

How to make loan payments from another institution...

...on the Mobile App

How to set up external accounts for transfers:

1. Log in to your Online Banking account.
2. Click on the menu in the top left corner and select “*Transfers*”, then “*Transfer to other institutions by adding an external transfer account*”, and click “+ *Add external account*”.
3. Enter the following information:
 - **Account Name**
 - **Routing #** - Click the ⓘ if you need help.
 - **Account #** - Click the ⓘ if you need help.
 - **Account Type** - Checking or Savings
4. Click “*Submit*”. Two deposits less than \$1 will be deposited to your account within 1-3 days. Note the amounts of the deposits as they will be used to verify your account.

How to verify your external account:

1. Log in to your Online Banking account.
2. On the menu in the left corner, click “*Transfers*”, then “*Transfer to other institutions by adding an external transfer account*”.
3. Select the account you would like to verify and enter the amounts of the two deposits.
4. Click “*Confirm*”.

How to transfer funds:

1. Click “*Transfers*”.
2. Enter **From** and **To** which account you would like the transfer to occur, and the **Amount**.
3. To set up a recurring payment, select “*More Options*”.

...on Online Banking

How to set up external accounts for transfers:

1. Log in to your Online Banking account.
2. On the menu on the left, click “*Transfers*”, then “+*External Account*”.
3. Enter the following information:
 - **Account Name**
 - **Routing #** - Click the ⓘ if you need help.
 - **Account #** - Click the ⓘ if you need help.
 - **Account Type** - Checking or Savings
4. Click “*Submit*”. Two deposits less than \$1 will be deposited to your account within 1-3 days. Note the amounts of the deposits as they will be used to verify your account.

How to verify your external account:

1. Log in to your Online Banking account.
2. On the menu on the left, click “*Transfers*” then “*External Accounts*”.
3. Select the account you would like to verify and enter the amounts of the two deposits.
4. Click “*Confirm*”.

How to transfer funds:

1. One the menu on the left, click “*Transfers*”, then “*Make a Transfer*”.
2. Enter **From** and **To** which account you would like the transfer to occur, and the **Amount**.
3. To set up a recurring payment, select “*More Options*”.
4. Click “*Submit*”.



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