



## DATCU Online – 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 online banking, from the **Accounts** tab, click on the loan you would like to pay.



2. Select the **“Make Payment”** button in the upper right-hand corner of the screen.



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



4. An external account will need to be setup in order to process a payment. Select **“Add Account”**.



5. 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.”**

### Add External Account

Routing Number 0 / 9

Financial Institution 0 / 9

Account Number 0 / 15

Account Type ▼

Support Documents

Upload a voided check or statement to help us validate your account (png, jpg, pdf)

By adding this external account, I agree to the terms & conditions [VIEW TERMS](#)

**ADD ACCOUNT**



6. To make a payment, click on **"From External Account"** from the payment options.



FROM EXTERNAL ACCOUNT

7. Choose the External Account using the **"From"** drop-down box. Select the loan you wish to pay using the **"To"** drop-down box. Select the **"Payment Date"** and payment amount, and click on the **"Make Payment"** button. Use the slider to schedule a recurring payment.

MAKE PAYMENT

8. 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.