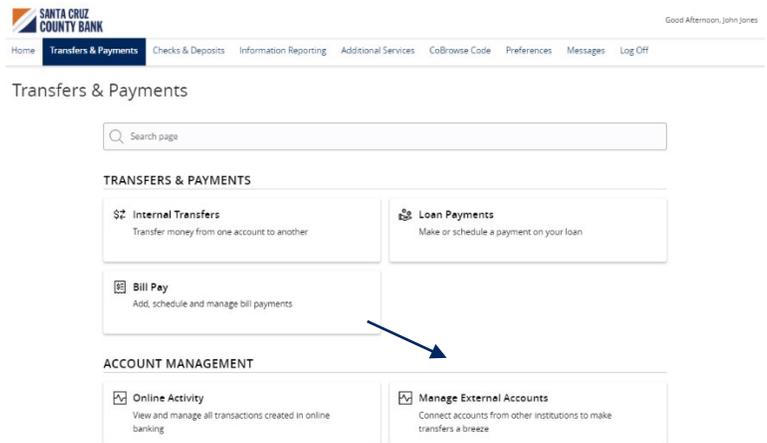
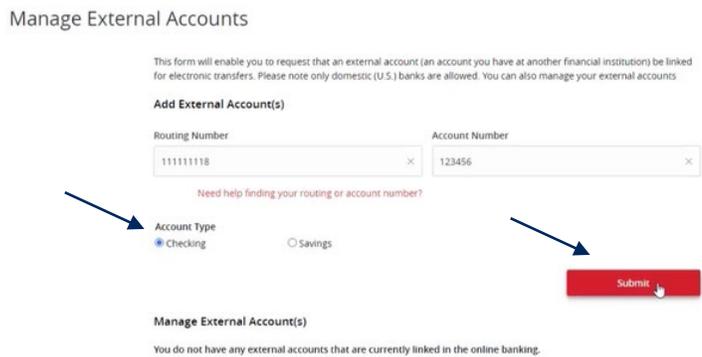


# External Transfer Guide

1. To add an External Account, select the 'Transfers and Payments' menu then 'Manage External Accounts'.



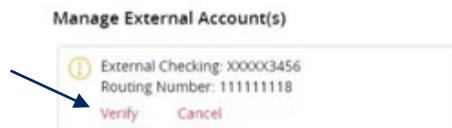
2. Enter the Account Number for the external account you wish to add.



3. Select the corresponding Account Type.
4. Enter the Routing Number for the external account.
5. Click 'Submit'.

**NOTE:** Once the external account request has been processed by Santa Cruz County Bank, you will receive two micro deposit amounts in the external account being added.

6. To verify the external account, select the 'Transfer' menu then 'Manage External Account'.
7. Scroll to the bottom of the page and select the 'Verify' link for the account to be verified.



# External Transfer Guide

8. Enter the two deposit amounts received in the external account.
9. Click 'Submit'.

**Verify Micro-deposits**

Please enter the two micro-deposit amounts that you received in your external account. Enter the amounts as they appear after the decimal point. (Example: \$0.XX should be entered as XX.)

<input type="text" value="Micro-deposit 1"/>	<input type="text" value="Micro-deposit 2"/>
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