

Transfer Funds

One Time Transfers

1. Select the 'Transfer Funds' option under the 'Transactions' menu.
2. Select a 'From' account from the drop down menu.
3. Select a 'To' account from the drop down menu.

NOTE: You can control the order and name of your accounts in Account Nicknames.

4. Enter a dollar amount for the transfer.
5. Select a 'Date' for the transfer.

NOTE: The date for the transaction may be the current day or a future date. Same day transfers occur in real-time. Internal transfers submitted after 9:00 pm EST may be credited to your account on the next business day. External transfers submitted after 4:30 pm EST may be credited to your account on the next business day but may take two business days to complete.

6. Enter a 'Memo' (This is an optional step and will only display in the Activity Center).
7. Click the 'Transfer Funds' button on the bottom right side of the screen.

The screenshot displays the 'Funds Transfer' screen. On the left is a dark blue sidebar menu with icons and labels for 'Accounts', 'Messages', 'Transactions', 'Transfer Funds' (highlighted with a red box), 'Loan Payments - New', 'Activity Center', 'Bill Pay', 'Statements', 'Commercial', 'Services', 'Settings', 'Branches', and 'Log Off'. The main content area is titled 'Funds Transfer' and contains the following fields: 'From' (dropdown menu), 'To' (dropdown menu), 'Amount' (input field with '0.00' and a checkbox for 'Make this a recurring transaction'), 'Date' (input field with '4/25/2019' and a calendar icon), and 'Memo (optional)' (text input field with placeholder 'Enter letters and numbers only'). At the bottom right, there are two buttons: 'Clear' and 'Transfer Funds' (highlighted with a red box). On the far right, there is a search bar for transactions and tabs for 'All', 'Pending', and 'Processed', with 'No history available' displayed below.

Recurring Transfers

1. Select the 'Transfer Funds' option under the 'Transactions' menu.
2. Select a 'From' account from the drop down menu.
3. Select a 'To' account from the drop down menu.
4. Enter a dollar amount for the transfer.
5. Click the check box next to 'Make this a recurring transaction'.

The screenshot shows the 'Funds Transfer' interface. On the left, a dark blue sidebar contains a menu with 'Transfer Funds' highlighted in red. The main area is titled 'Funds Transfer' and contains the following fields:

- From:** A dropdown menu for selecting the source account.
- To:** A dropdown menu for selecting the destination account.
- Amount:** A text input field containing '0.00'.
- Make this a recurring transaction:** A checkbox, which is highlighted in red.
- Date:** A date picker showing '4/25/2019'.
- Memo (optional):** A text input field with the placeholder 'Enter letters and numbers only'.

At the bottom right, there are two buttons: 'Clear' and 'Transfer Funds'. On the far right, there is a search bar and tabs for 'All', 'Pending', and 'Processed', with 'No history available' displayed below.

6. Select a 'Start Date' and an 'End Date' for the recurrence.

NOTE: Click the check box next to 'Repeat Forever' if the recurrence will be for an indefinite period of time.