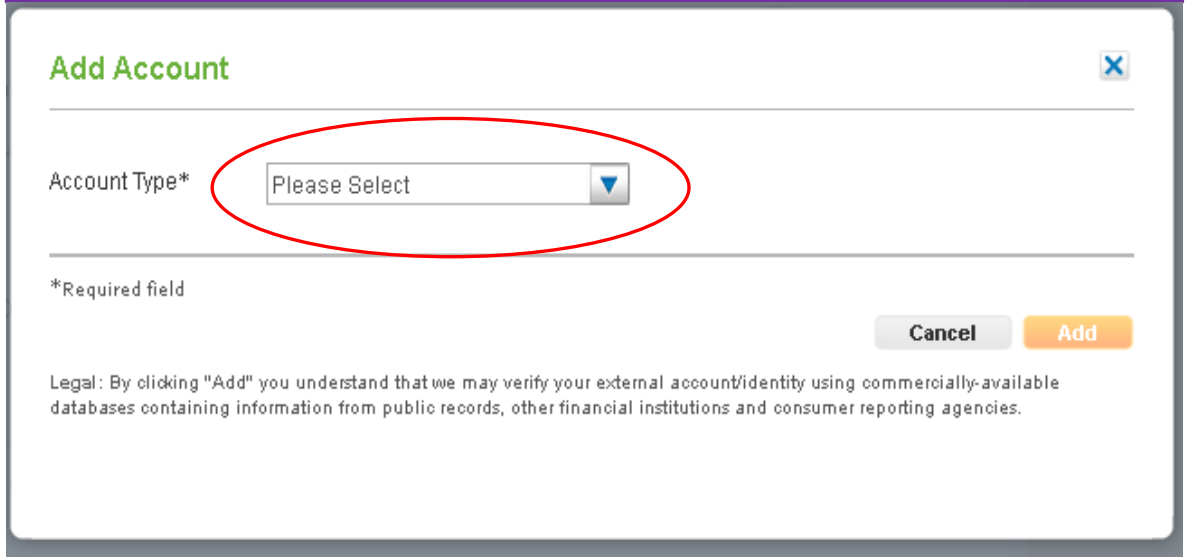
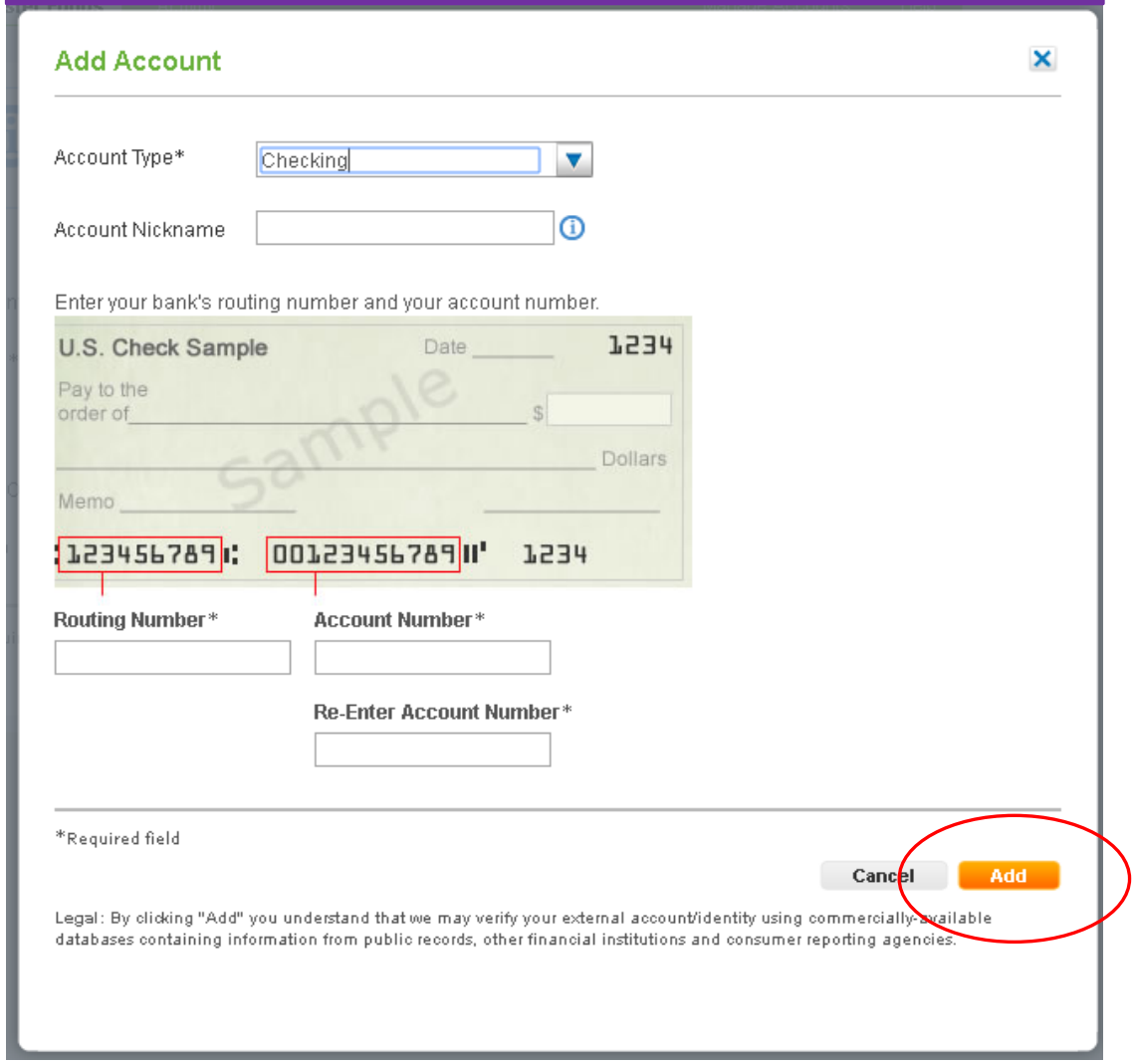
Choose the type of account you are adding.



Fill out your account information & click *Add*.



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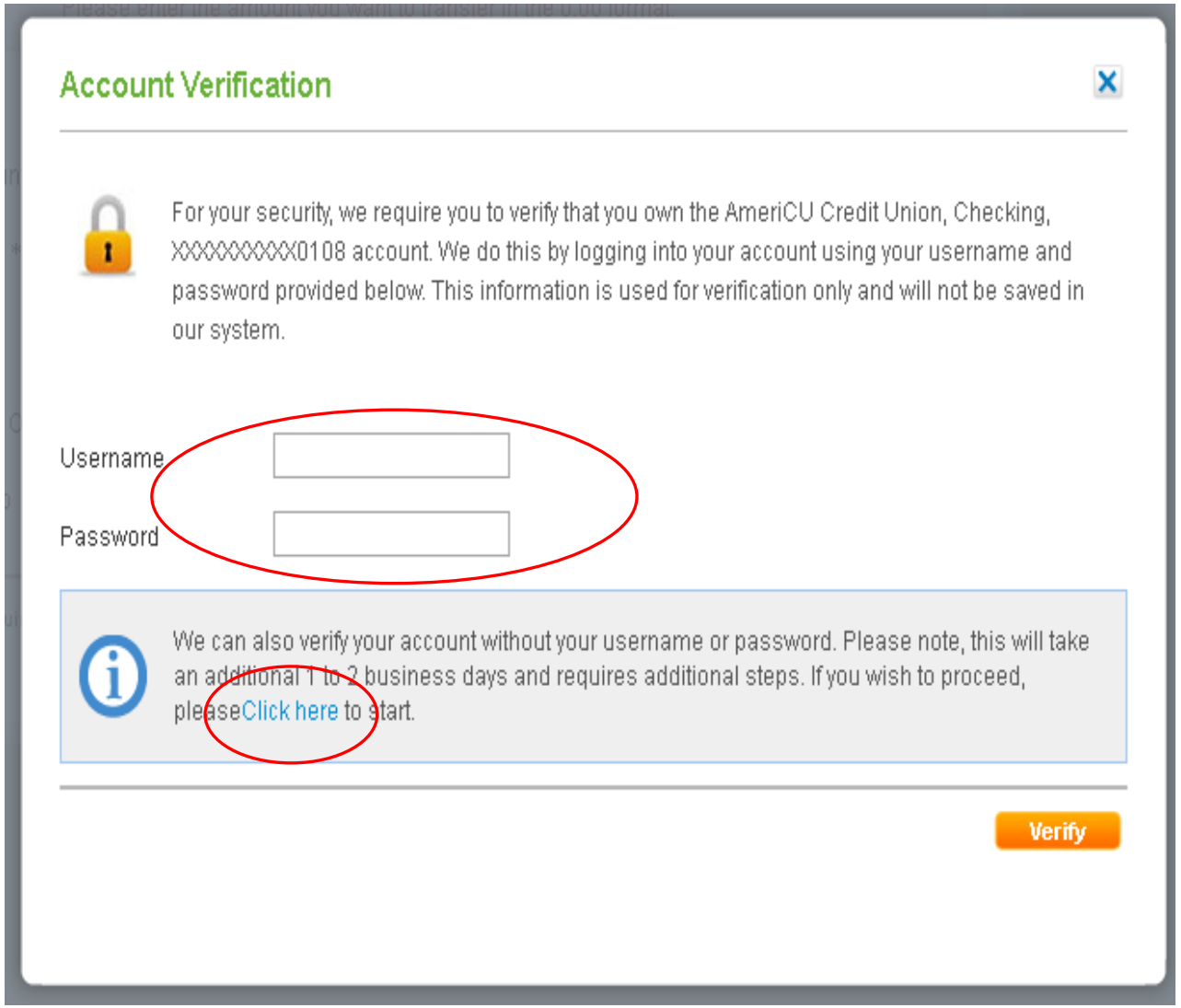
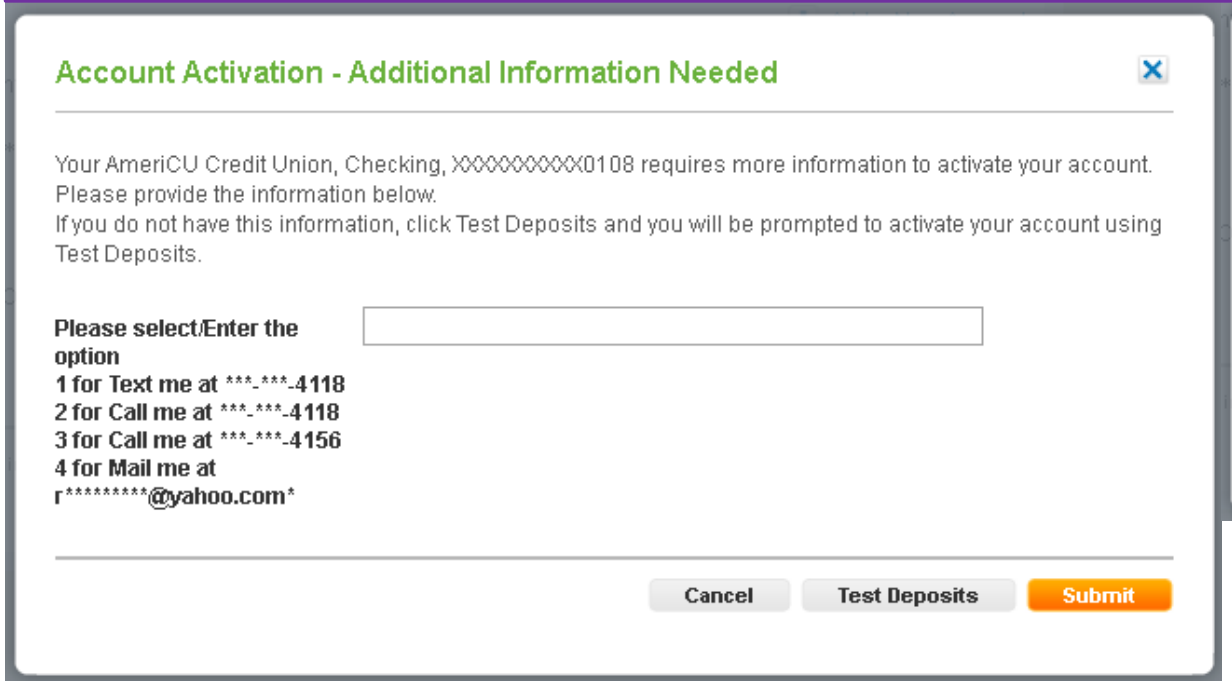
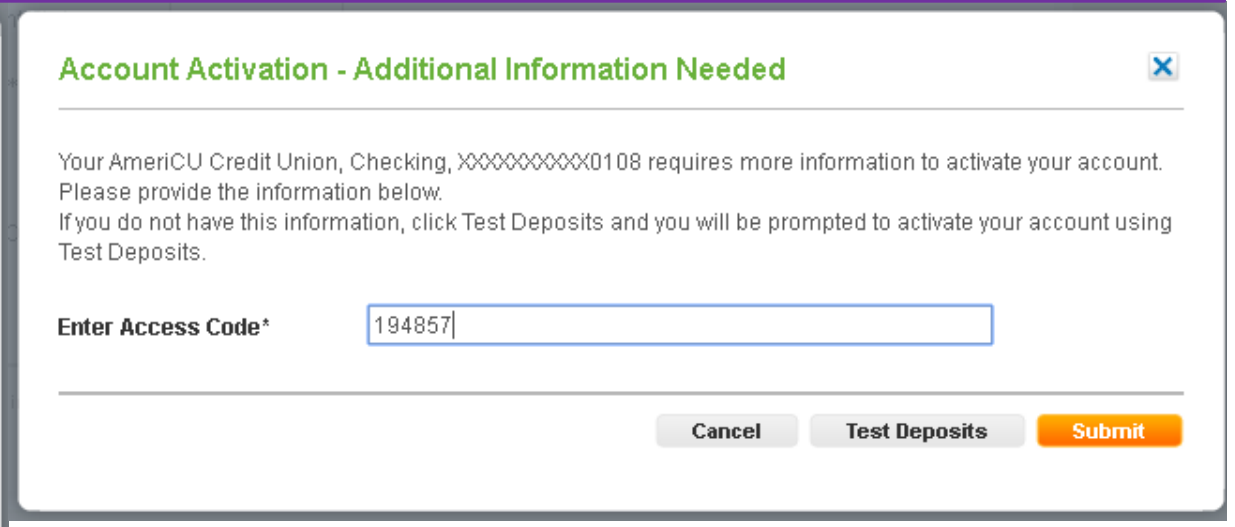
Verify Your Added Account



To immediately verify the account you are adding, log in with your credentials from that account's financial institution. If you don't have login credentials with them, select *Click here* to verify with test deposits. Using test deposits could take up to 2 days to complete the verification process.

For automatic verification, there may be additional information needed from your other financial institution, such as answers to challenge questions or an account key.





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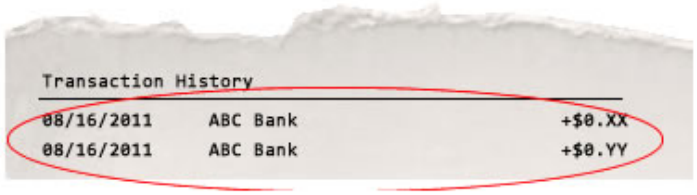
If automatic verification fails, activate using test deposits. This could take up to 2 days. Make note of deposit amounts when they are received.

Activate Your Account Using Test Deposits

For your security, we require you to verify that you own the **AmeriCU Credit Union, Checking, XXXXXXXXXX0108** account. Trial deposit verification takes 1-2 days and can be done by doing the following:

1. Click **START** and Marion County Savings Bank will deposit two small amounts into your AmeriCU Credit Union account.

2. Check your AmeriCU Credit Union bank account in 1 - 2 business days, and identify the two small amounts in your transaction history. Deposit should appear as **TRIALCREDT** or **MARIONCOUNTYSAV**.

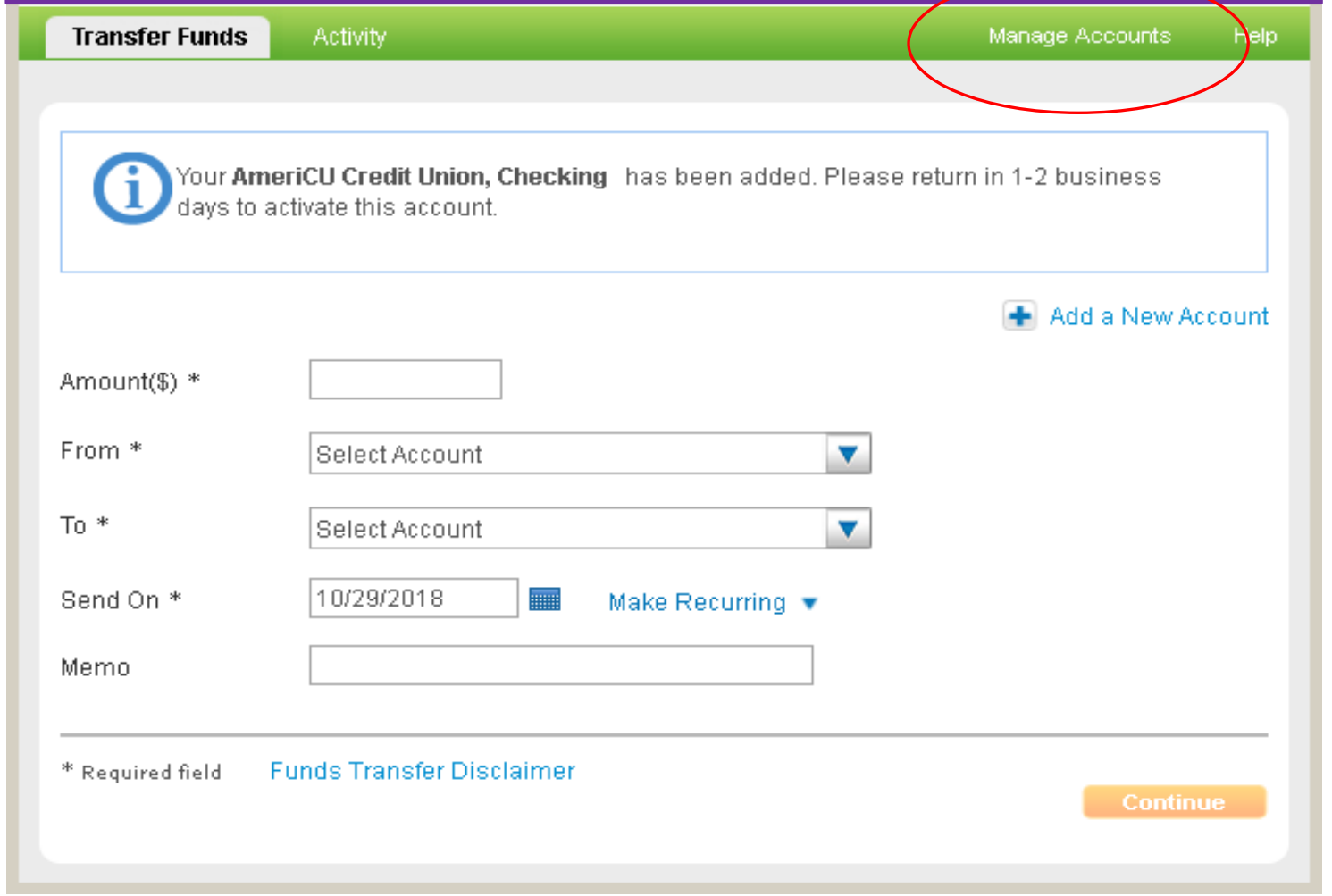


3. Log back into Marion County Savings Bank. On the Transfer Funds page, click the alert to complete validation and follow the on screen instructions.

NOTE: Marion County Savings Bank will reclaim the total amount of the two trial deposits. There is no cost to you for this service.

Cancel Start

Return to the *Transfer Funds* tab in Online Banking and click on *Manage Accounts*.



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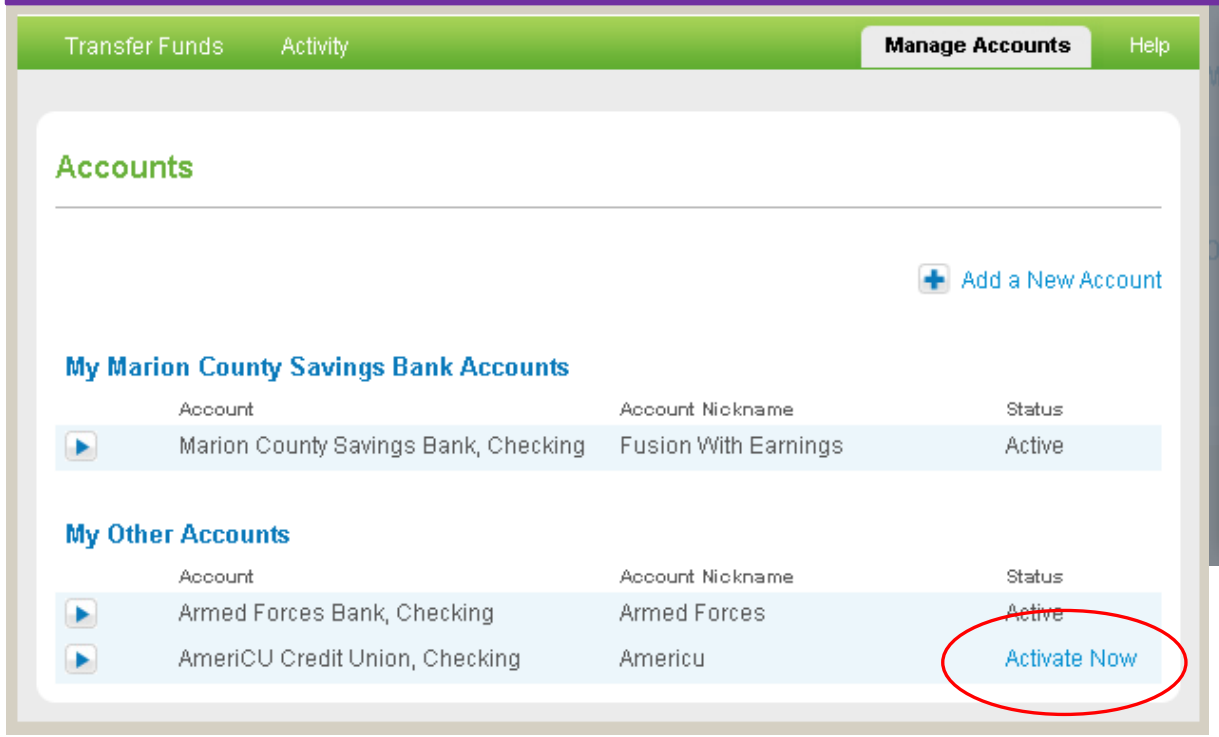
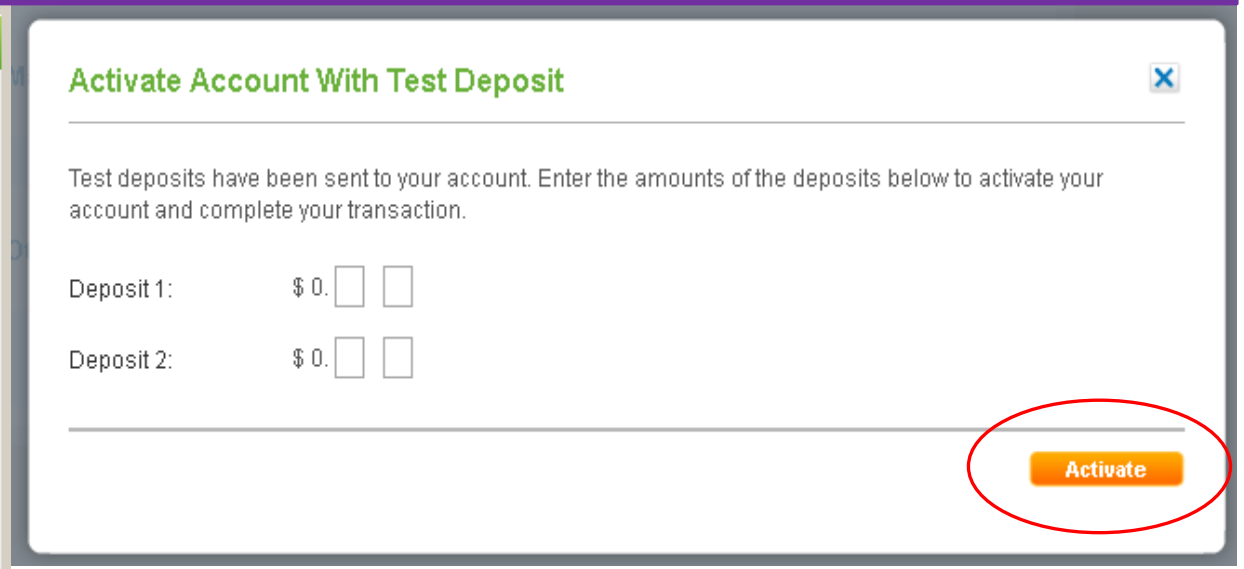
You should see your account that still needs verified. Click on *Activate Now*, enter the deposit amounts into the boxes and click *Activate*.





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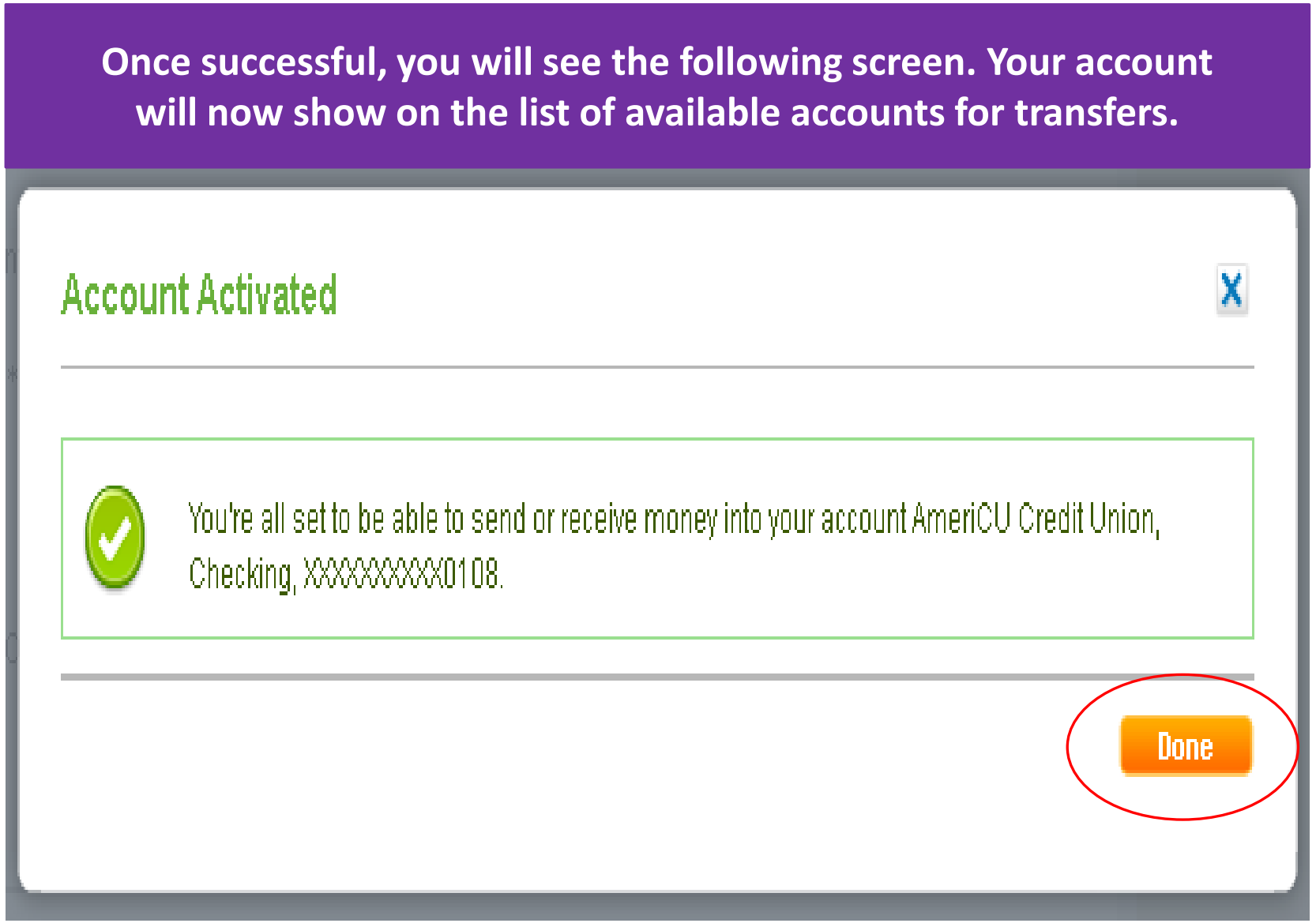
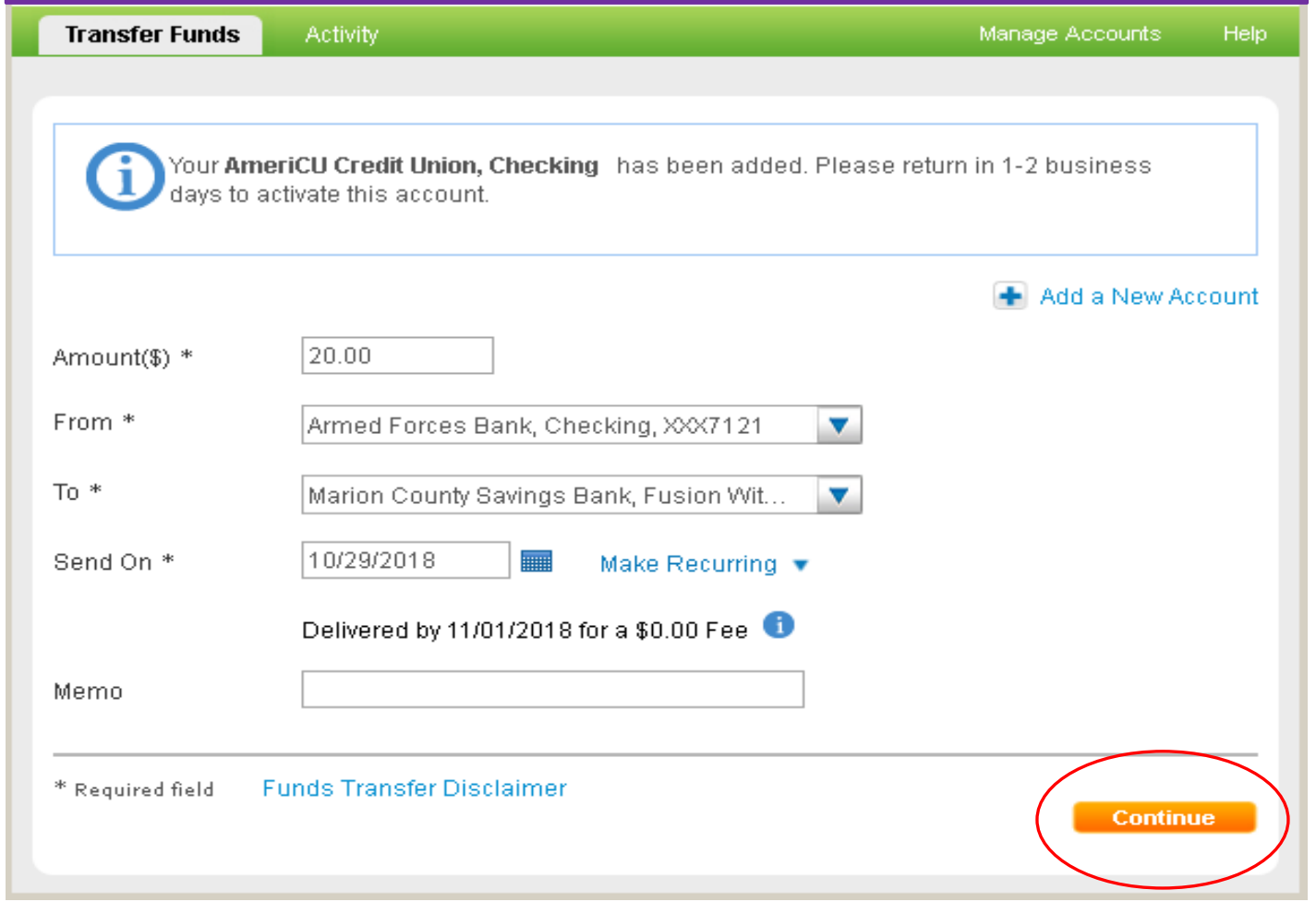
Once successful, you will see the following screen. Your account will now show on the list of available accounts for transfers.



Set Up An Individual or Recurring Transfer

Log in to Online Banking, click *Transfer Now*, *External Transfer*, & fill in information. Minimum transfer is $10. Make recurring if desired & click *Continue*.



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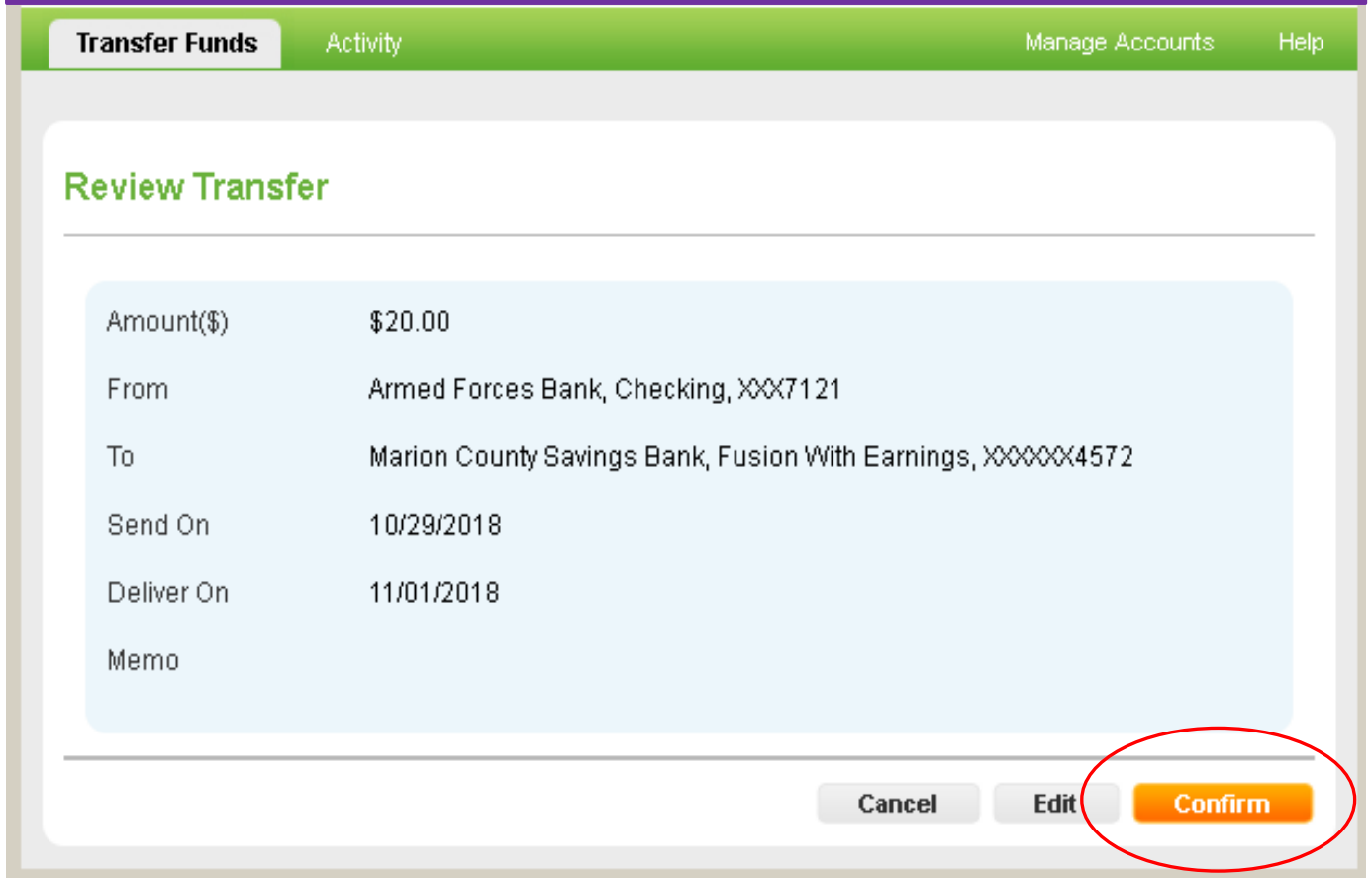
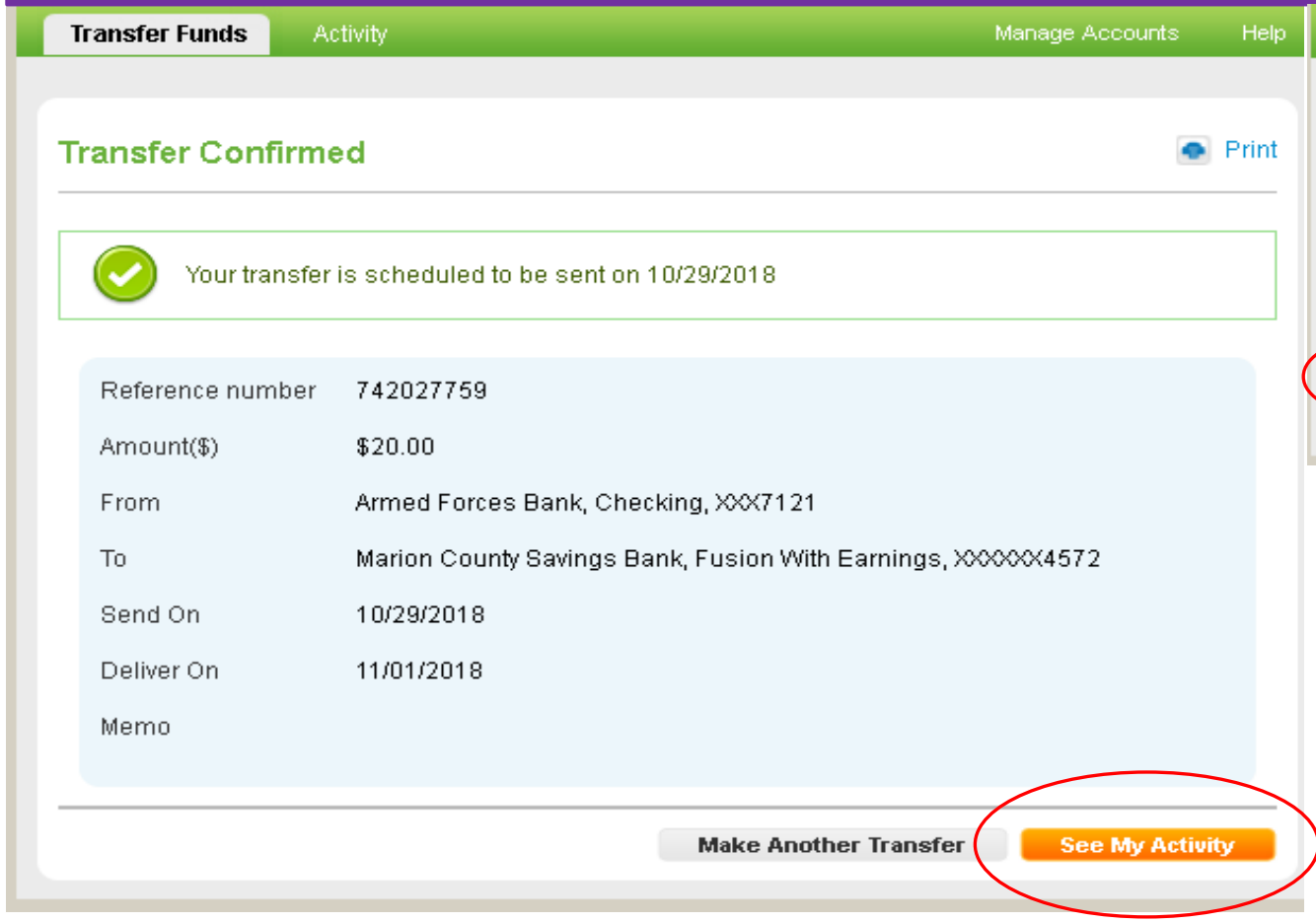
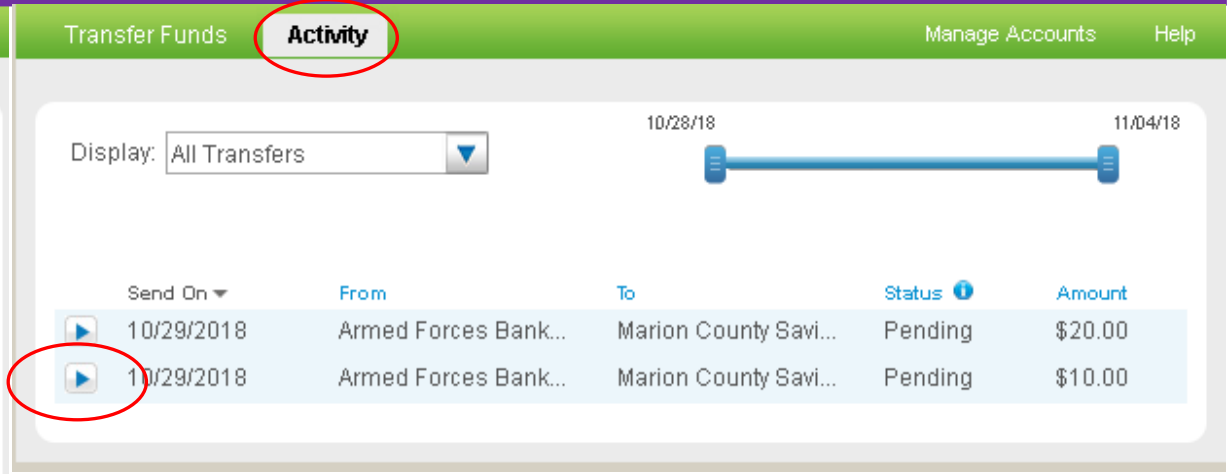
Review and confirm your transfer. Edit if necessary. You will receive an email confirmation as well.



View, Edit, or Cancel A Transfer

Click on *See My Activity from the Transfer Funds* tab to see all activity.
You can also see your activity by logging into Online Banking and clicking the *Activity* tab.
For edits, choose an item by clicking the arrow next to it.





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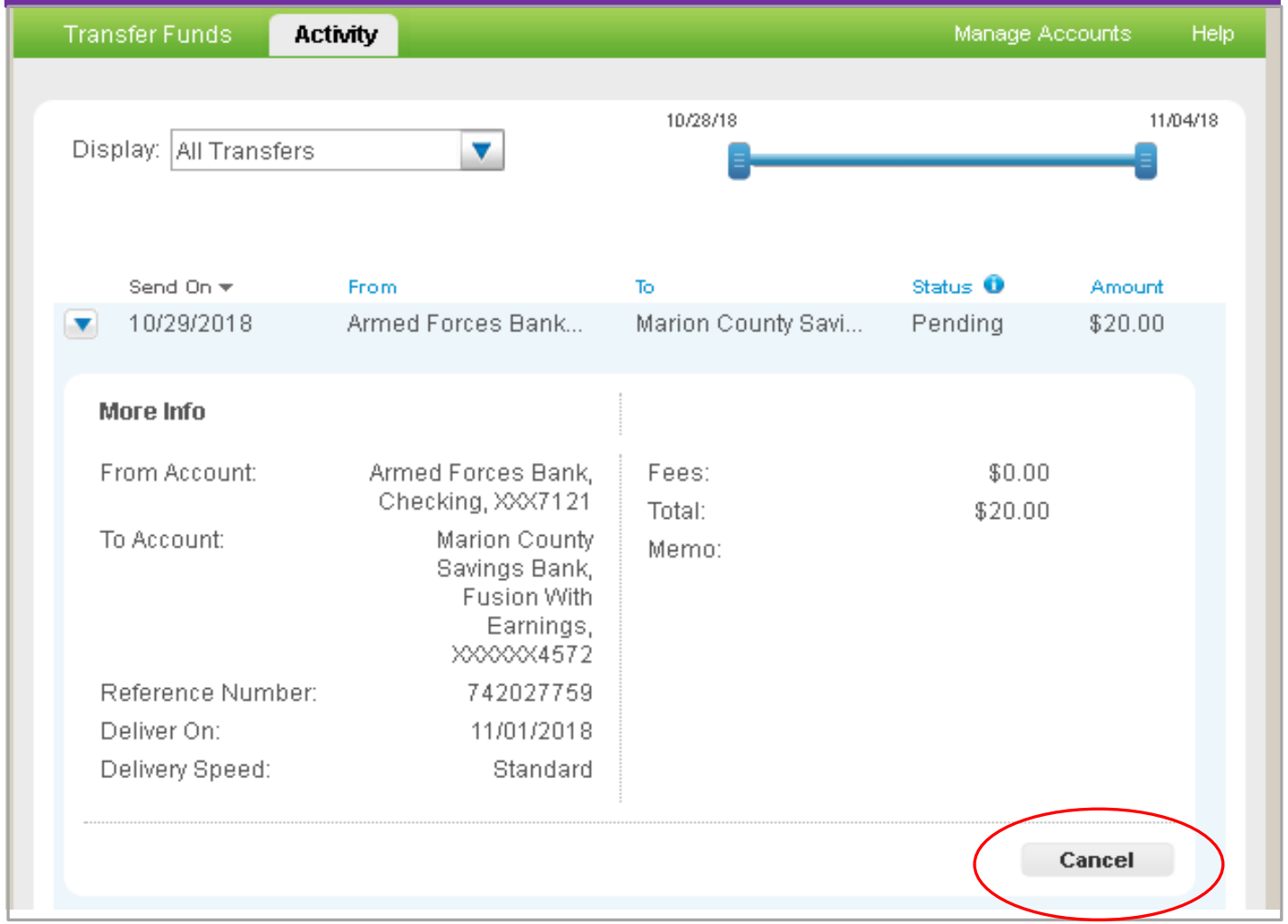
Cancel the transfer by clicking the *Cancel* button.



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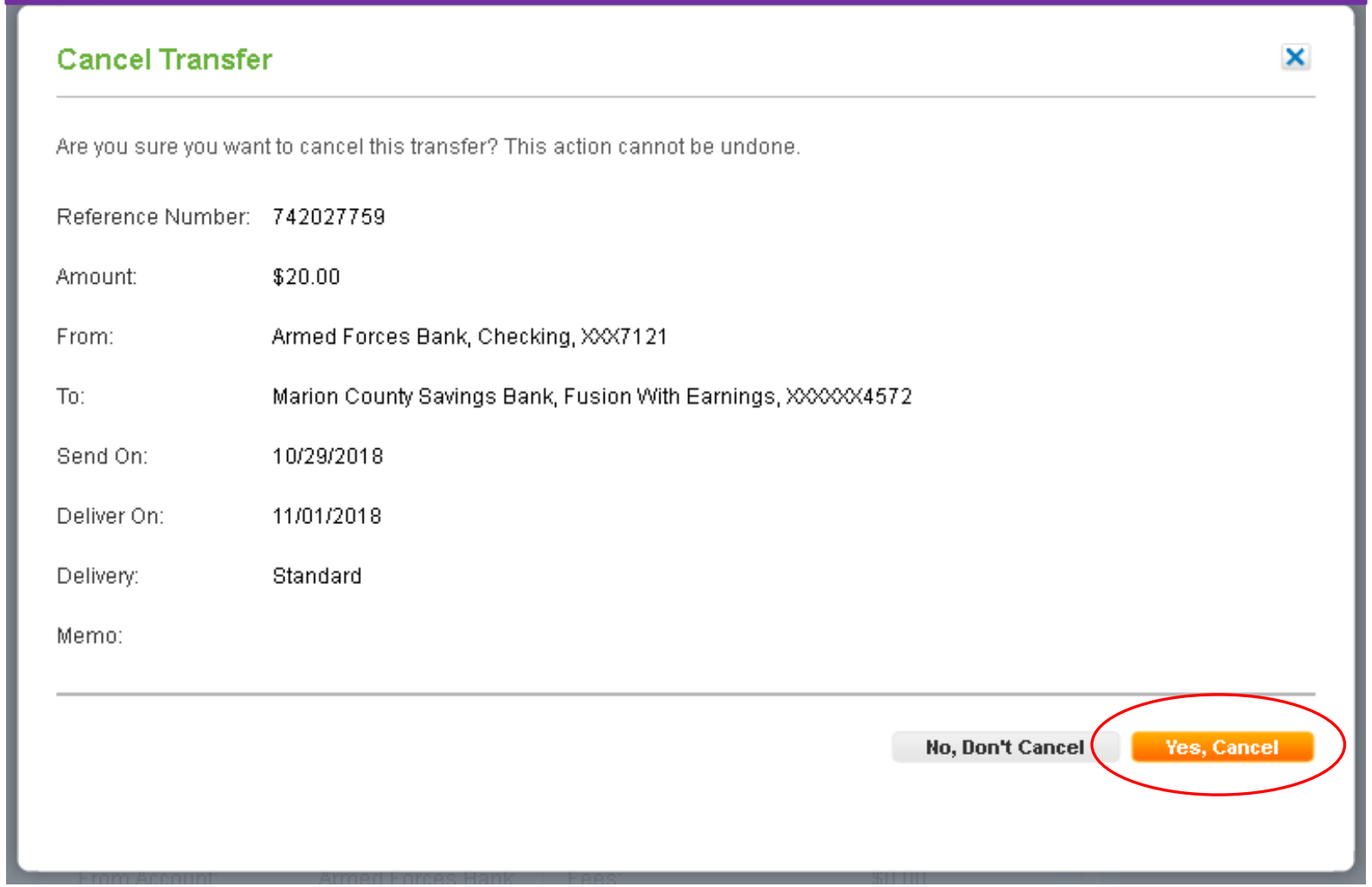
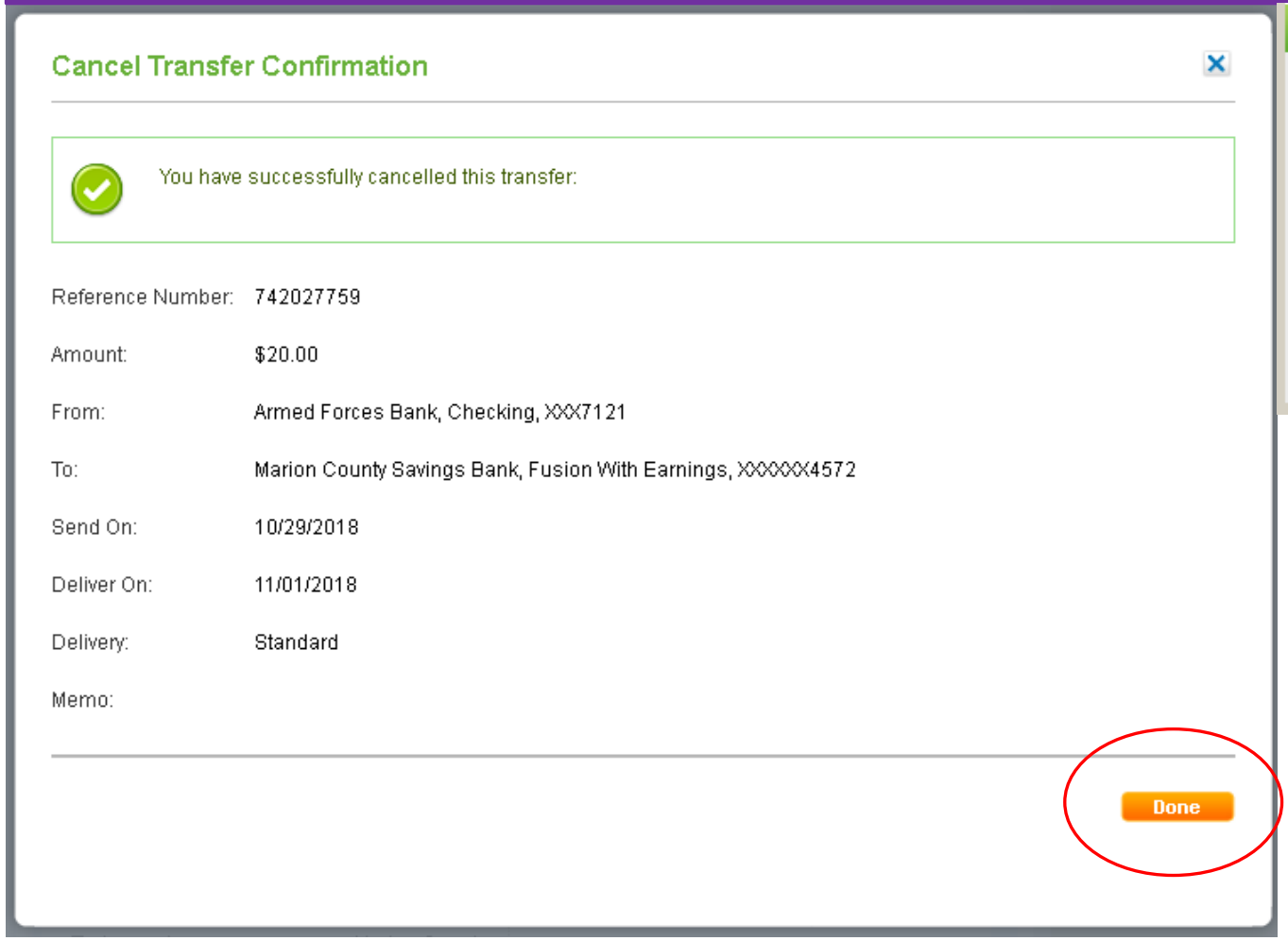
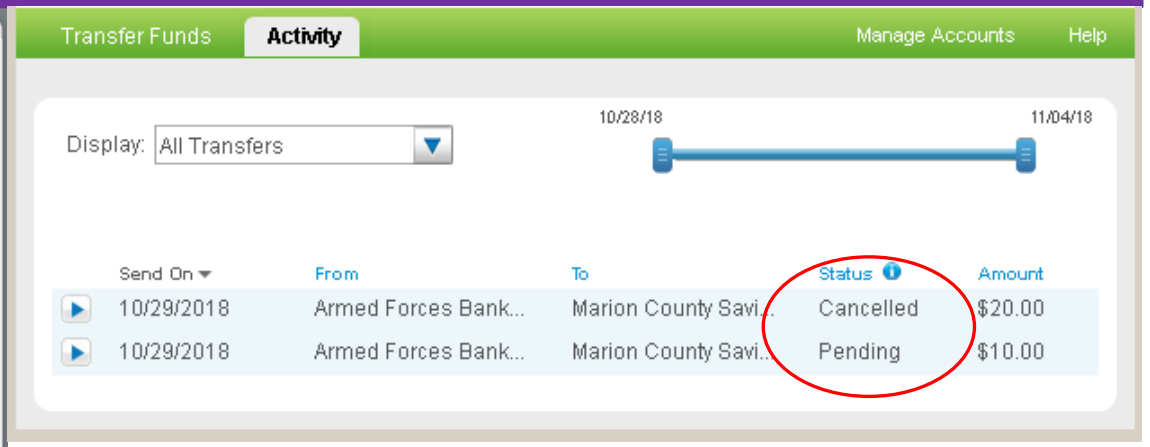
Confirm the transfer to cancel by clicking the *Yes, Cancel* button.



Click *Done* to view the transfer status. It will show as Cancelled.





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