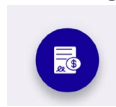# DATCU App – External Account Setup & Payment

Follow these instructions to setup your account with another financial institution to make payments to your loan at DATCU.
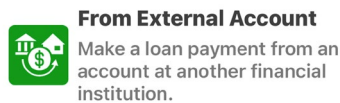
1. Once logged into the DATCU App, from the **Accounts** tab, click on the loan you would like to pay.
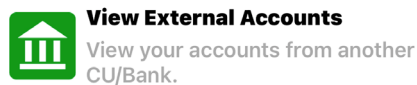
    Accounts

2. Select the payment icon in the bottom right-hand corner of the screen.

3. Click on "**From External Account**" from the payment options.

    From External Account
   Make a loan payment from an account at another financial institution.

4. An external account will need to be setup in order to process a payment. Select "**View External Accounts**".

    View External Accounts
   View your accounts from another CU/Bank.

5. Click on the plus sign in the bottom right-hand corner of the screen to add the External Account.

6. Input **Routing Number**, **Account Number**, and select the **Account Type**. Click on **Supporting Documents** to upload a voided check or statement. Select the box to agree to the terms and click on "**Add Account**."

7. Once the External Account is verified, a payment can be scheduled. Click on **"Pay From Another CU/Bank"** from the payment options.

Pay From Another CU/Bank

Make a loan payment from an account at another financial institution.

8. Select the External Account using the "**From**" drop-down box. Select the loan you wish to pay using the "**To**" drop-down box. Enter the payment **Amount**, select the **Date**, then click on the "**Make Payment**" button. Use the slider to schedule a recurring payment.

9. The message below will display if the payment was successfully scheduled.

Your payment is scheduled.

*Please note:

For payments to process the same business day, it must be submitted before 4 PM. It will post to the loan the following business day.

Due to system cut off times, after 4 PM payment changes may not take effect until the following business day.

If you need to make an immediate change to your scheduled payment, or to ensure changes can be made, please contact DATCU by clicking the "Let's Talk" button to chat or by calling 940-387-8585 for further assistance.