

HOW TO:

Add an External Bank Account

Step 1:

After you have logged into your portal you will select External Bank from the left-hand menu.

🗠 Dashboard	External Bank	
\$ Pay a bill		
🟦 External Bank 🣛	List	
🛓 Profiles 💦 🤇		
🗖 Debit Cards	Show 10 🗸 entries	
🔅 Settings 🗸 🗸	Bank Name	11
Micro deposits		
同 File Cabinet	Search	æ

+ Add Bank Account	
¢↓	Actions
2	& Clear
	Pending
	Previous 1 Next

Step 2:

Select Add Bank Account. Enter all required data, agree to disclaimer, and answer a security question.

*It can take up to 3 business days before you will see 2 micro deposits credited to your external account.

Step 3:

Verify Micro Deposit to activate the new account. To verify go to External Bank > select Verify > enter the amounts that were credited to the external bank account. Once the account has been verified you can reimburse yourself electronically.

