

# Online Bill Pay: Transfer Money\* with Other Institution: Set Up Account

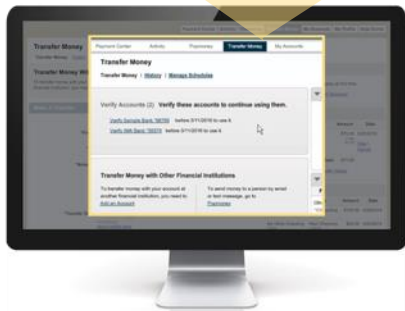
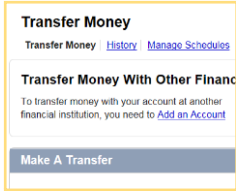
Moving money has never been easier or more convenient!



BAC Community Bank

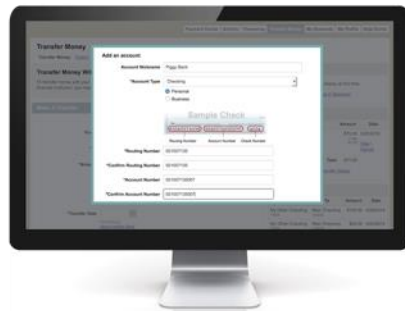
## Step 1

Transferring money from one account to another is a necessity from time to time, even from a different institution. Before you can transfer money to and from an external account, you first need to add the account.



## Step 2

Enter the account information and give it a nickname for easy identification. Select the type of account and enter the routing and account number.



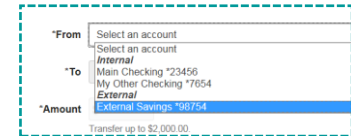
## Step 3

Click the check box stating that you understand you must confirm two test deposits and click **Add Account**. Log into your account at the other institution after two business days, locate the test deposits of just a few cents, and write down the amounts and dates.



## Step 4

Return to online banking, click on the verify links, and enter the deposit amounts and dates. Once verified, the account will be added to the drop-down list.



\*A separate transaction fee may apply when sending an Outbound Transfer through Online Bill Pay.