

# How to Pay a Loan from an External Account

Follow these steps to pay your UTFCU loan or credit card from an outside account. Making a payment from an **outside account** will take 3-5 days for the payment to post once the account is established.

1. Log in to Digital Banking and click **Make a Transfer**.

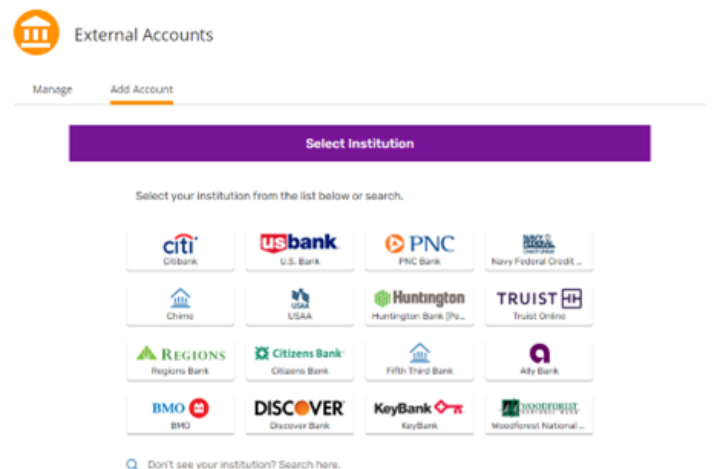
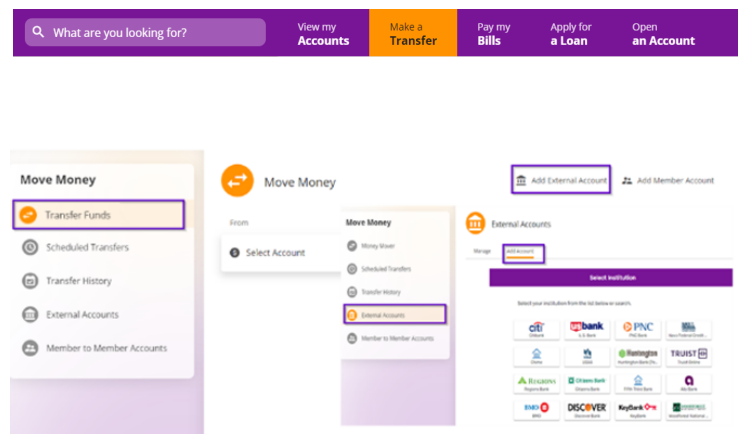
2. Click **Add External Account** from the New Transfer tab or **Add Account** from the External Accounts tab.

3. Read and agree to the *Terms & Conditions*, and click **Next**.

Read the information under Link Your Accounts and click **GET STARTED**.

4. Use the search feature to find and select your other financial institution.

*Tip:* If you cannot find your financial institution, use the Search feature "Don't see your institution?"



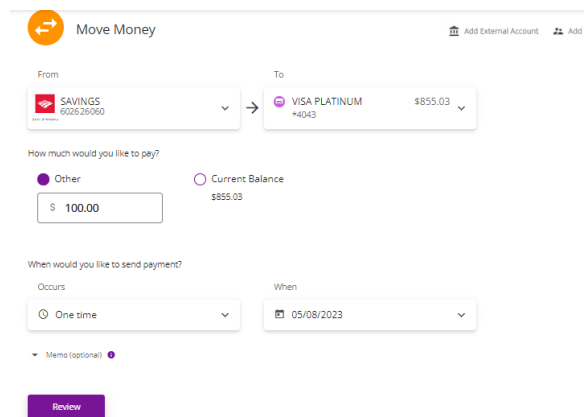
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6. Follow the login information required from your other financial institution. Confirm the information is correct and click **Accept**.

7. Click **New Transfer**.

In the "New Transfer" window:

- Select the external account to pay **From**
- Select the loan account to be paid **To**
- Enter **how much you would like to pay**. Several options are available depending on your loan product.  
**Note:** For non-regular payment amounts, select *other* first and then enter the payment amount.
- Choose **when** the transfer will occur.
- Click **Review**.

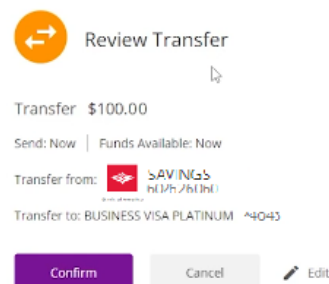


The screenshot shows the 'Move Money' form. It includes fields for 'From' (SAVINGS 602626060) and 'To' (VISA PLATINUM +4043, \$855.03). Under 'How much would you like to pay?', the 'Other' option is selected with a value of \$ 100.00. The 'Current Balance' option is also visible with a value of \$855.03. The 'When would you like to send payment?' section has 'Occurs' set to 'One time' and 'When' set to '05/08/2023'. A 'Memo (optional)' field is present but empty. A purple 'Review' button is at the bottom.

**Note:** Electronic transfers take a few days to process.

**Important:** Making a payment with an outside account takes 3-5 days to post. Please make sure your funds will be available by the appropriate target date.

8. If all the information is correct, click **Confirm**. If not, click **Edit** to make any necessary changes or **Cancel** altogether.



The screenshot shows the 'Review Transfer' screen. It displays 'Transfer \$100.00' and 'Send: Now | Funds Available: Now'. Below this, it shows 'Transfer from: SAVINGS 602626060' and 'Transfer to: BUSINESS VISA PLATINUM +4043'. At the bottom, there are three buttons: a purple 'Confirm' button, a grey 'Cancel' button, and a grey 'Edit' button with a pencil icon.

9. A confirmation screen will appear.