

# 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 shows the 'Funds Transfer' interface. On the left, a dark blue navigation menu has 'Transfer Funds' highlighted with a red box. The main content area is titled 'Funds Transfer' and contains the following fields:

- From:** A dropdown menu showing 'COMMERCIAL CHECKING DDA-XXXX3572 \$60.76'.
- To:** A dropdown menu showing 'FREE SAVINGS SAV-XXXX3946 \$71.69'.
- Amount:** A text input field with '0.00' and a checkbox labeled 'Make this a recurring transaction'.
- Date:** A date picker showing '9/15/2017'.
- Memo (optional):** A text input field with 'Sample'.

At the bottom right, there are two buttons: 'Clear' and 'Transfer Funds'. The 'Transfer Funds' button is highlighted with a red box. On the right side of the screen, there is a search bar 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 is a dark blue sidebar with navigation options: Accounts, Messages, Chat, Transactions (expanded), Transfer Funds (highlighted with a red box), Pay Bills, Bill Pay Settings, Other Loan Payments, Activity Center, Statements, Commercial, Branches, and Services. The main content area is titled 'Funds Transfer' and contains the following fields: 'From' (COMMERCIAL CHECKING DDA-XXXXX3572 \$60.76), 'To' (FREE SAVINGS SAV-XXXXX3946 \$71.69), 'Amount' (0.00), 'Date' (9/15/2017), and 'Memo (optional)' (Sample). A checkbox labeled 'Make this a recurring transaction' is checked and highlighted with a red box. At the bottom right are 'Clear' and 'Transfer Funds' buttons. On the far right, there is a search bar for transactions and a filter menu with 'All', 'Pending', and 'Processed' options, with 'Pending' selected. Below the filter, it says 'No history available'.

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.