Transfer Funds

Transfers

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

ស៊	Accounts	Between Accounts	Q Search transactions
	Messages	between needants	
	Move My Money ^	From Account	All Pending Processed
	Between Accounts	\checkmark	No history available
	Pay My Loan	To Account	
≡	Activity Center	\sim	
ឲ	Bill Pay 🗸 🗸	Amount	
≡	Alerts	\$ 0.00	
	Statements		
≞	Commercial 🗸 🗸	Frequency One time transfer	
≡	Services ~		
ŝ	Settings 🗸 🗸	Transfer Date	
0	Locations	11/18/2019	
≡	Frequently Asked Questi	Memo (optional)	
G	Log Off	Enter letters and numbers only	
		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)	
Enter letters and numbers only	
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".

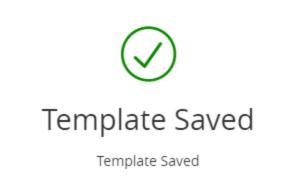
Funds Transfer			
Individual Transfers	Multi-Account Transfers		
Search		Create Template	Transfer Funds

 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			
Drigination Details					
Memo			Push	Merno to All	
Transfers (3)			٩	Find accounts in tra	nsfer
From Account	То	Account	Amount		
Main acct DDA-XXXX6789		Second checking DDA-XXXXX9999 \$500.00	\$100.00	Test	:
Second savings SAV-XXXX4321 \$	\$2000.00 F	Primary savings SAV-XXXXX1111 \$1500.00	\$200.00	Test	:
Primary savings SAV-XXXX1111 \$		Main acct DDA-XXXXX6789 \$1000.00	\$300.00	Test	:
		+ Add anoth	er transfer		
\$600.00 3 transfers				C	ancel Save

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

3. To go back to the *Funds Transfer* section, click "Close". To move forward with the payment, click "Send Payment".



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4. 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)			
Origination Details			
Transfer Date Image: Use same Date for all transfers		Recurrence Set schedule	
11/15/2019	<u>∎</u>		

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

5. Once complete, click "Submit" to send the transfers.



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".

Recurrence			
None			
	Push	Memo to All	
	٩	Find accounts in transfer	
o Account	Amount		
Q Search by name or num	\$0.00	:	
۹ Search by name or num	\$0.00	:	
		1	
Q. Search by name or num	\$0.00	:	
		•	
\$0.00 3 transfers Cancel Submit			
	Account	None Push Account Amount Search by name or num So.00 Search by name or num Search by nam	

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