

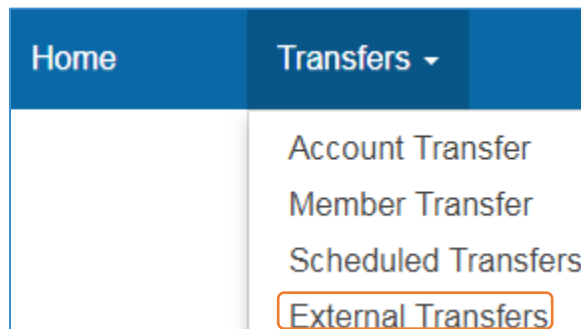


ACH Origination Set Up Instructions

1. Sign into online banking via southernsecurity.org

A screenshot of the 'Please Sign In' login form. It includes a 'Username' field with a person icon, a 'Password' field with a lock icon, a 'Remember username' checkbox, a blue 'Login' button, and links for 'Forgot username?' and 'Forgot password?' at the bottom.

2. Click on the Transfers and External Transfers option





Example Test Account

External Transfers

Summary Add Account Send Request

Accounts

Name ^	Number v	Type v	Routing v	
MATTEL FCU CHECKING (Click to Verify)	****11	Checking	322276075	
HEALTHCARE FINANCIAL FEDERAL CU CHECKING	****11	Checking	211178349	
LEADERS CREDIT UNION CHECKING	****11	Checking	284383886	
LINK FEDERAL CREDIT UNION CHECKING	****11	Checking	274074192	
MCCU college funding	****11	Checking	284085168	

Activity

From v	To v	Date v	Amount v	Frequency v	
11-S4 Share Draft		2/27/2018	\$1,200.00	Monthly	

There are five external accounts and one recurring transfer.

One account has not been verified.

Accounts

Name ^

MATTEL FCU CHECKING (Click to Verify)

Steps to Set up Account

3. Click Add Account option.

External Transfers

Summary **Add Account** Send Request



4. Complete the following information and click Continue.

Add Account

Summary **Add Account**

Link a Bank or Credit Union Account

It's easy to link to another account at any financial institution.

What is Your Account Type?

Checking

Where is the External Account Held?

You can search using the financial institution's name, phone number, or Routing.

Routing Routing

Find Institution

Please enter your Account Number and Account Name

You can change the account name to be anything you like, or use the default.

Account Name Account Number

Cancel **Continue**



5. Complete the following information and click Continue.

Link a Bank or Credit Union Account

It's easy to link to another account at any financial institution.

What is Your Account Type?

Checking

Where is the External Account Held?

You can search using the financial institution's name, phone number, or [Routing](#).

Name: orion

Find Institution

Name	Routing	Phone	
ORION FEDERAL CREDIT UNION	284084907	(901) 266-2840	✓

If the information above is not correct, please check your information and click "Find Institution" again.

Please enter your Account Number and Account Name

You can change the account name to be anything you like, or use the default.

ORION FEDERAL CREDIT UNION CHEC [Account Number]

Cancel **Continue**

External Transfers

Summary

Add Account

You will need to confirm that you own this account.

We will send three small deposits (between \$0.01 and \$0.99) into your account. We'll retrieve those deposits from your account later. You will need to:

1. Check your account within 2-3 working days for the exact amounts.
2. Log in to your account with Members Choice Credit Union.
3. Go to External Transfers and click the account.
4. Confirm the account by entering the 3 deposit amounts.

There's nothing else you need to do right now. You can safely log out, or navigate to another page. Click on the button below to return to the External Transfers home screen.

Done

6. After clicking Done, you will see “You have 1 account pending”.

Accounts

Name ^
MATTEL FCU CHECKING (Click to Verify)
HEALTHCARE FINANCIAL FEDERAL CU CHECKING
LEADERS CREDIT UNION CHECKING
LINK FEDERAL CREDIT UNION CHECKING
MCCU college funding

You have 1 pending accounts.

After the institution processes the ACH Origination for the micro-deposits, the pending account will display like the example above.



7. You will need to log into the external account to get the three micro-deposits amounts. Next, you will log in to your Southern Security account and click on the (Click to Verify) link.
8. Enter the three amounts and click Confirm.

Confirm MATTEL FCU CHECKING

Please enter the 3 small deposits to MATTEL FCU CHECKING (****11). If they match, your

\$	Amount 1	\$	Amount 2	\$	Amount 3
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After confirming, the account is ready to use for external transfers.