

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.

Funds Transfer

FROM *
Commercial Checking DDA-XXXXX3572 \$66.10

TO *
Support DDA-XXXXX3580 \$33.85

AMOUNT *
\$1.00 Make this a recurring transaction

DATE *
8/22/2016

MEMO
Sample memo

* - Indicates required field

Clear **Transfer Funds**

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'.

Funds Transfer

FROM *
Commercial Checking DDA-XXXXX3572 \$66.10

TO *
Support DDA-XXXXX3580 \$33.85

AMOUNT *
\$1.00 Make this a recurring transaction

HOW OFTEN SHOULD THIS TRANSFER REPEAT? *
---Select Transaction Frequency---

START DATE *
Please select a Start Date

END DATE *
Please select an End Date

Repeat Forever

MEMO
Sample memo

* - Indicates required field

Clear Transfer Funds

6. Select the 'Transaction Frequency' from the drop down menu.

AMOUNT *
\$1.00 Make this a recurring transaction

HOW OFTEN SHOULD THIS TRANSFER REPEAT? *
---Select Transaction Frequency---

---Select Transaction Frequency---

- 1st of the month
- Last day of the month
- 1st & 15th of the month
- 15th & last day of the month
- Weekly
- Every other week
- Monthly
- Quarterly
- Semi-annually
- Yearly

7. 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.

8. Enter a 'Memo' (This is an optional step).

9. Click the 'Transfer Funds' button on the bottom right side of the screen.

HOW OFTEN SHOULD THIS TRANSFER REPEAT? *

Weekly

START DATE * 8/26/2016 **END DATE *** 9/16/2016

Repeat Forever

MEMO

Sample memo

* - Indicates required field

Clear **Transfer Funds**