



How To Add A Checking Account

BEFORE YOU BEGIN: You'll want to have your checking account routing number and account number handy. This information is on the bottom of your checks, your checking account statement, or in your account information online with your bank.

Step 1. Log into the Member portal at <https://ujftinc.my.site.com/s/login>. Once inside the Portal, you'll want to click on Account Information.



Step 2. On the Account Information page, look in the lower right hand corner for the Stored Accounts dialog box. Click on the blue button for "+New Stored Account".

Step 4. Fill out the appropriate account information for the type of account you are entering. When the information is complete, click NEXT.

The screenshot shows a web form titled "New Stored Account". It is divided into two main sections: "BANKING INFORMATION" and "BILLING INFORMATION".

BANKING INFORMATION:

- Transit ID:** 123456789
- Account Number:** 987654321876
- DDA Account Type:** Checking (dropdown menu)
- Check Type:** Personal (dropdown menu)

BILLING INFORMATION:

- Billing Name:** Ward Cleaver
- Billing Phone:** 757-123-4567
- Billing Address 1:** 1 Leave It To Beaver Road
- Billing Address 2:** (empty field)
- Billing Country:** United States of America (dropdown menu)
- Billing State/Province:** California (dropdown menu)
- Billing City:** Hollywood
- Billing Zip/Postal Code:** 90210

At the bottom of the form, there are two buttons: "Previous" on the left and "Next" on the right.

Step 5. The system will make sure it can verify your bank and account and you should get the following dialog box. And that's it you're done!

The screenshot shows a dialog box titled "New Stored Account" with a close button (X) in the top right corner. The message inside the dialog box reads: "Success! The transaction has been Approved." Below the message, there are two buttons: "Previous" on the left and "Finish" on the right.