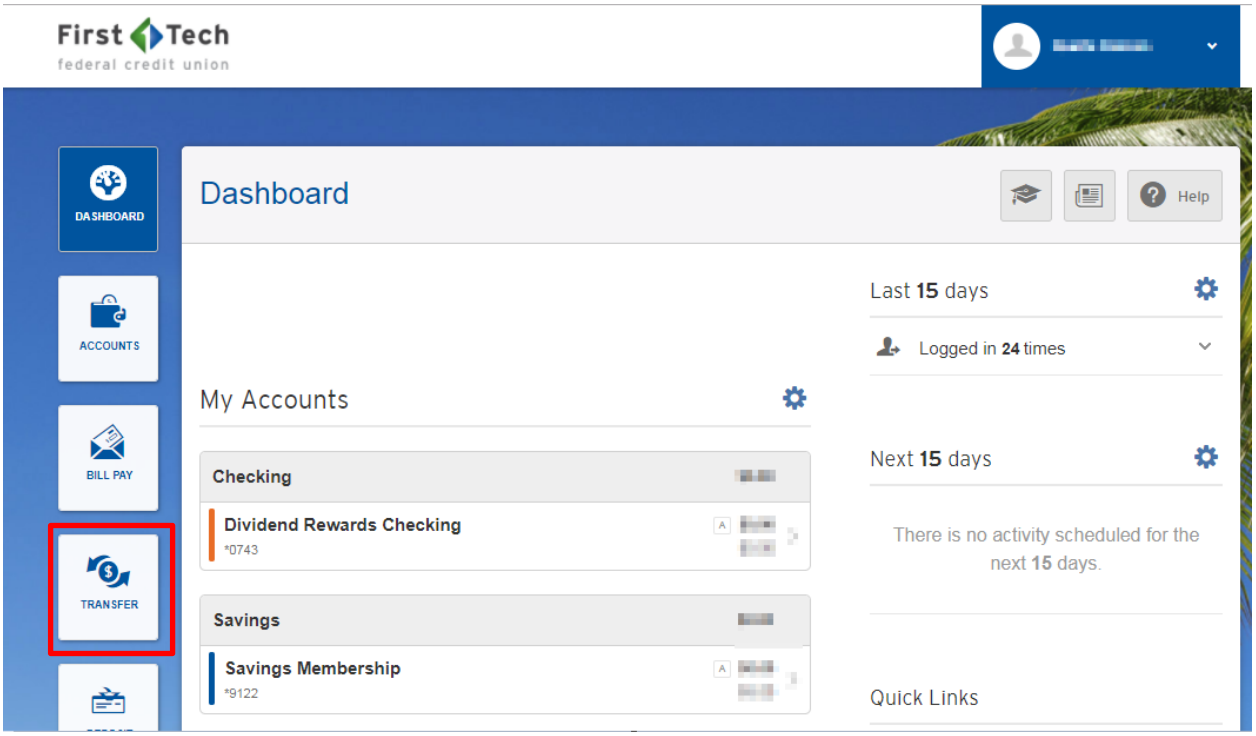
STEP-BY-STEP GUIDE: Online Banking

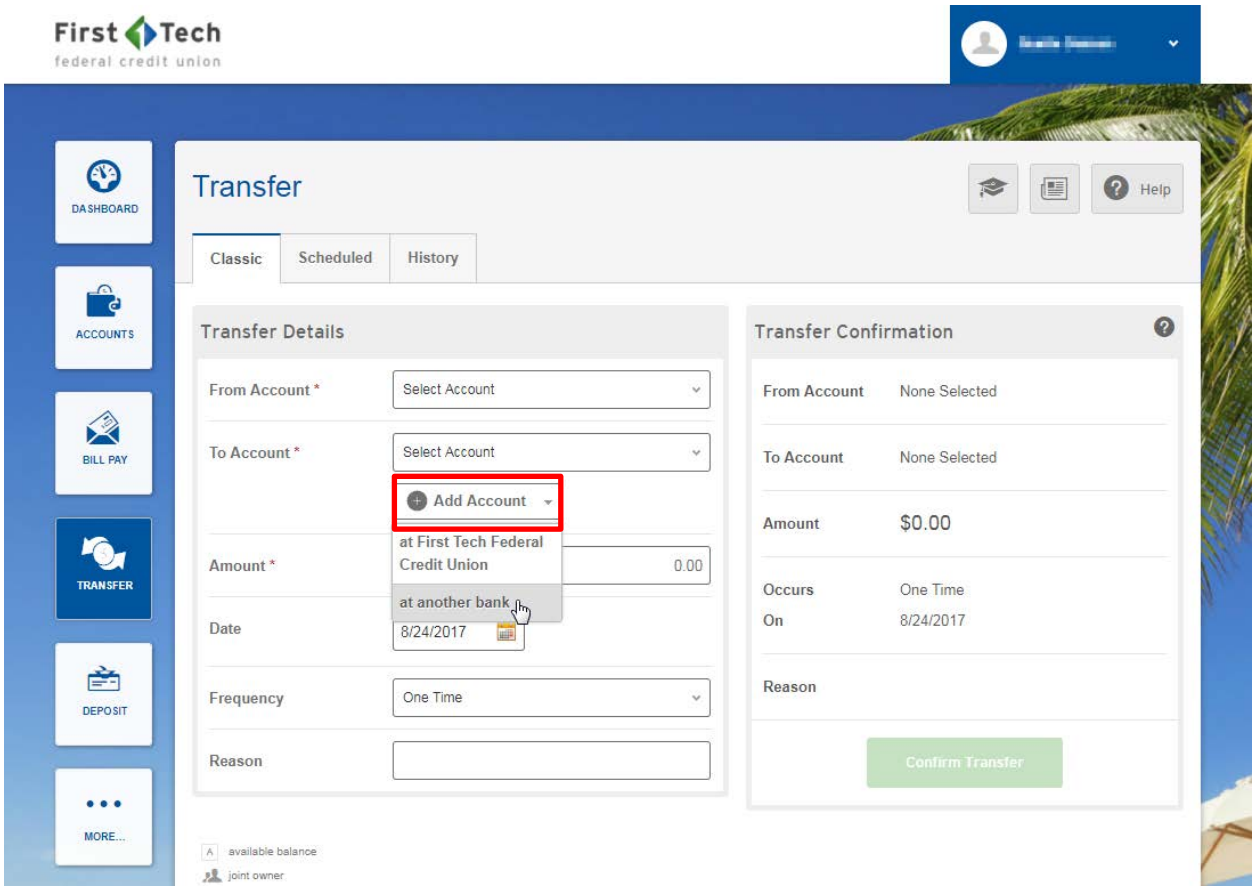
Adding an External Account

The following step-by-step guide was developed to assist you in adding an external account to your First Tech Online Banking. If you have any questions, please contact us at 855.855.8805.

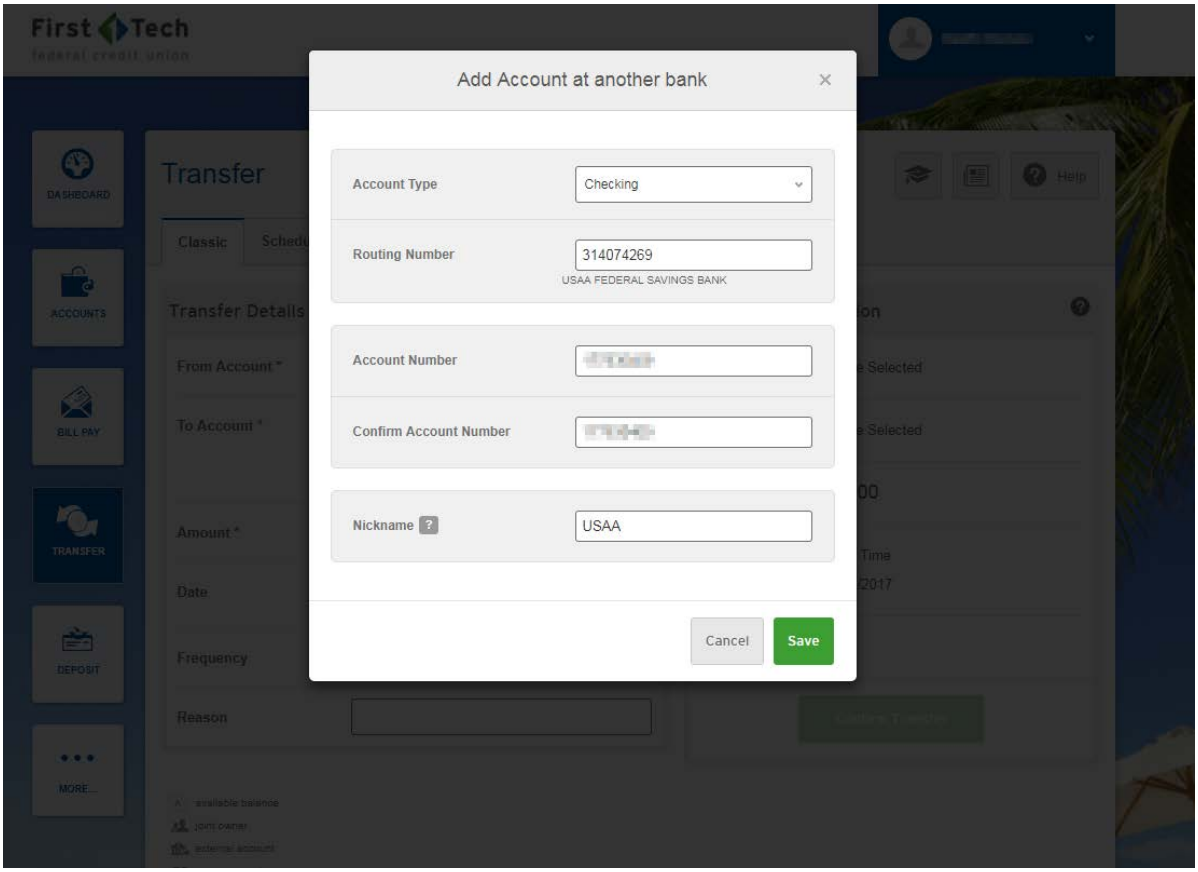
1) Log in to First Tech Online Banking and select “TRANSFER”:



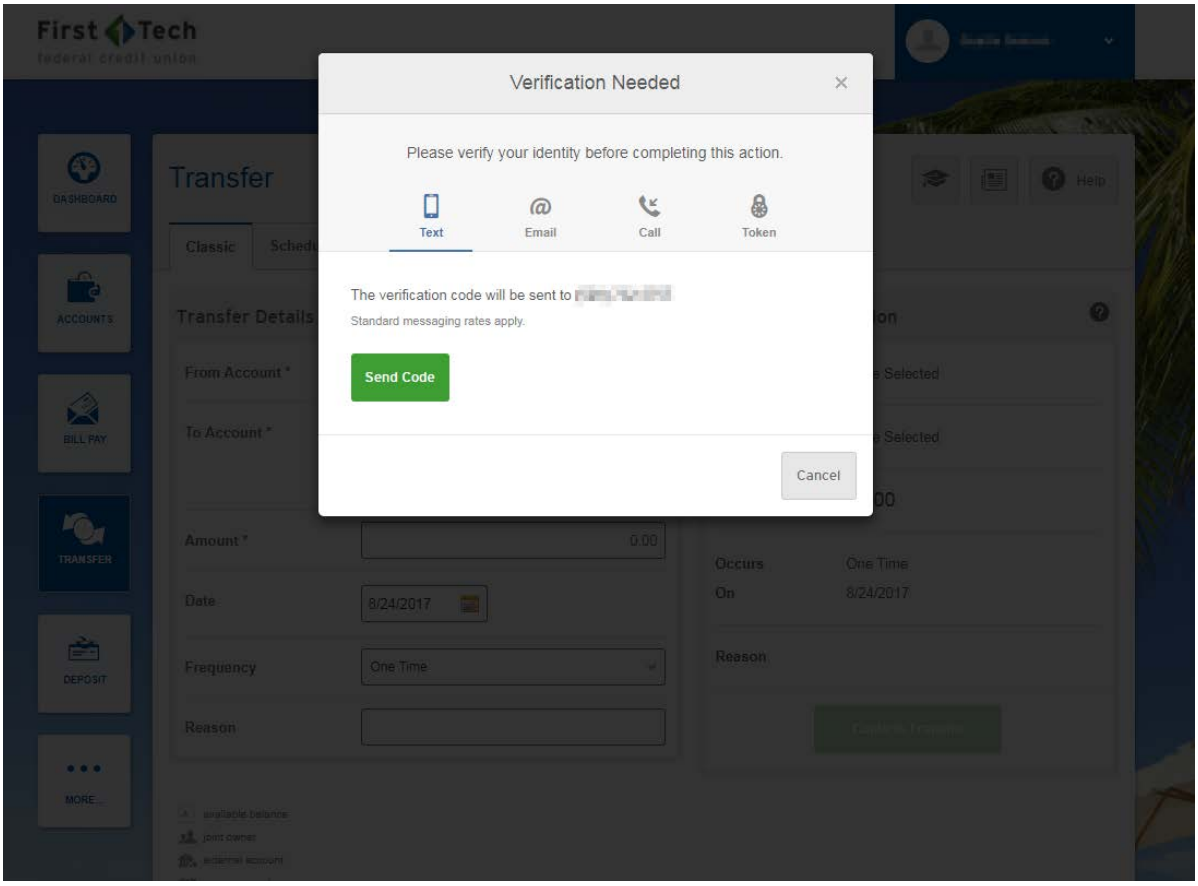
2) Under “Add Account,” choose “at another bank” in the dropdown menu:



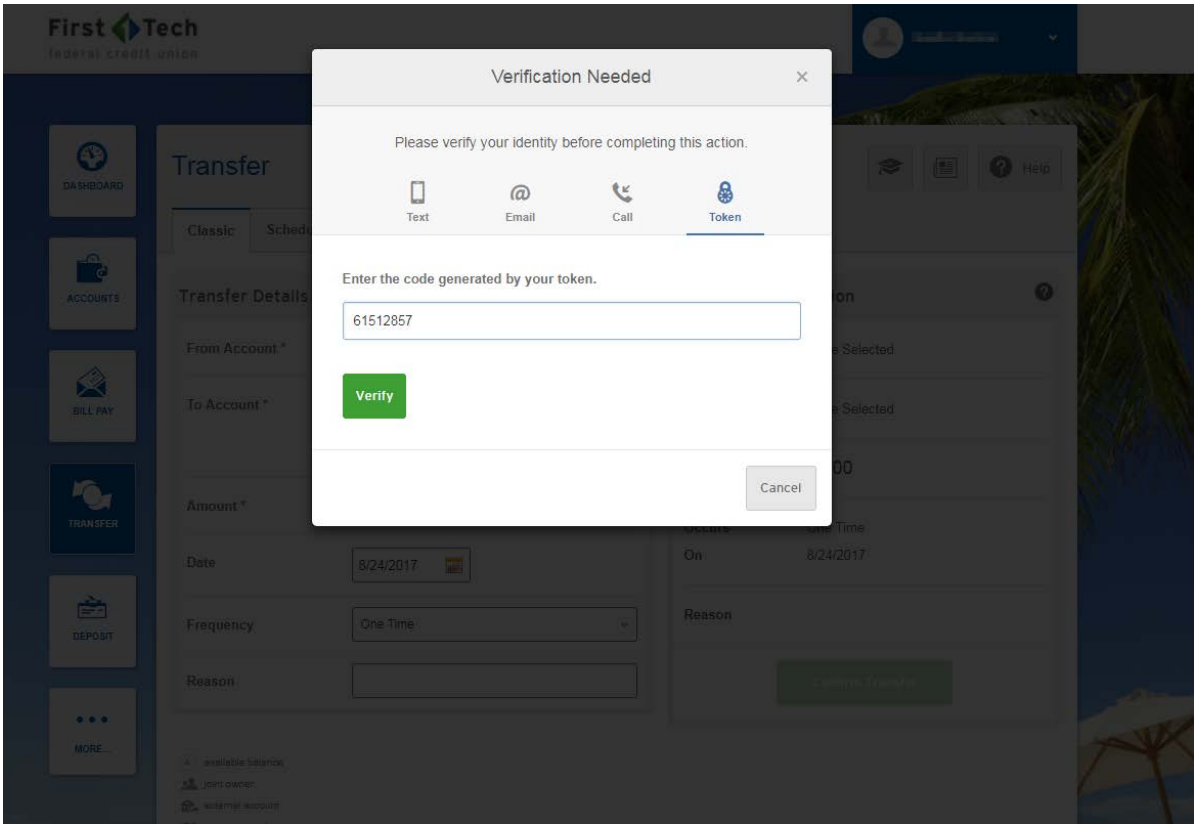
3) Type in your external account information:



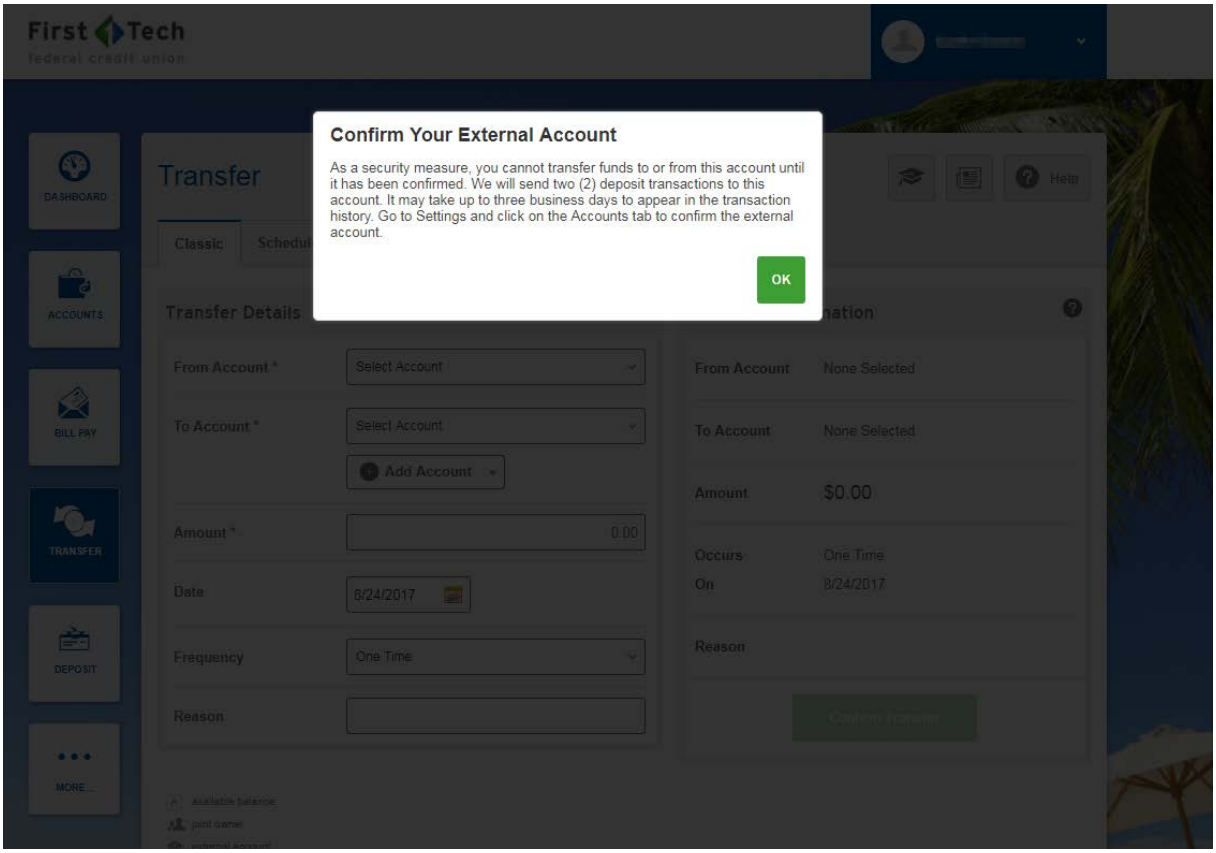
4) After you fill out each field, you will be asked to verify your identity via a text message, an email, a phone call, or a token. Choose a channel, then you'll receive a code:



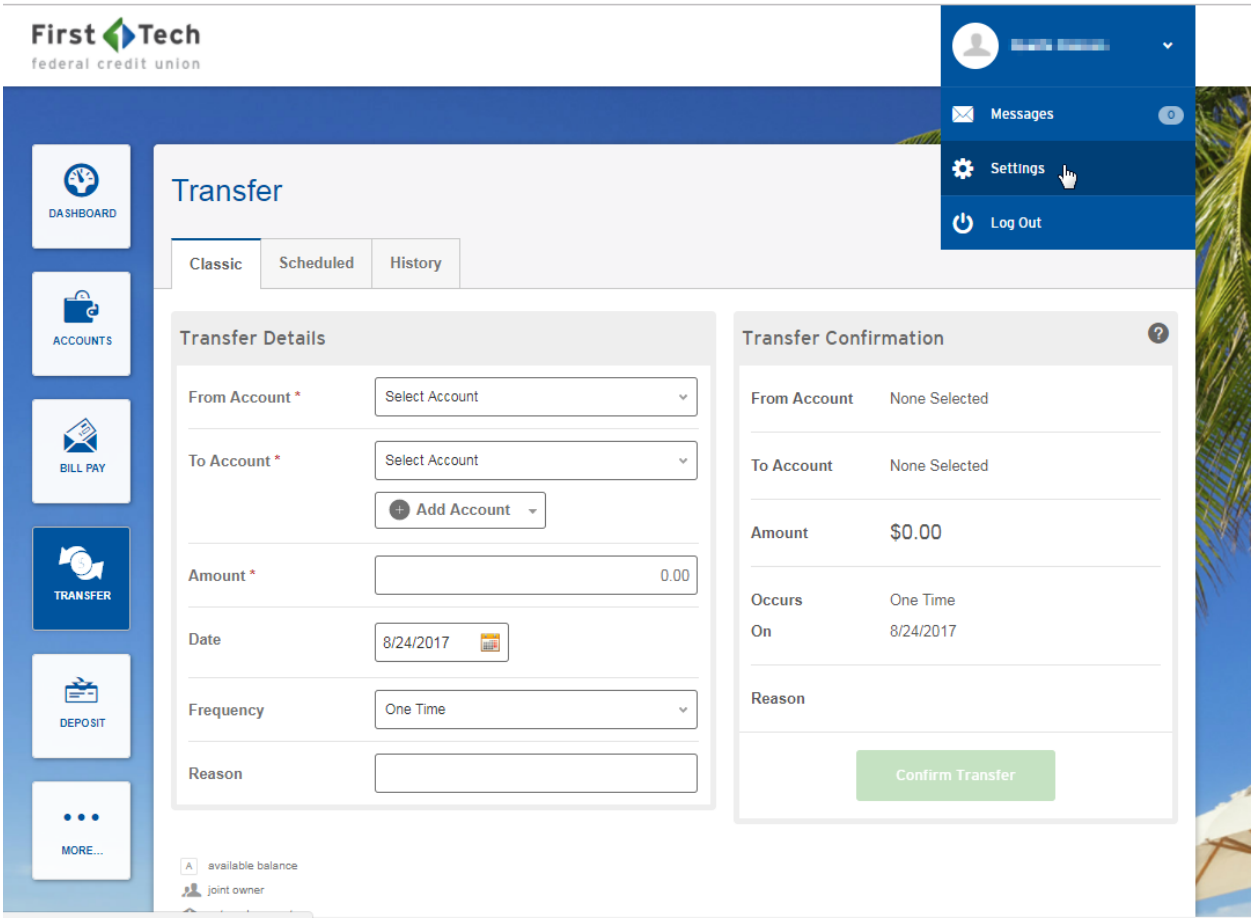
5) In the example below, the user has selected “Token” to receive an identity verification code:



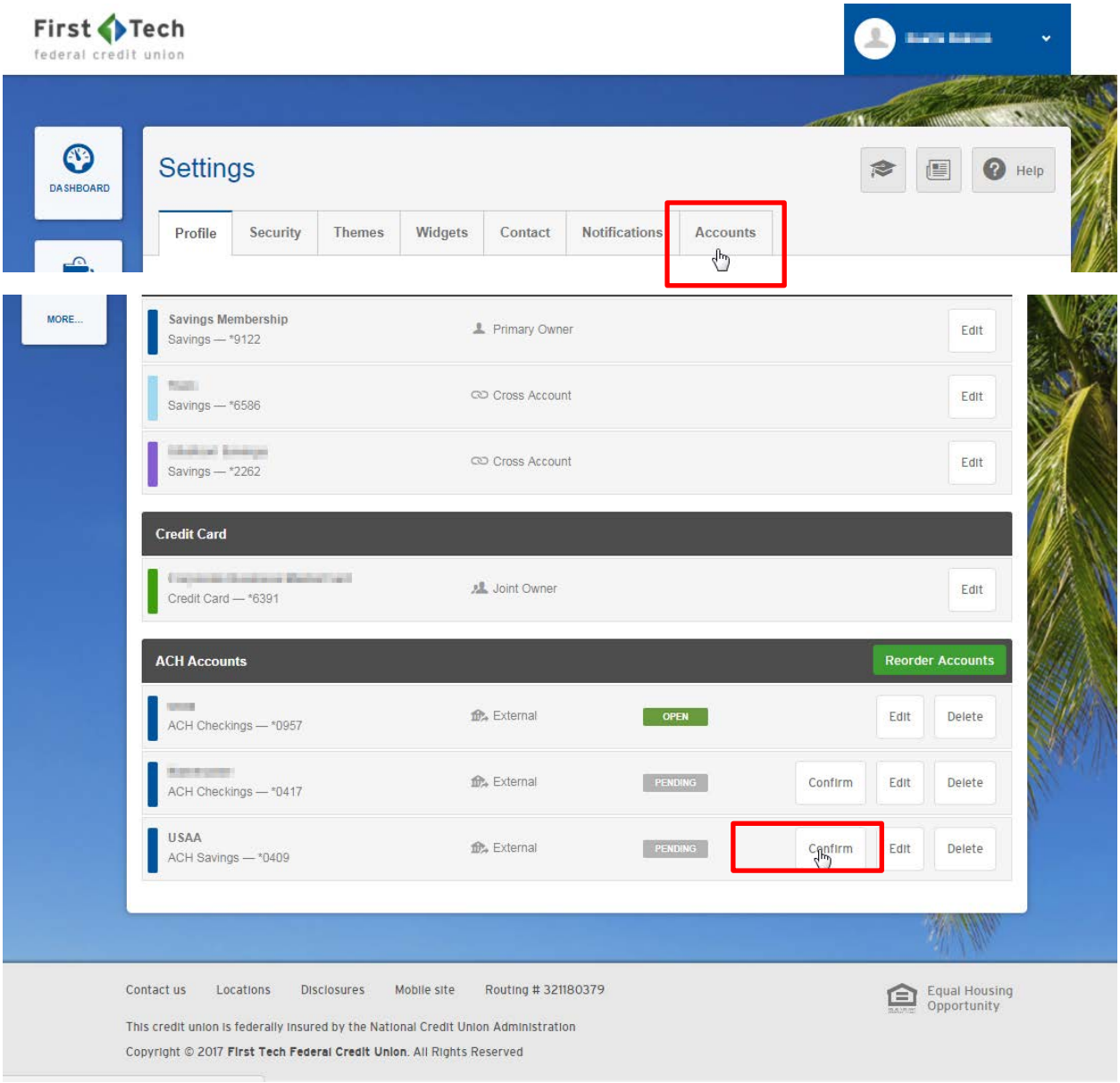
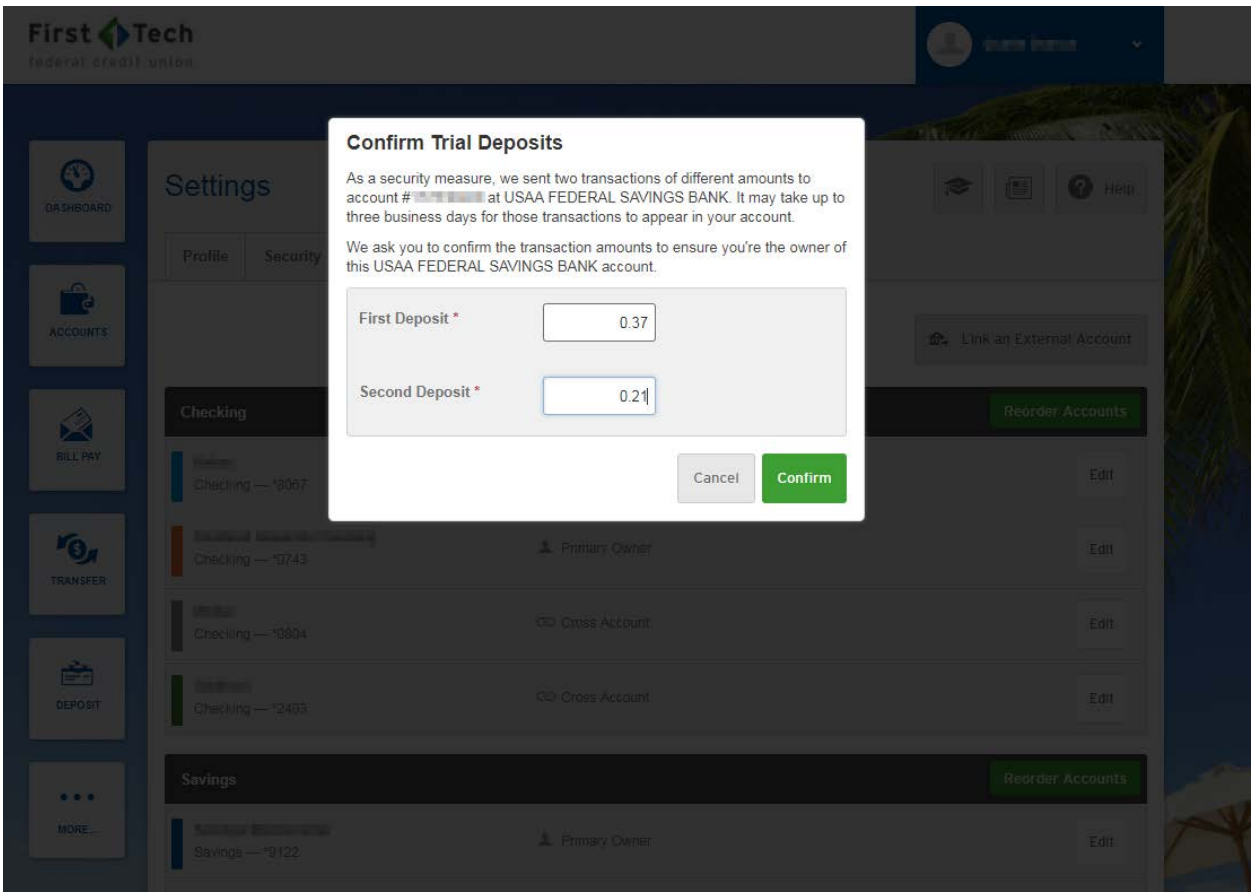
6) Confirm that your external account belongs to you by entering the two deposit transactions First Tech sends to your external account (Note: This process may take up to three business days):



7) Once the deposit transactions are posted to your external account, go to "Settings" in your First Tech Online Banking again:



8) Under the “Accounts” tab, scroll to the bottom of the page to find the “pending” external account(s) you have recently added but still need(s) to be confirmed:



9) Enter the two deposit amounts ("Trial Transfers") that show up in your external account's transaction history and click "Confirm." This step completes the process: