

## **Online Instructions For ACH Transfers**

1) Please go to our website, <u>www.mececu.com</u>, to log into your account

OR

1) Please go to the app store and find our app under, MECECU, that looks like this and download it.



2) After you're in your account, click on the three menu bars on the top left had corner of your screen. Then, click on your name at the bottom left had corner of the screen.





3) Next, click on the 'Settings' section of the account.

4) Then click on the 'External Transfers' on the app; or click on the 'Add Account' tab with the website.





## 5) Next click on the 'Add external account' or 'set up external transfer'



Finally, just enter all your other
financial institutions information and
then hit submit.

Ļ	<u>)</u> User alerts		Accounts	
Ξ	User agreement		MAIN SAVINGS	
A.C.C			Add account	$\times$
ACC +	*	Open a Sub-share		>
	ţ1	Set up external transfer account Add an account from another financial institution to make transfers with.		
	Make trar institutior	sfers from another n.	BILLS CHECKING x60S0071	

<	Add external account	
Account name	Enter	
Routing no. ①	Enter	
Account no. (i)	Enter	
Account type	Select >	
	Submit	

7) At this point MECE Credit Union will send to small deposits to your local bank to verify your account information. Once those two small deposits arrive at your other financial institution, please go back into the **(STEP #5 AREA)** to enter them in. This will complete everything, and you will be ready to transfer to/from this other account.

PO BOX 1586, Jefferson City, MO 65102 Ph: 573-634-2595 F: 573-635-9781 www.mececu.com