

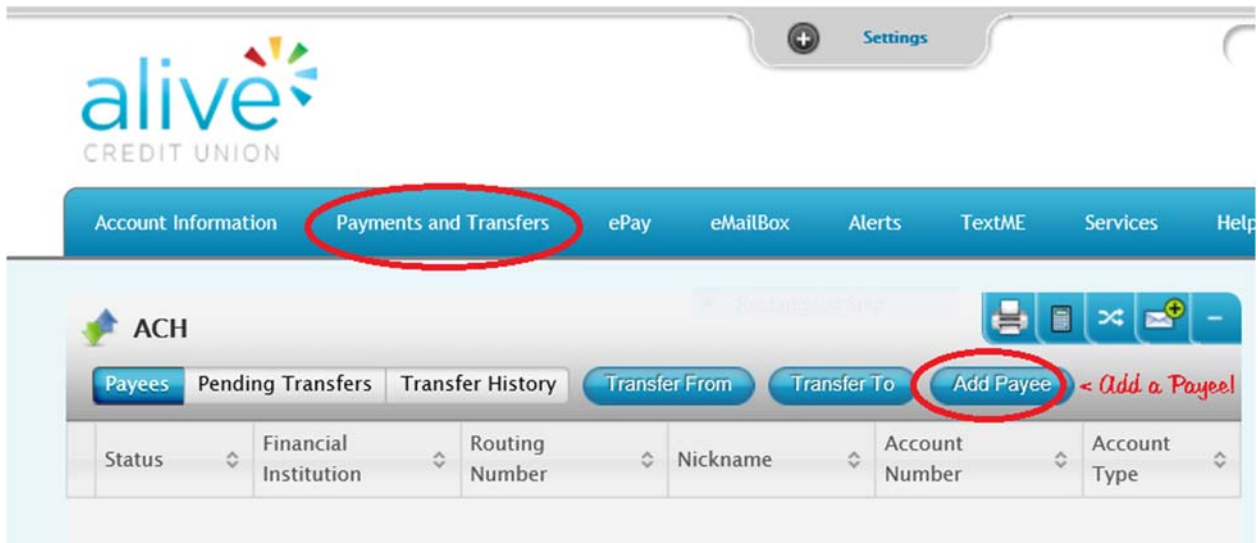
# How to Set-up Your Loan Payment Account

Log-in to your Alive Home Banking Account.

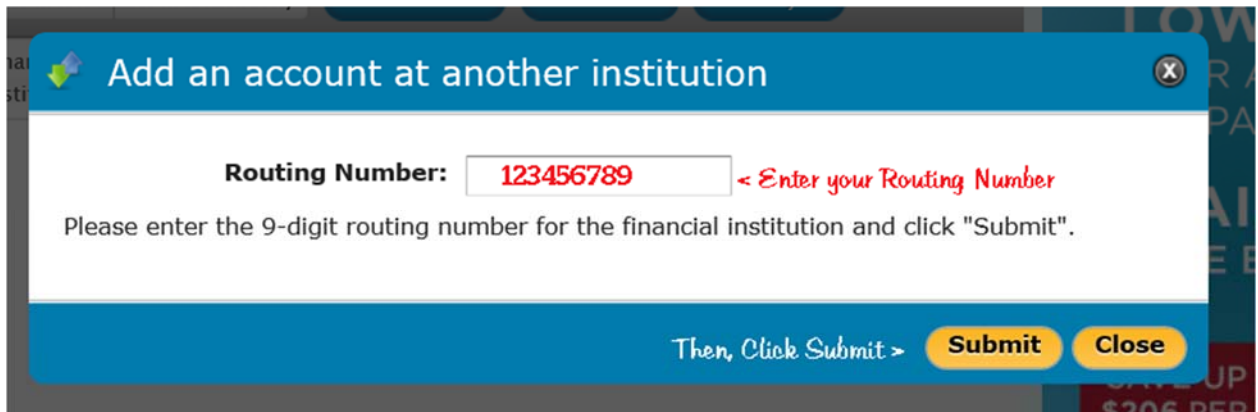
- On the Blue, Top Navigation Bar, Select **"Payments and Transfers"**
- Then Select **"Transfer to another Institution"**

This will lead you to the "ACH" screen as shown below;

- Click on **"Add Payee"**



A pop up window will populate. Here you'll enter your 9-Digit Routing number for your other financial institution.



Next, you will enter your Account Number from the institution you would like to link.

### Add an account at another institution

**Routing Number:** 123456789

**Institution Name:** Your Financial Institution

**Account Number:**  < Enter your account number

**Account Type:**

**Account Nickname:**  < Any nickname will work, ie; Joe's Acct

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE PROCEEDING**

In order to complete this setup, we will make a small deposit and withdrawal to your account at your other financial institution. When you have verified that the transaction has taken place, enter the amount of that transaction by clicking on the Manage Accounts tab and clicking the Verify link next to the account name.

The verification transaction will take up to 2 to 3 business days to appear on your account. Once the transaction has been processed you will have 30 days to verify the amount.

I have read and agree with the disclosure above < Make sure you check the box!

Then, Hit Submit >

One last confirmation window will populate. Please verify that all information was entered correctly and hit the proceed button.

### Add an account at another institution

**Routing Number:** 123456789  
**Institution Name:** Your Financial Institution  
**Account Number:** 12345678910  
**Account Type:** CHECKING

*<Verify all the information entered is correct on all four fields*

**Read the instructions below and click on Proceed to complete your setup:**

1. We will make a small deposit and withdrawal for the same amount from your account at the other institution within the next 3 business days.
2. Check your online account or statement to verify this amount. The deposit and withdrawal will appear with the name of our institution.

You will need to return to the Transfers/Other Institutions/Manage Accounts page and correctly validate the deposit amount to activate the account for transfers.

**Click on Proceed to begin the verification process or Cancel**

If it all looks good, simply hit Proceed >

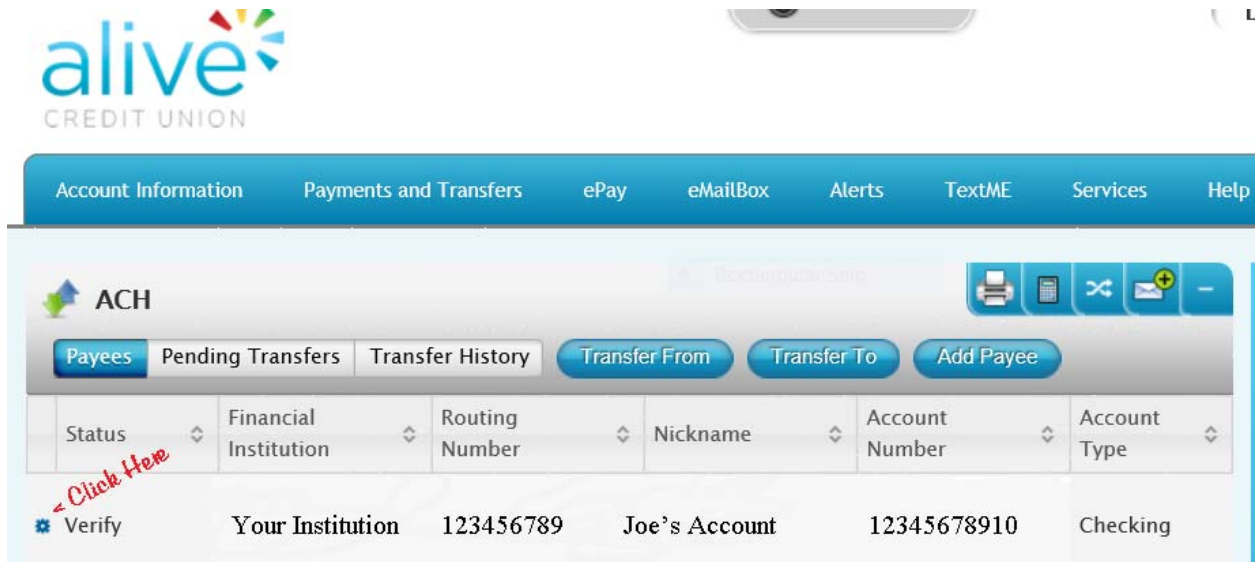
**Proceed** **Close**

After you receive the small deposit and withdrawal at the institution you linked to your account, you will need to verify those amounts in our system.

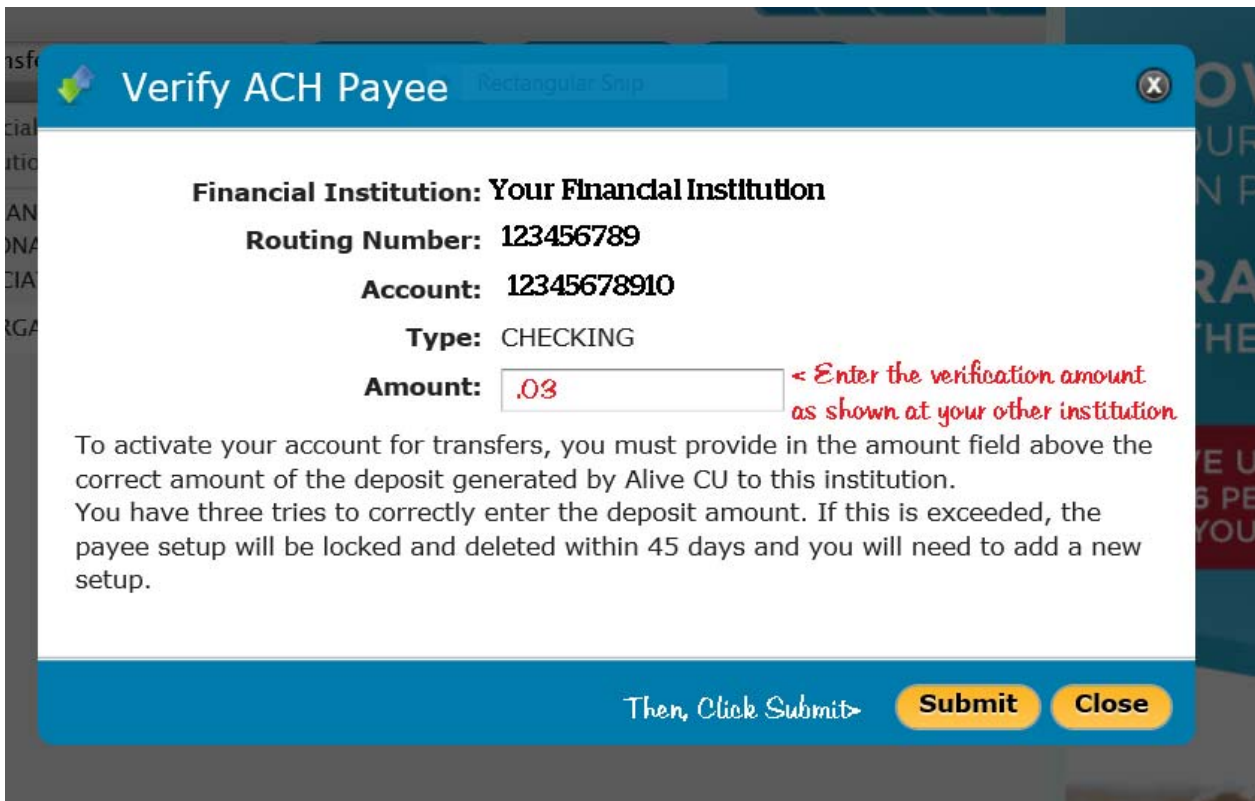
- Log-in to your Alive Home Banking.
- On the Blue, Top Navigation Bar, Select “Payments and Transfers”
- Then Select “Transfer to another Institution”

At this point, you will see the institution listed as a Payee.

- Click on the blue gear, next to the word “Verify” as shown below;



A “Verify ACH Payee” window will populate. Enter the deposit amount you received at your other financial institution in the field as shown below and click submit.



Now that your payment account has been verified, you are ready to schedule your first payment!

If you have moved away from the ACH Transfer Screen, you can easily access it by;

- On the Blue, Top Navigation Bar, Select “Payments and Transfers”
- Then Select “Transfer to another Institution”

To schedule the payment, simply select the blue button named “Transfer From” and a window will pop up as seen below;

Fill in the requested information and click Submit.

Transfer From An External Institution

Transfer From: Your Financial Institution < Select your financial institution

Request Date: 03/03/2017

Transfer To: L0003 - FIXED RATE HOME EQUITY LOAN < Select your loan

Amount: 457.38 < enter the payment amount

Transfer Type:  Single  Recurring < select your desired payment frequency

Then, hit Submit > Submit Close

A record of your pending transaction will show under “Pending Transfers”.

If you need to make any corrections or edits to this payment, simply click on the blue gear next to the processed date as shown below.

Account Information Payments and Transfers ePay eMailBox Alerts TextME Services Help

ACH Here's a preview of your pending payment

Payees Pending Transfers Transfer History Transfer From Transfer To Add Payee

Processed	From	To	Frequency	Amount
3/3/2017	Your Financial Institution	***88-L0003	One Time	\$123.45

< Click here

To edit your payment