

# Transfer Funds

## Transfers

1. Select “Between Accounts” under the *Move My Money* menu.

Between Accounts

From Account

To Account

Amount

Frequency

Transfer Date

Memo (optional)

Transfer Funds

2. Select a *From Account*, *To Account*, enter an *Amount*, select a *Frequency*, and choose a *Transfer Date*. If you'd like you can also enter a *Memo* to display in the *Activity Center*.

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

3. At the bottom of the page, click “Transfer Funds” to submit the transfer.

Memo (optional)

Transfer Funds

## Multiple Account Transfers Template Creation

1. Under the *Move My Money* tab, click “Between Accounts”. Then under the *Multi-Account Transfers* tab, click “Create Template”.

### Funds Transfer

Individual Transfers **Multi-Account Transfers**

Search

**Create Template** Transfer Funds

2. Enter a *Template Name* and *Memo*. For each transfer you would like to send, fill out the *From Account*, *To Account*, and *Amount*. Click “+ Add Another Transfer” to add another. Click “Save” once done.

Template Name  Template Access Rights  
1 of 1 users selected

Origination Details

Memo  **Push Memo to All**

Transfers (3)

From Account	To Account	Amount	
Main acct DDA-XXXXX6789 \$1000.00	Second checking DDA-XXXXX9999 \$500.00	\$100.00	Test
Second savings SAV-XXXXX4321 \$2000.00	Primary savings SAV-XXXXX1111 \$1500.00	\$200.00	Test
Primary savings SAV-XXXXX1111 \$1500.00	Main acct DDA-XXXXX6789 \$1000.00	\$300.00	Test

**+ Add another transfer**

\$600.00  
3 transfers

Cancel **Save**

**NOTE:** *Push Memo To All* adds the memo to all transactions in the template.

- To go back to the *Funds Transfer* section, click “Close”. To move forward with the payment, click “Send Payment”.



## Template Saved

Template Saved

Close

Send Payment

- Input your *Transfer Date* for the transfers. If it's a recurring transfer, click “Set Schedule”. Then select your *Frequency* and the *End Date*. Once done, click “Save”.

### Multi Transfer Test (Funds Transfer)

[Edit Template](#)

#### Origination Details

##### Transfer Date

Use same Date for all transfers

##### Recurrence

Set schedule

11/15/2019



**NOTE:** If you uncheck *Use Same Date For All Transfers* you can select different dates for each transfer.

- Once complete, click “Submit” to send the transfers.

\$600.00  
3 transfers

Cancel

Submit

## Creating a One-Time Multiple Account Transfer

1. Under the *Move My Money* tab, click “Between Accounts”. Then under the *Multi-Account Transfers* tab, click “Transfer Funds”.

### Funds Transfer

Individual Transfers **Multi-Account Transfers**

Search Create Template **Transfer Funds**

2. Input your *Transfer Date* for the transfers. For each transfer you would like to send, fill out the *From Account*, *To Account*, and *Amount*. Once done, click “Submit”.

### Funds Transfer

#### Origination Details

##### Transfer Date

Use same Date for all transfers

##### Recurrence

None



##### Memo

Push Memo to All

Transfers (3) Find accounts in transfer

From Account	To Account	Amount	
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.00"/>	⋮
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.00"/>	⋮
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.00"/>	⋮

\$0.00  
3 transfers Cancel **Submit**

**NOTE:** *Push Memo To All* adds the memo to all transactions in the template.