How to Set Up Me2Me Transfers in eBanking

This allows transfers to and from external accounts and Signal accounts in eBanking and the mobile app.

**ADDING & VERIFYING A NEW ACCOUNT**

This must be done in eBanking on a desktop or laptop computer.

**STEP 1:** Click on the **Home** tab

**STEP 2:** Click on **Me2Me Transfer**

**STEP 3:** Click **Add Account**

Type in the information for the other institution and click **Submit**.

A verification credit of a few cents will then be sent to the external account within 1 or 2 days. You must use this amount to verify that the external account is yours.

**STEP 4:** Please read this message carefully, as it explains the next steps in the verification process.

Before the account is verified, it will be shown as **Pending** on the **Enrolled Accounts** page.
The account status changes to **Verified** on the **Enrolled Accounts** page.

**NOTE**: Verification must be completed within seven (7) calendar days of adding the external account. If you do not verify it within seven days, the account will need to be added again.
ADDNG A NEW ME2ME TRANSFER

To add a new transfer in eBanking, go to Me2Me Transfer and navigate to New Transfers.

A transfer can be set up as recurring or one-time. If you choose a recurring transfer, other fields will appear for you to set the day and start and end dates. (Only one-time transfers may be initiated in the mobile app.)

VIEWING PENDING TRANSFERS & TRANSFER HISTORY

• One-time immediate transfers process at the next half hour processing time. Once processed, the transfer is no longer pending and does not show under Pending Transfers, and will now show up under Transfer History.

• One-time future-dated transfers are pending until the first processing time on the scheduled date (usually around 1:00 AM credit union time). Once processed, the transfer is no longer considered pending and does not show under Pending Transfers. It will now show up under Transfer History.

• Recurring transfers (displaying the next scheduled date) are pending until the transfer expires.

• Transfer History will be retained in eBanking for a period of 90 days.