Funding Your Clean Energy Credit Union Account Guide
Thank you for your membership with Clean Energy CU! This guide walks you through a variety of ways you can fund your account(s). Reach out to our member service team with questions.
Setting Up External Transfers via Clean Energy Credit Union Online Banking Website

Start by setting up external transfers via this guide. Once you link your accounts, you'll be able to transfer money from your accounts with just a few clicks. If you've already connected your account – scroll down to “Making External Deposits to a Linked Account”.

Set Up Step 1:
- Open cleanenergycu.org in your browser and login
- Once logged in navigate to the “Transfers” menu and select “External Transfers”

Set Up Step 2:
Click “Add a New Account”
**Set Up Step 3:**
Complete the requested information for the account you’d like to link to. Click “next”

**Set Up Step 4:**
You will be asked to Verify your external bank account via micro deposits that will be put into your external account, and you will need to verify the amounts. “Click send me two deposits”
  - Note: Instant verification will be available soon
Set Up Step 5:
Once you see the deposits from Clean Energy CU in your external account
➢ Return to Online Banking. Select “External Transfers” from the “Transfers” menu
➢ Under the “Transfer Funds” tab look for a notification about your account being added
➢ Click “Verify this”

Set Up Step 6:
➢ Type in the deposit amounts on the verification screen
➢ Click “verify”

Your external account is connected. You can now transfer funds to your Clean Energy CU accounts.
Setting Up an External Transfer via Clean Energy Credit Union Mobile App

Transferring funds from one account to another is at your fingertips with our mobile app. Once you link your accounts, you’ll be able to transfer money from your accounts with just a few taps. If you’ve already connected your account – scroll down to “Making External Deposits to a Linked Account”.

Set Up Step 1:
• Open the Clean Energy Credit Union App and login
• Once logged in. Select “more” from the menu at the bottom of the screen

Set Up Step 2:
When the more menu loads. Select “External Funds Transfer” from the menu.
Set Up Step 3: Select “Add a New Account”

Set Up Step 4: Complete the requested information for the account you’d like to link to. Click “next”

Set Up Step 5: You will be asked to Verify your external bank account via micro deposits that will be put into your external account, and you will need to verify the amounts. “Click send me two deposits”

Set Up Step 6: The screen will verify that two deposits are on the way. Check your external bank account over the next two days for deposits from Clean Energy CU. Click “Done”
**Set Up Step 7:**
Once you see the deposits in your external account.
- Return to the Clean Energy Credit Union app.
- Click the “more” button and go to “external transfers”.
- Click the “menu” icon at the top of the screen and select “accounts”

**Set Up Step 8:**
Under “My Other Account” you will see the information for the external account you are adding. Click “verify”

**Set Up Step 9:**
Verify your account by confirming the amounts of the two deposits made into your external account from Clean Energy Credit Union. Click “Verify”

**Set Up Step 10:**
If your microdeposits are correct your account will be verified. Select “Done”

Your external account is connected. You can now transfer funds to your Clean Energy CU accounts.
Making External Deposits to a Linked Account: Mobile App

Once you have linked your external account you can easily transfer money to your Clean Energy Credit Union account.

- Log into the Clean Energy Credit Union mobile app
- Go to the “more” menu at the bottom of the screen
- Click “External Transfers”
- Execute your external transfer by completing the transfer details.
  - From: Choose the external account you’d like to transfer from
  - To: Choose the Clean Energy Credit Union account you’d like to transfer money to
  - Amount: The amount of money you’d like to transfer into your account
  - Send: The date you’d like to send the dollars
  - Frequency: You can choose a one-time payment or set up auto-transfers based on your desired frequency.
- Click “Review”

Review the transfer details and if everything looks correct confirm the transfer by selecting the “Confirm” button. If you need to make a change, select “Edit”
Making External Deposits to a Linked Account: Desktop

Once you have linked your external account you can easily transfer money to your Clean Energy Credit Union account.

- Log into the Clean Energy Credit Union on your computer
- Select “External Transfers” from the “Transfers” menu
- Execute your external transfer by completing the transfer details.
  - From: Choose the external account you’d like to transfer from
  - To: Choose the Clean Energy Credit Union account you’d like to transfer money to
  - Amount: The amount of money you’d like to transfer into your account
  - Send: The date you’d like to send the dollars
  - Frequency: You can choose a one-time payment or set up auto-transfers based on your desired frequency.

- Click “Review”
  - Review the transfer details and if everything looks correct
  - Confirm the transfer by selecting the “Confirm” button. If you need to make a change, select “Edit”
**Mobile Check Despots**

Deposit checks into your account with ease by using our mobile deposit feature within our mobile app.

- **Prepare your Check:**
  - **Front of Check**
    - Make the check payable to yourself.
    - In the memo include the account suffix or loan you would like funds to be applied to.
    - Sign the front of your check.
    - Fill out the amount in both numerical and written.
    - Fill in the date – Note: The date cannot be post dated.

**Example:**

- **Back of Check**
  - Sign under the endorsement area.
    - If the check has 2 names, both members need to sign and be on the account.
  - Write “For mobile deposit only to Clean Energy CU” or “For mobile deposit only and the account number” under your signature.

**Examples:**
➤ Log into the Clean Energy Credit Union mobile app

**Navigate to the “Check Deposit” Menu**
Select “Check Deposit” at bottom of screen

**Select Accounts**
Tap the account you’d like to transfer funds to and enter the amount.

**Take A Photo of the Front of Your Check**
➤ Touch the camera icon
➤ Hold your phone over the check
➤ Select “Keep Picture” or retake if it is not clear

**Take A Photo of the Back of Your Check**
➤ Hold your phone over the check
➤ Match up the endorsement area
➤ Select “Keep Picture” or retake if it is not clear

**Review and Deposit**
➤ Review that the account and amount are correct
➤ Tap the “Deposit” button

Your transfer is on its way. Please note:
➤ The cut off time for same day deposit is before 3pm MT & funds become available at 4pm MT
➤ Checks will be held if:
  ➤ The member has been with the credit union less than 90 days
  ➤ The member does not have matching funds in their account
 Deposit at a Shared Branch

Although our “branchless” business model is an important part of keeping Clean Energy Credit Union’s footprint small, we understand there are times when a branch visit is what’s needed. For those occasions, members have access to thousands of shared branch locations nationwide. Find a shared branch near you using this locator.

What is co-op shared branching?
Co-op shared branches are credit union locations in which members of other credit unions are welcome to conduct in-person transactions. Hundreds of U.S. credit unions participate in the co-op shared branching network, totaling more than 5,000 branch locations nationwide.

Shared branching also gives credit union members surcharge-free access to almost 30,000 ATMs at credit union branches, convenience stores, and other locations.

When you visit a co-op shared branch location, you're in-person account management options include:

- Deposits and withdrawals
- Transfer of funds between accounts
- Balance inquiries
- Loan payments

Please have your member number ready when you visit the shared branch.

There is no fee for shared branch transactions.

ATM Network

Your Clean Energy Credit Union debit card provides free cash back at the point of sale and free ATM withdrawals from any of 32,000+ MoneyPass® locations in the U.S. and any of 2.1 million Cirrus locations worldwide. (App-based ATM locator available.)

Visit MoneyPass® to locate your nearest ATM.

When you visit a in-network ATM you can:

- Make deposits and withdrawals
- Receive balance inquiries
Mail a Check to Clean Energy Credit Union

Send your deposits by us by mailing your check to:

Clean Energy Credit Union
PO Box 4233
Englewood, CO 80155

Please note:
- Please make the check out to yourself
- Sign the endorsement area of the back of the check
- We ask that you do not mail cash

Wire Transfers

- To execute a wire transfer of funds from another financial institution to your Clean Energy Credit Union account. Please complete the Incoming Wire Transfer form and send to the financial instruction sending the funds.

Once you have sent the Incoming Wire Transfer form to your financial institution, email info@cleanenergycu.org to get us know to expect your wire transfer. Please include your name, the date you sent the form and the transfer amount.
Transaction Limits

- External Transfer (mobile & desktop)
  - Transaction Limit: $2,500 per day

- Mobile Check Deposit
  - Transaction Limit: $5,000 per day
    - $225.00 same day
    - $5300.00 next day

- Shared Branches
  - Transaction Limits: $
    - Withdrawal Limit: $1,000 per day
    - Check Withdrawal Limit: $2,500 per day

- ATM Network
  - Withdrawal Limit: $400
Financing the Clean Energy Movement

We are here to help!

Phone: 720-479-7900
Email: info@cleanenergycu.org
Website: cleanenergycu.org