

## HOW TO SET UP REMOTE TRANSFERS IN ONLINE BANKING

1. Log-in to your Credit Union of Ohio account through ONLINE BANKING. Click on Transfers and then go to the Add Remote Accounts tab. You will have an opportunity to request access to Remote Transfers. Once that is submitted it will take 24 - 48 hours to respond back to you.
2. When you log-in the next time you will be presented with the necessary fields that will allow you to input the information for the accounts that you wish to link. You may wish to contact your other financial institution to be certain that you are entering the correct account and routing information. Once you have submitted the account information we will run 3 small penny transactions to be deposited and/or withdrawn to that account.

Note: Watch your Communications Center Messages in ONLINE BANKING to keep informed of the progress and the next steps.

3. You will then be required to identify those amounts by accessing the account you are linking. It will take 3-4 days before you are able to access the appropriate verification fields in your Credit Union of Ohio account that will allow you the ability to confirm the amounts of each of the transactions. The verification fields will be displayed on the lower portion of the Make a Transfer tab. That is also where you will see your Remote Transfer Limits.
4. Once you have verified the correct amounts of the transactions, your accounts are available for setting up transfers immediately! A transfer will typically take 24 - 48 hours to complete.



CREDIT UNION OF  
**OHIO**