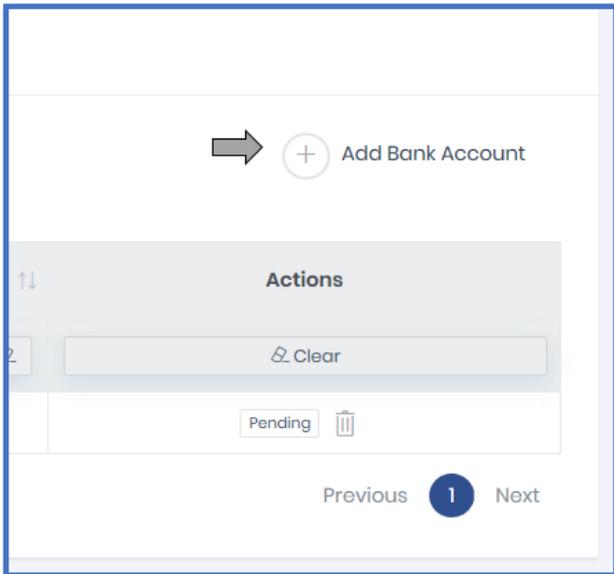
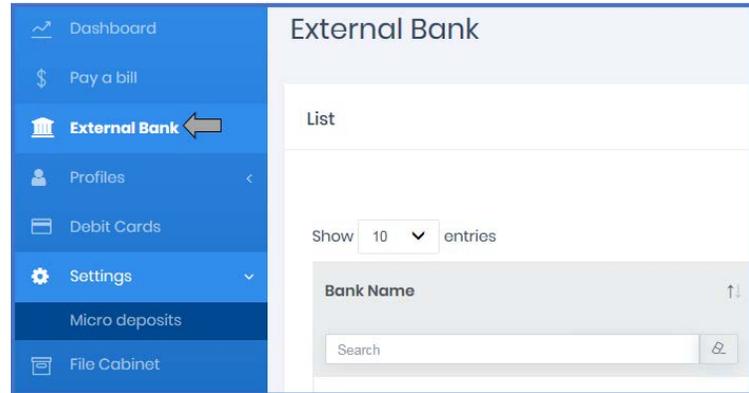


HOW TO: Add an External Bank Account

Step 1:

After you have logged into your portal you will select External Bank from the left-hand menu.



Step 2:

Select Add Bank Account. Enter all required data, agree to disclaimer, and answer a security question.

*It can take up to 3 business days before you will see 2 micro deposits credited to your external account.

Step 3:

Verify Micro Deposit to activate the new account. To verify go to External Bank > select Verify > enter the amounts that were credited to the external bank account. Once the account has been verified you can reimburse yourself electronically.

