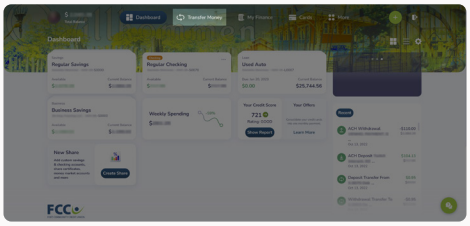
How to Make a Loan Payment from an External Account

Online Banking

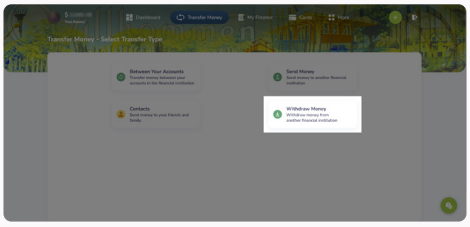
An **External Account** refers to an account that you have at another financial institution. To transfer to and from an External Account, ***you will first need to set it up.*** The account verification process will take about ***1-3 business days*** because it involves verifying two micro deposits posted to your other bank account.

Once your External Account setup is complete, transfers sent to and from an External Account may take about ***1-3 business days.***

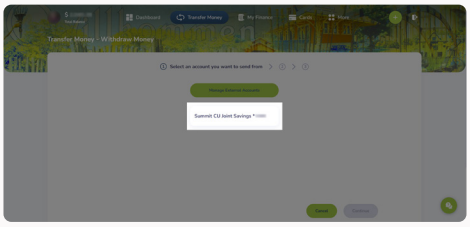
1. From the FCCU Online Banking Login page, log into your account: ***https://online.fortcommunity.com/sign-in***
2. Upon login, you will be redirected to your dashboard. Click the **Transfer Money** menu option.



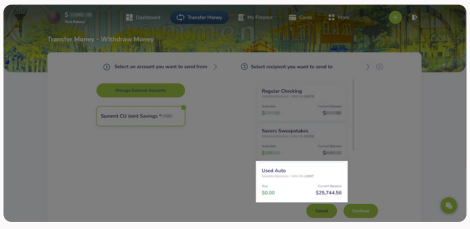
3. Click the **Withdraw Money** button.



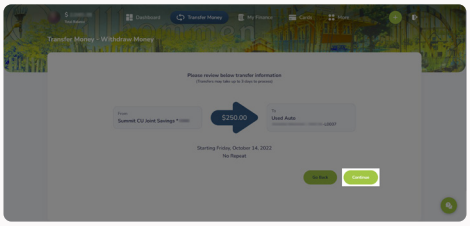
4. Click the account you want to make the payment from.



5. Click the loan or credit card you want to make the payment to.

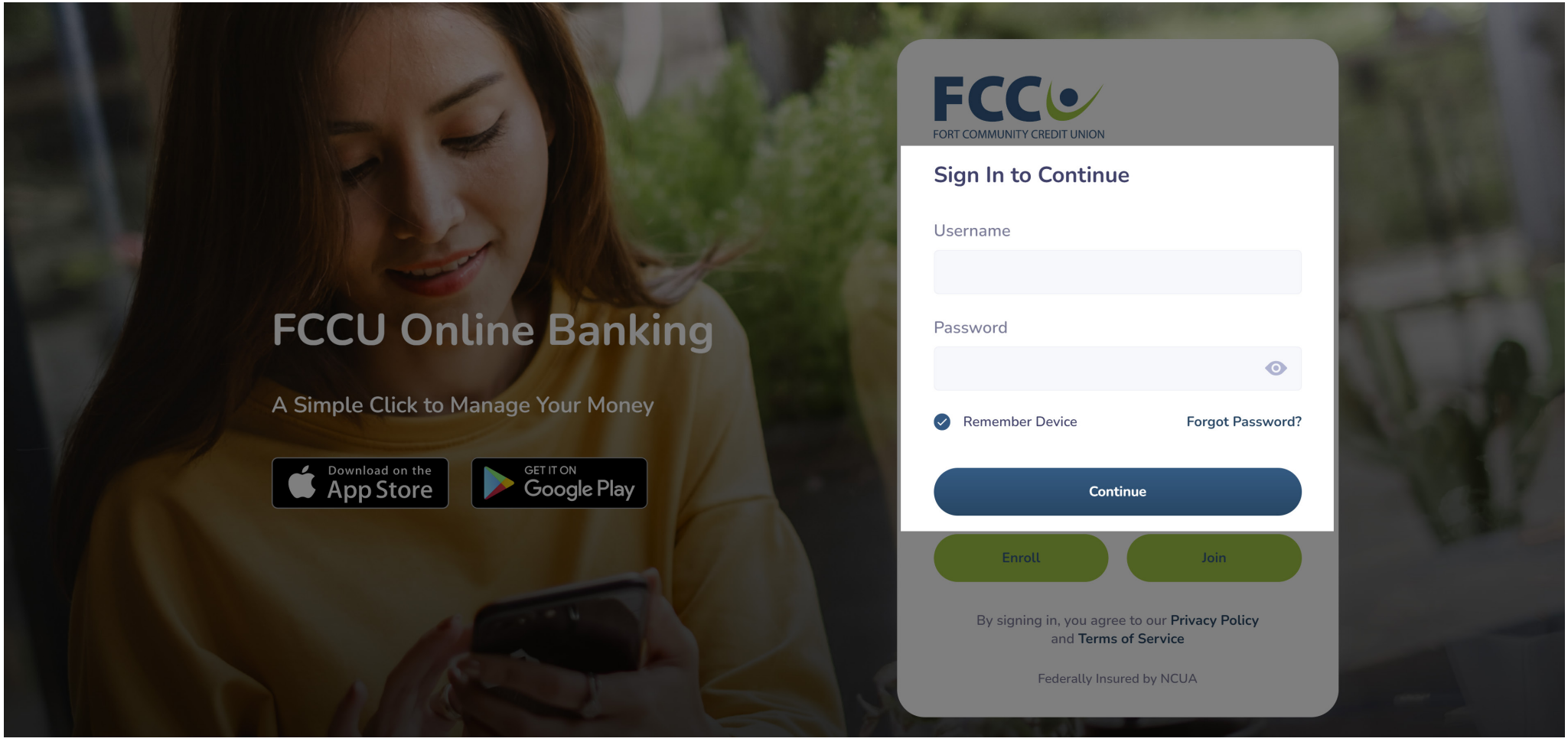


6. Click the **Continue** button.
7. Click the **Payment** drop-down menu and choose whether you want to pay the ***Minimum payment due, Full amount,*** or ***Custom amount.***
    a. The **Payment** drop-down menu will default to ***Minimum payment due.***
    b. To pay a ***Custom amount,*** type in the desired payment amount in the **Amount** field.
8. In the **Date** field, you can decide if you want the payment to happen ***right now*** or be ***scheduled for later.***
    a. The **Date** field will default to ***today's date.***
    b. If you want this payment to occur in the ***future,*** click the calendar icon and choose a date.
9. Click the **Frequency** drop-down menu and choose if you want this to be a ***one-time*** or ***recurring*** payment.
    a. The **Frequency** drop-down menu will default to ***No Repeat,*** which will make it a ***one-time*** payment.
    b. If a frequency other than ***No Repeat*** is selected, you'll have the option to choose an end date for when that recurring payment will end. You can also leave the **End Date** field blank for the payment to ***recur indefinitely.***
    c. To set an end date, click the calendar icon and choose a date.
10. Click the radio button next to the text, ***"Before continuing, please agree to the Terms and Conditions for external transfer."***
11. Click the **Continue** button.
12. Review the details of your payment.
13. If everything looks good, click the **Continue** button.



Your payment has now been posted or scheduled.

Questions? Email us at ***memberservices@fortcommunity.com.***



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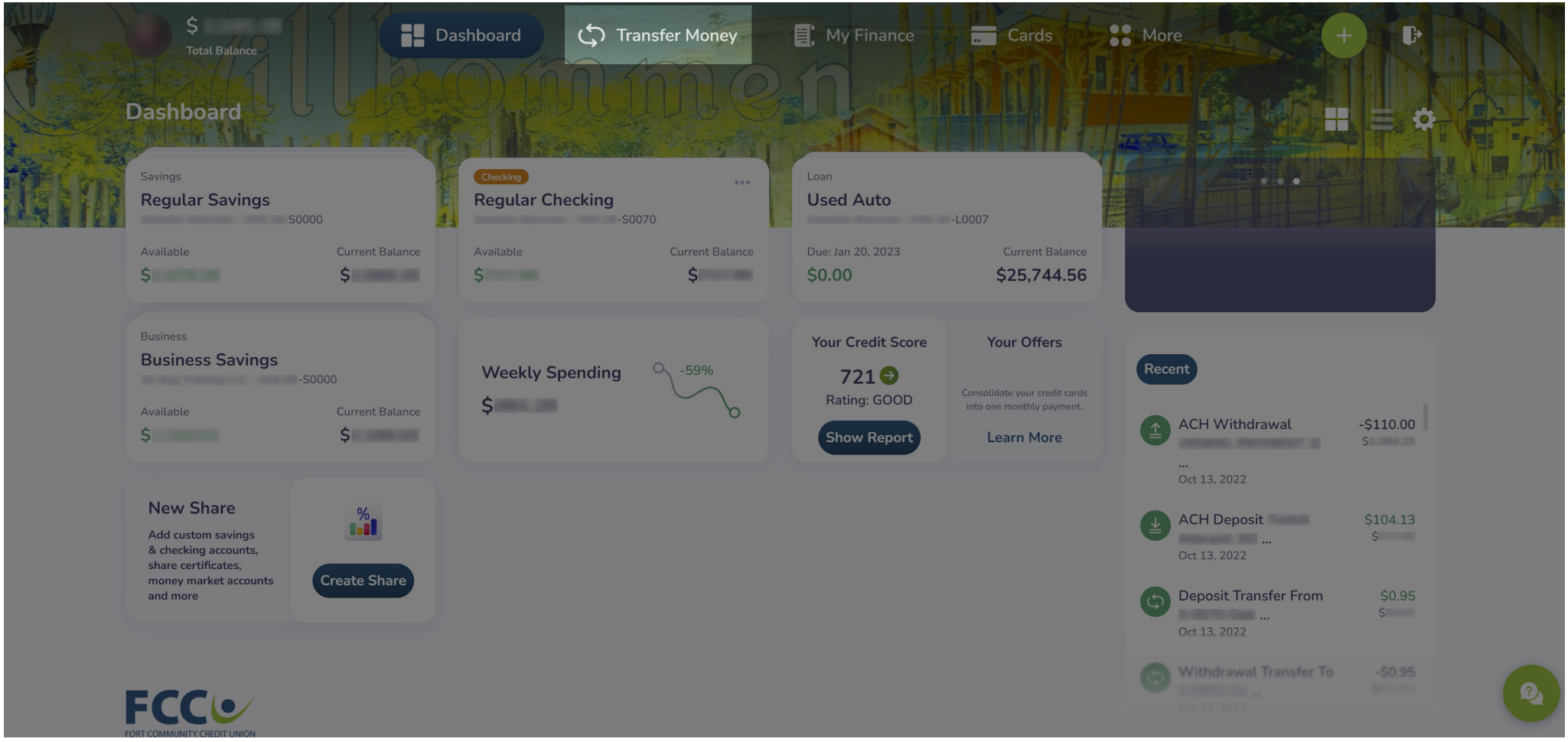

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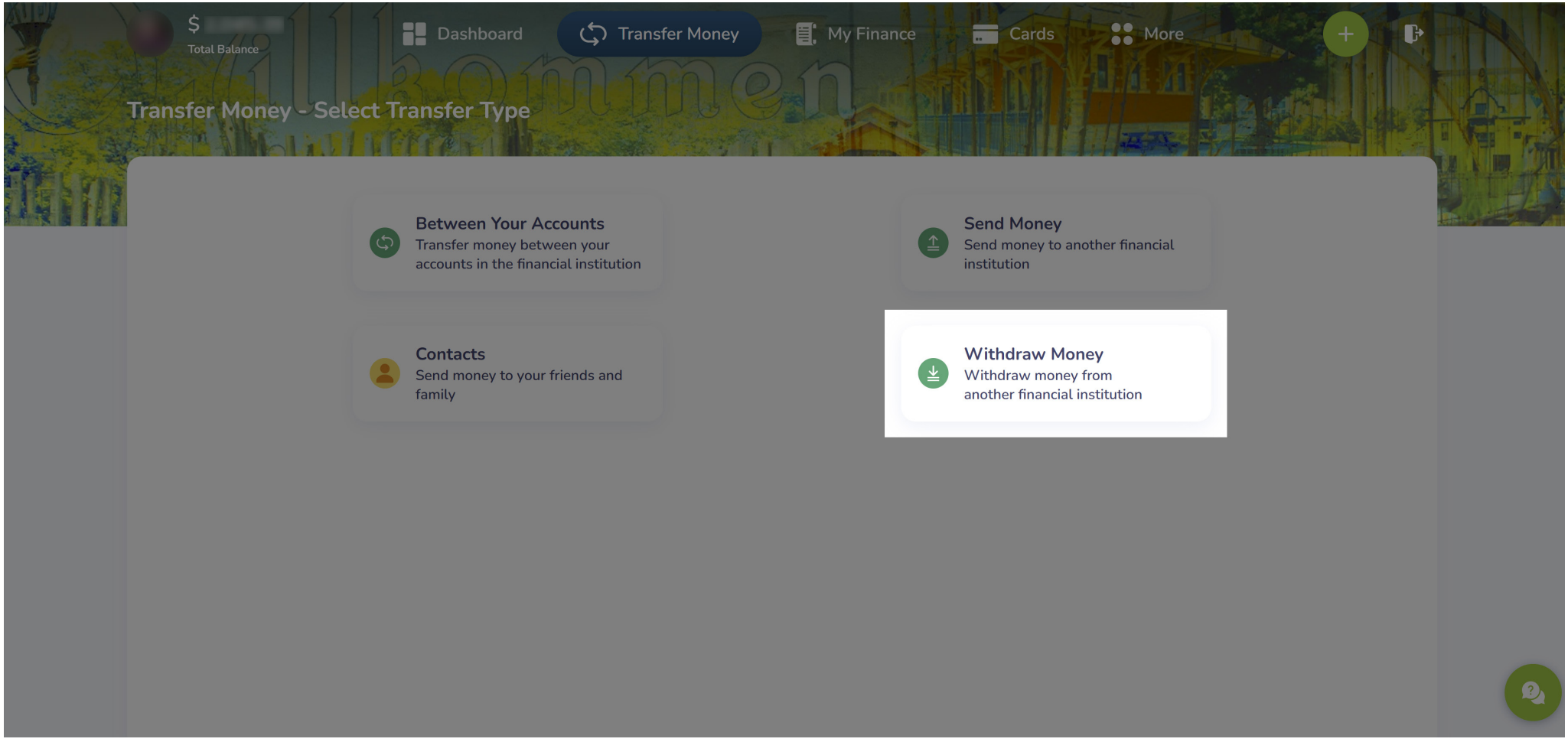

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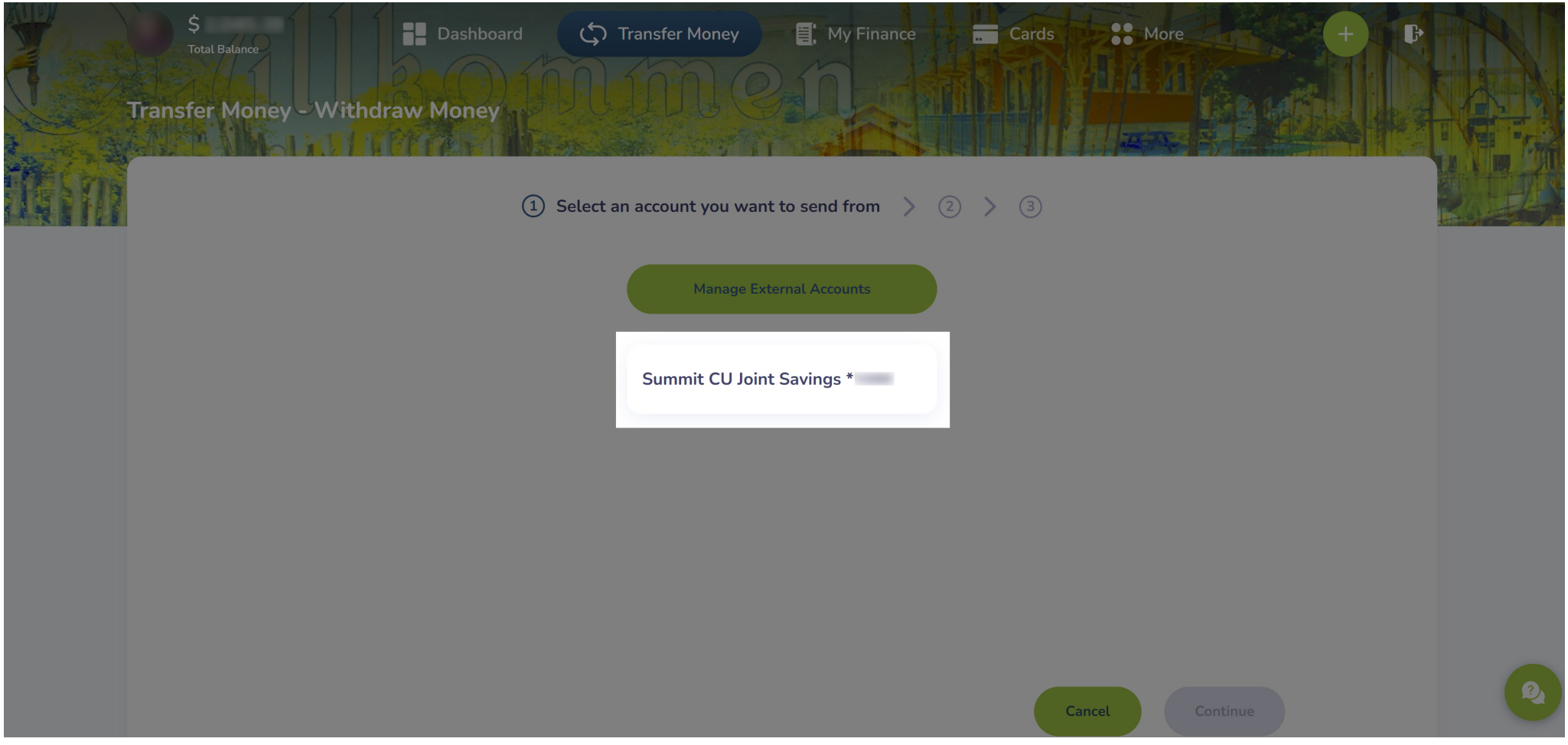

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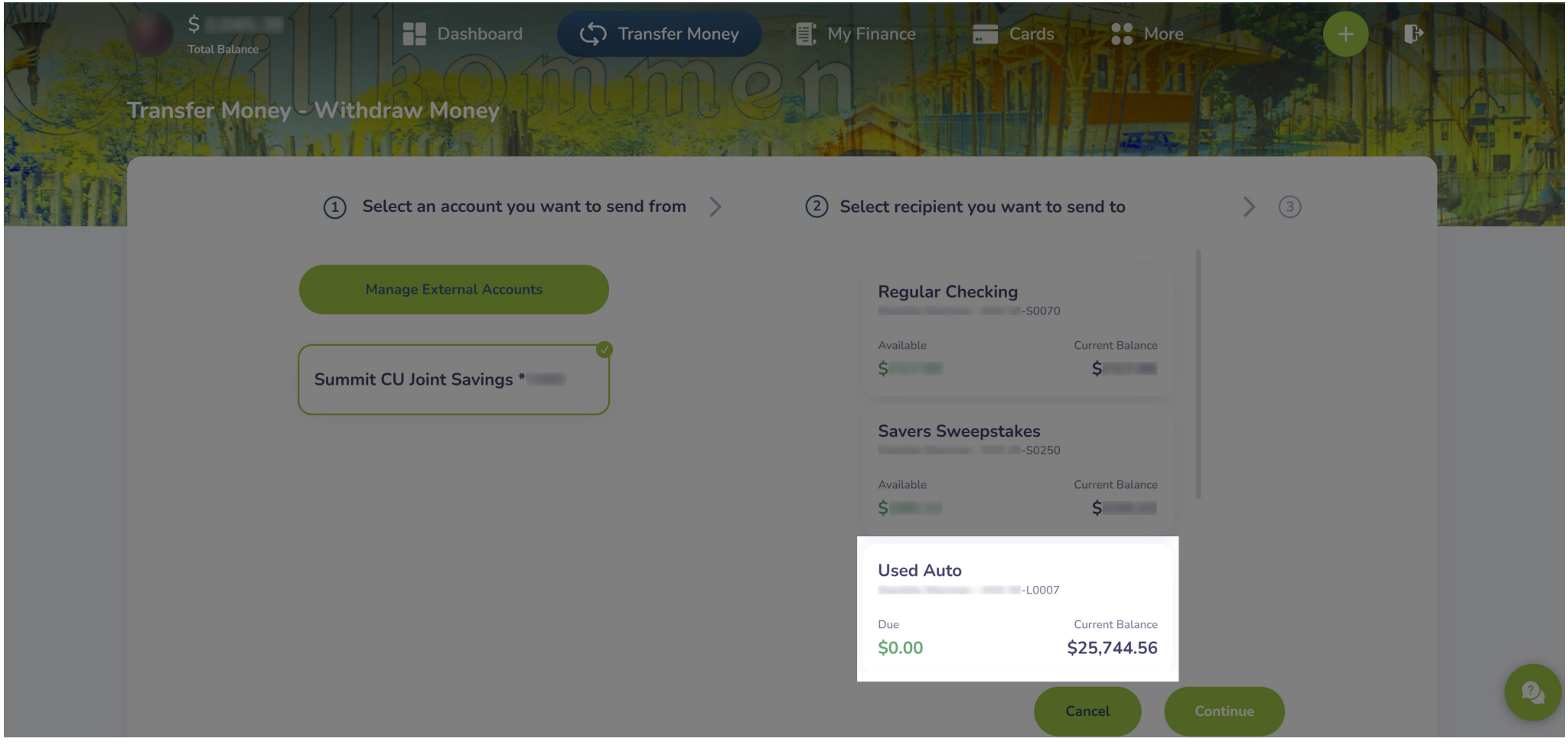

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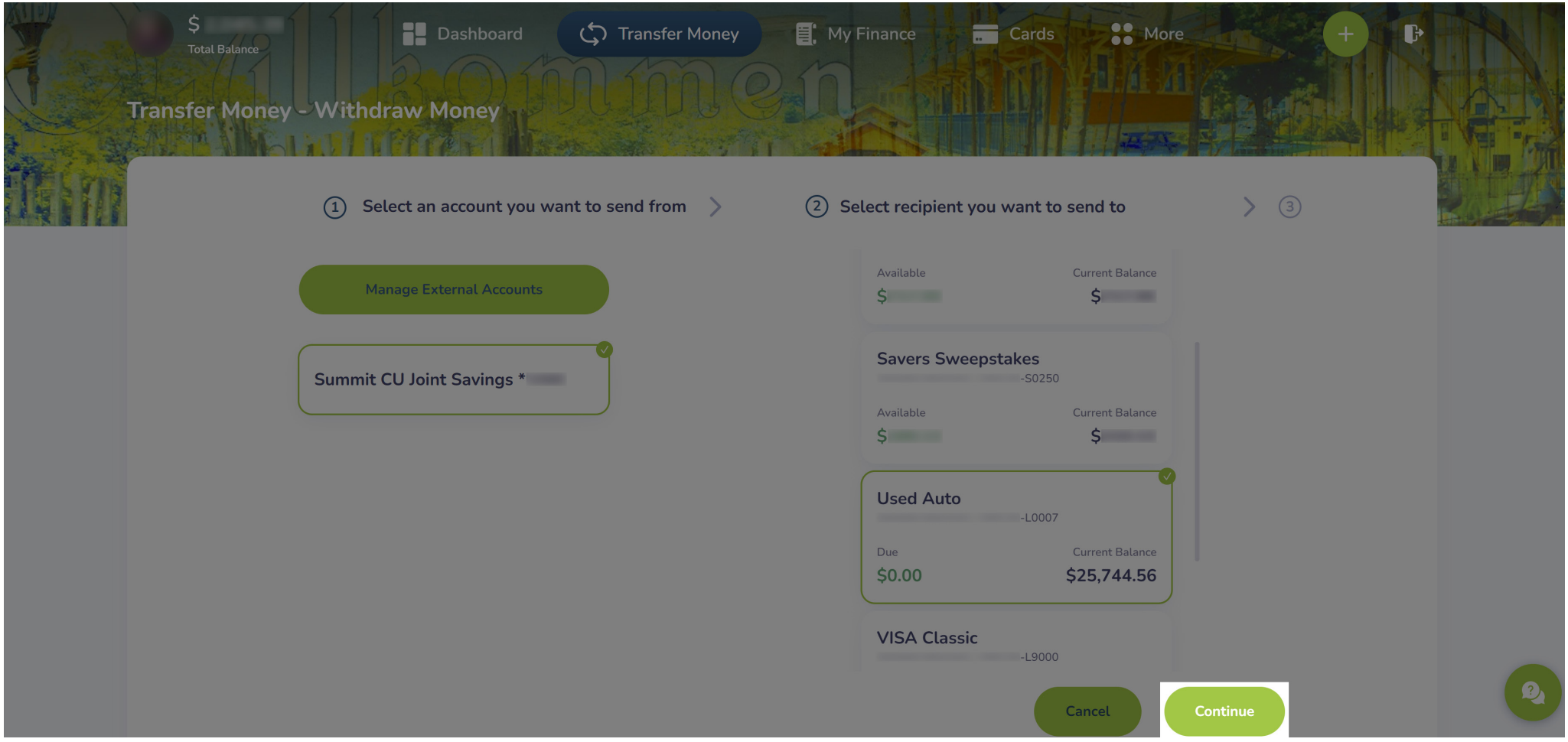

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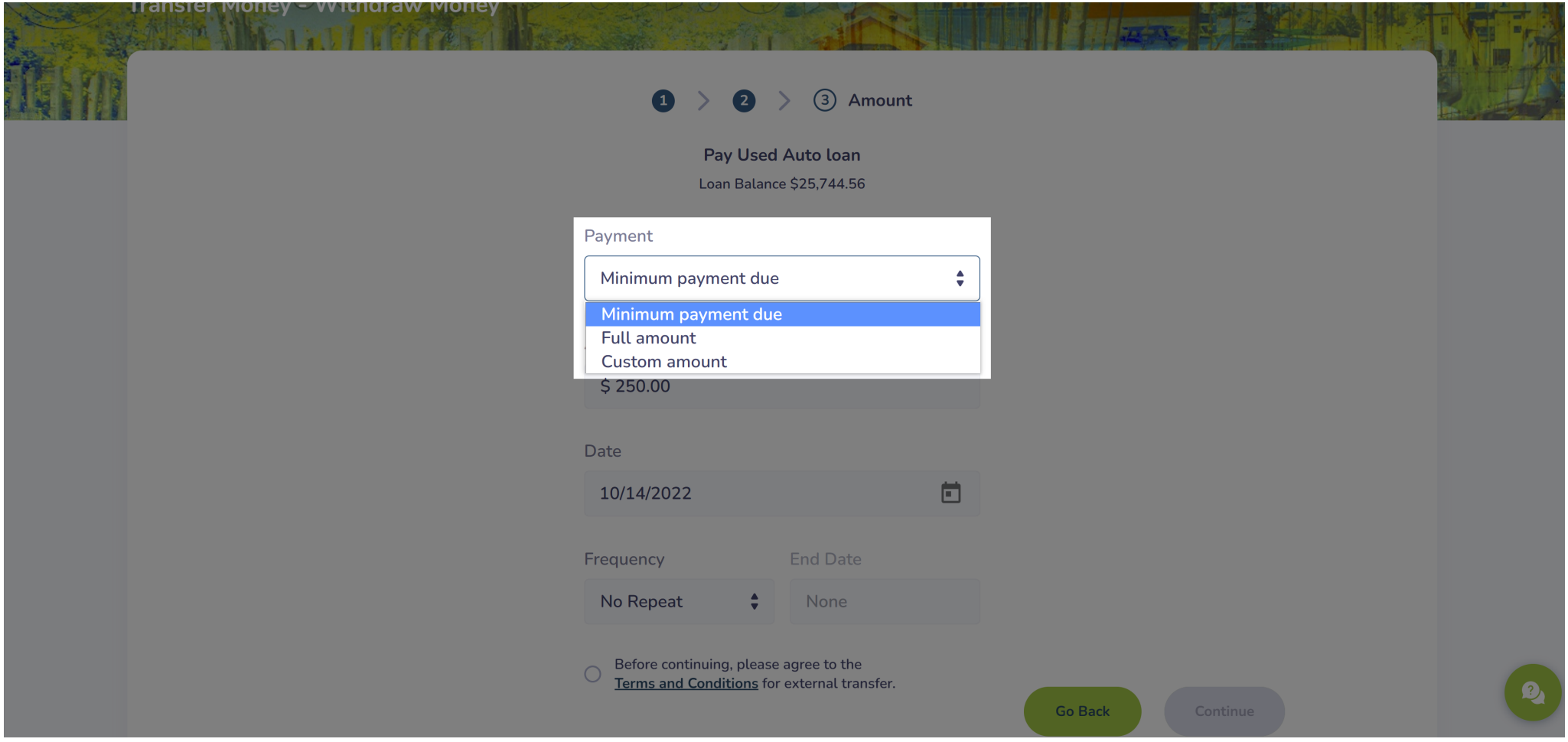

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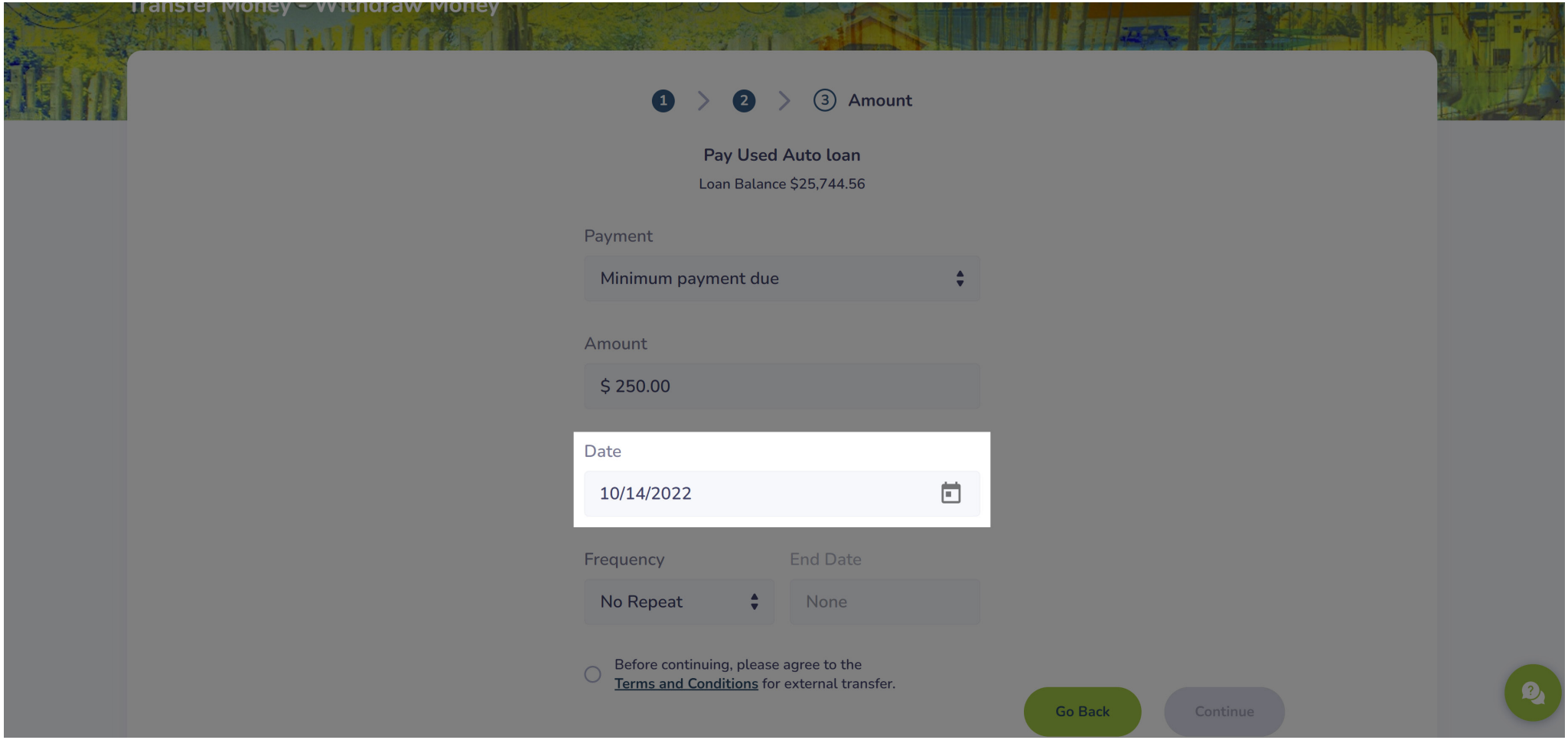

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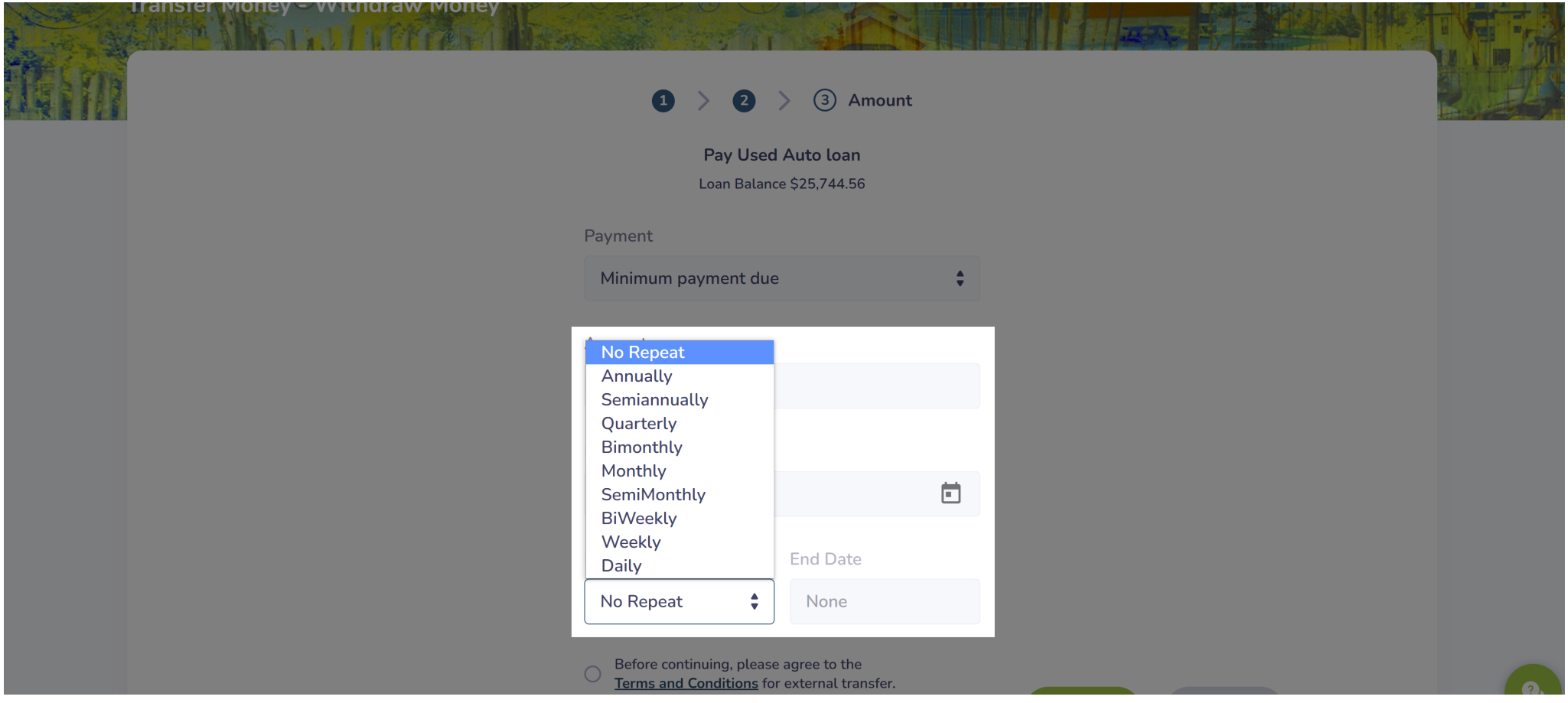

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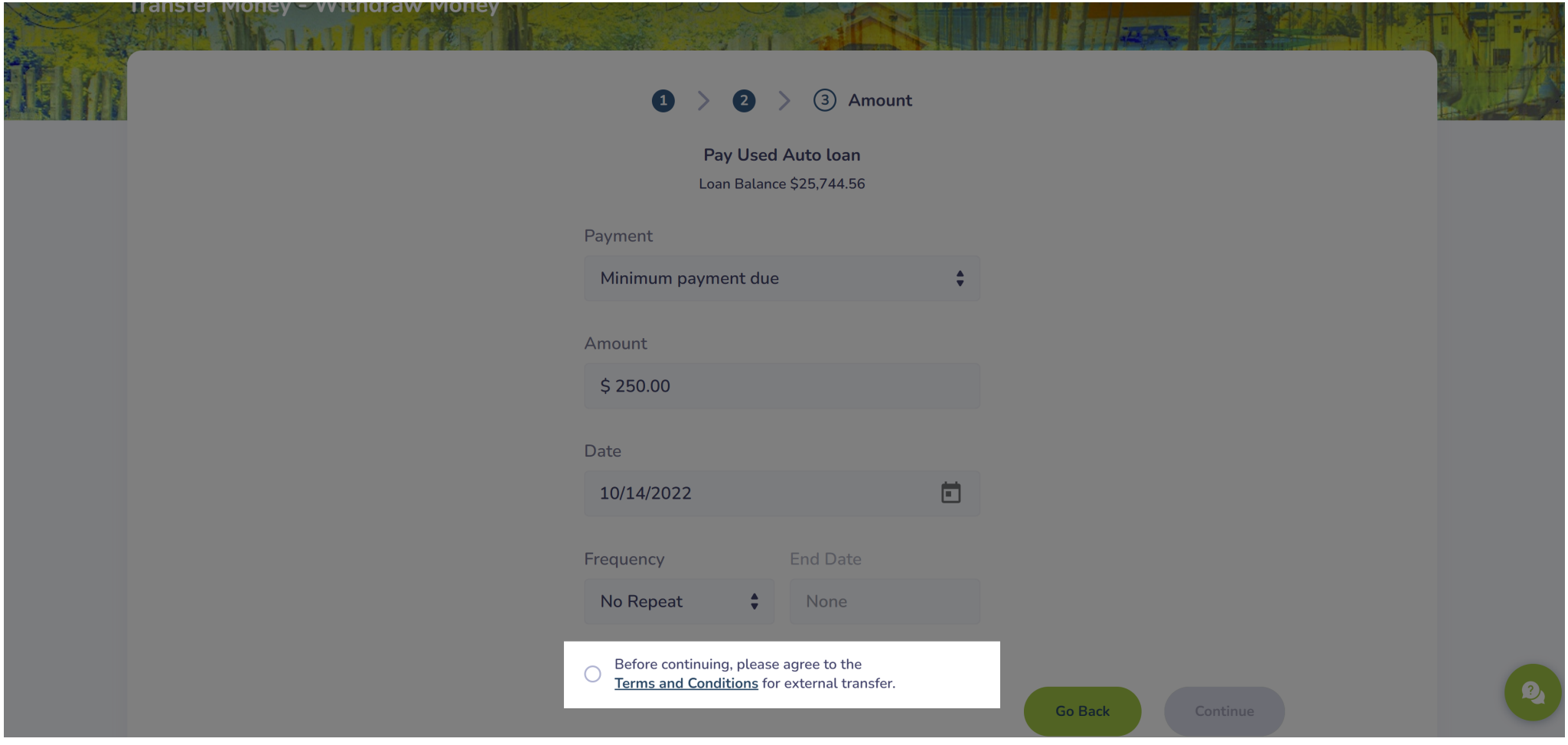
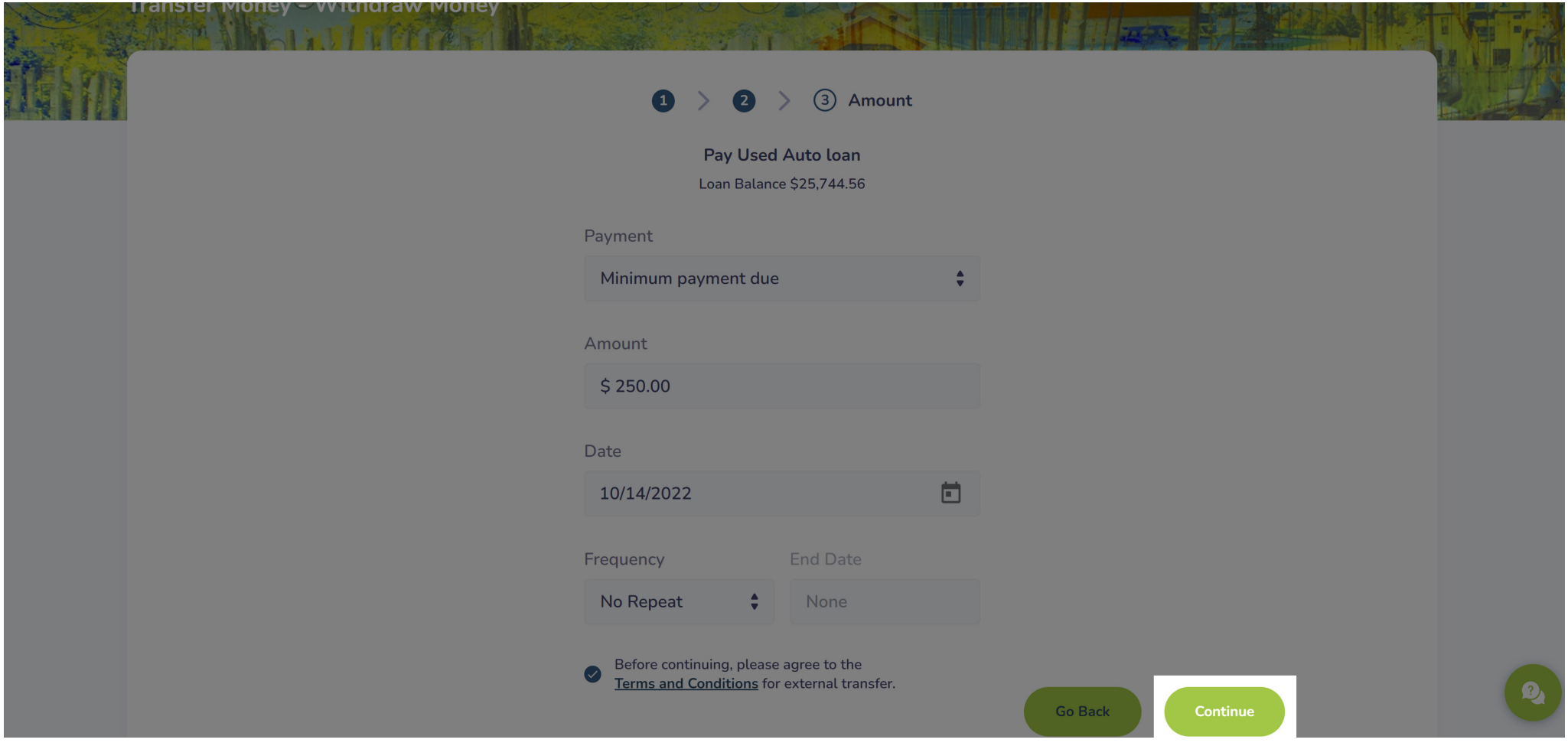
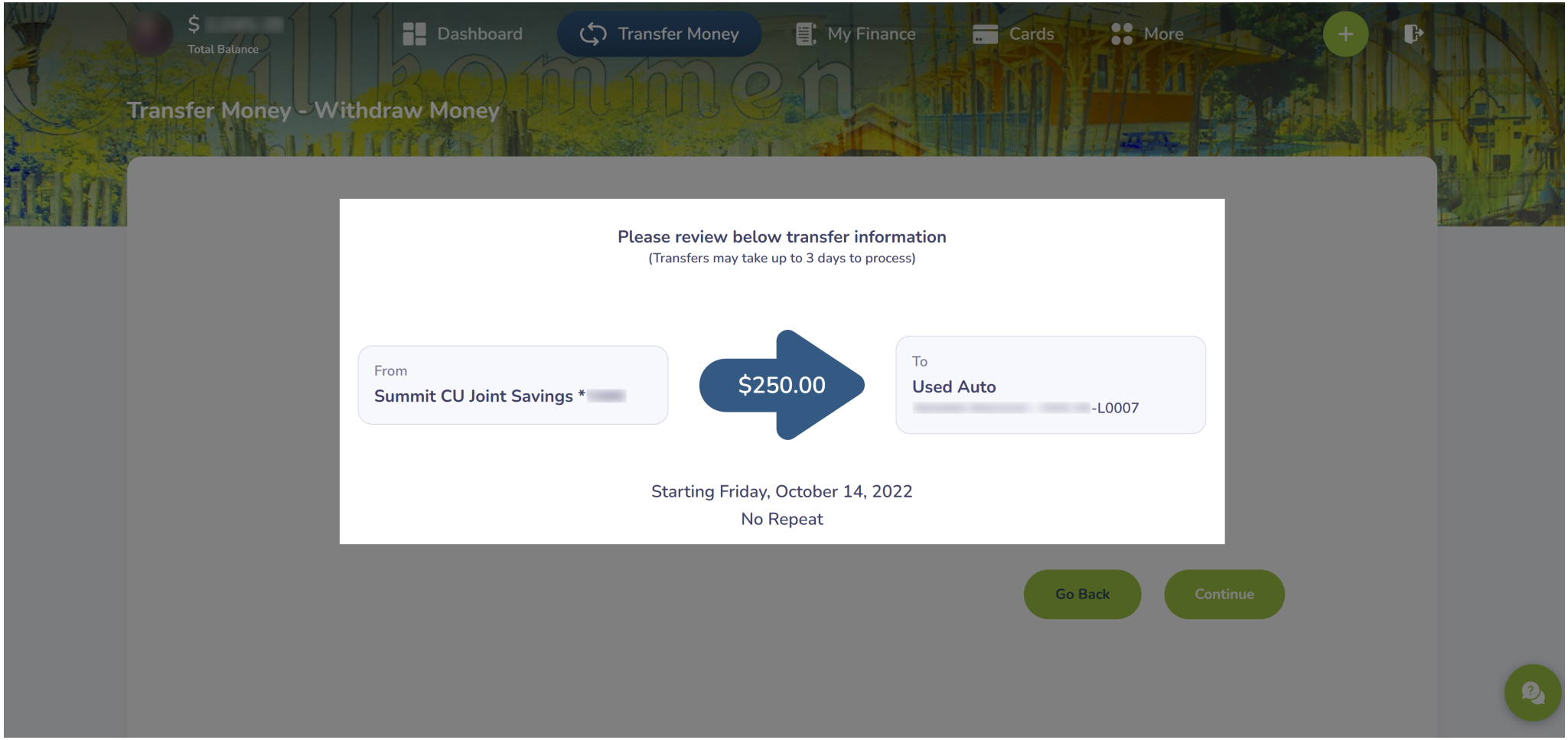


10. Click the radio button next to the text, ***"Before continuing, please agree to the Terms and Conditions for external transfer."***



11. Click the **Continue** button.



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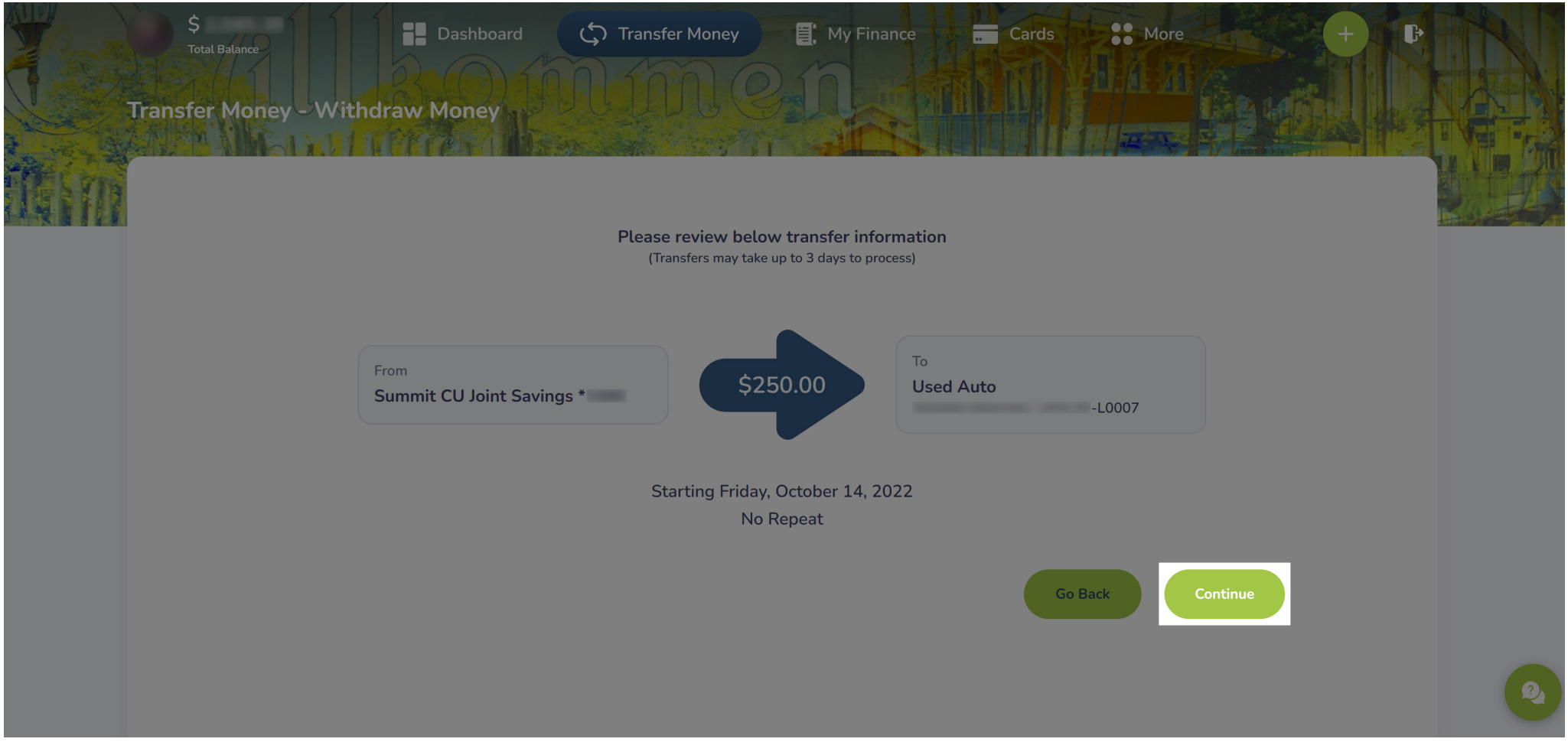

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