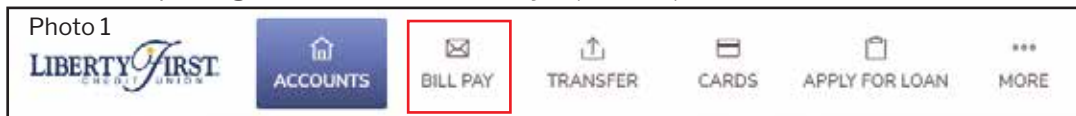


# EXTERNAL TRANSFERS AND NON-MEMBER PAYMENTS

## Setting Up an External Transfer

1. Log into your Online Banking account.
2. On the top navigation bar select "Bill Pay". (Photo 1)



3. From the Bill Pay screen, select "Transfer/Send Money". (Photo 2)
4. On the right hand of the screen select "ADD" next to where it says "External Accounts". (Photo 3)
5. Fill in the Routing Number, Account Number and Account Type of your external account. Click Save.
6. Two micro deposits will be made into your external account. Once those are made within 24 - 48 hours, you will be asked to verify them.
7. Once verified, the drop down menu of "Transfer/Send Money" you should now see your external account listed under your Liberty First Accounts. (Photo 4)
8. Select the LFCU account you wish to take funds from and then select the external account you would like to transfer funds to. Enter the "Send Date" and "Amount" then click the yellow "Transfer" box. (Photo 5)

Photo 2

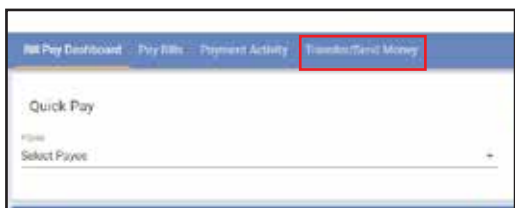


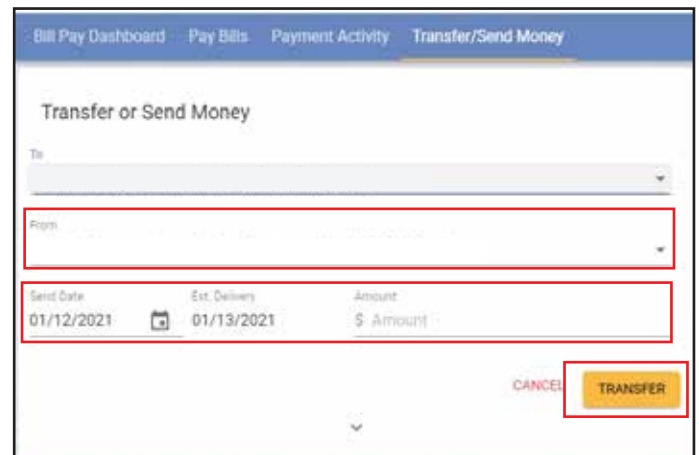
Photo 3



Photo 4



Photo 5



# Setting Up a Non-Member Payment

1. Log into your Liberty First Online Banking account.
2. On the top navigation bar select “Bill Pay”. (Photo 1)



3. From the Bill Pay screen, select “Transfer/Send Money”. (Photo 2).

4. On the right hand side of the screen select “ADD” next to where it says “People”. (Photo 3)

5. Fill in the Recipient’s Name and their Email or Mobile number. Click Save. (This is required for the recipient to receive a link to deposit the funds). (Photo 4)

6. To make a payment, click the drop down arrow under “Transfer/Send Money”. You will see your recipients name listed under your LFCU Accounts and External Accounts. (Photo 5)

7. Once you have the person selected you wish to send money to, select which account from Liberty First you wish to take funds from and then enter the amount you would like to send. Click Send.

Photo 4

A screenshot of the 'Add Person' form in the online banking interface. The form has three input fields: 'Recipient's Name', 'Email or mobile', and 'Re-enter email or mobile'. Below the fields, there is a note: 'Mobile numbers require [recipient consent](#)'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

Photo 2

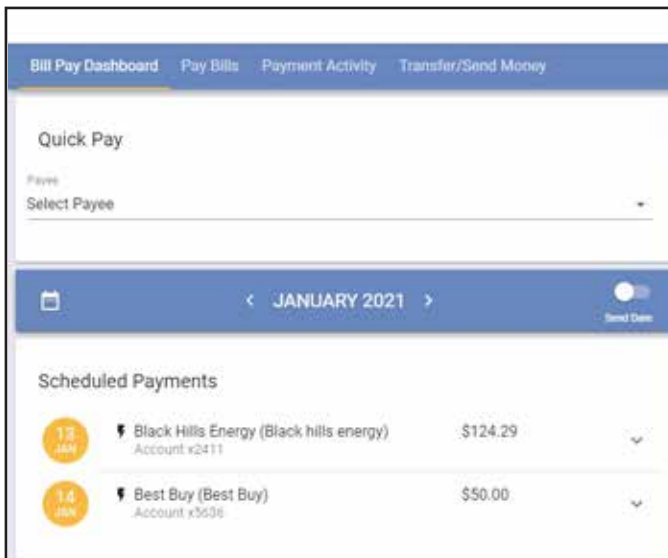


Photo 5

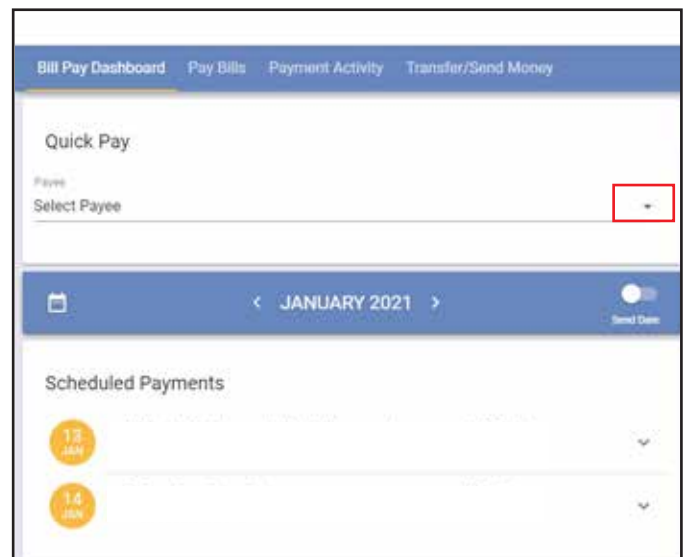


Photo 3

