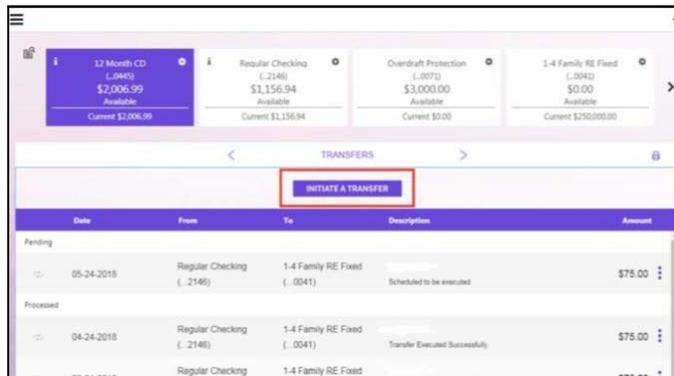




Transfers

The Transfers page enables you to initiate a one-time transfer, schedule a future-dated transfer, or schedule recurring transfers to occur automatically.

1. From the left side-bar menu, select Transfers to open the Transfers page.
2. Click Initiate a Transfer to open the Transfers page.



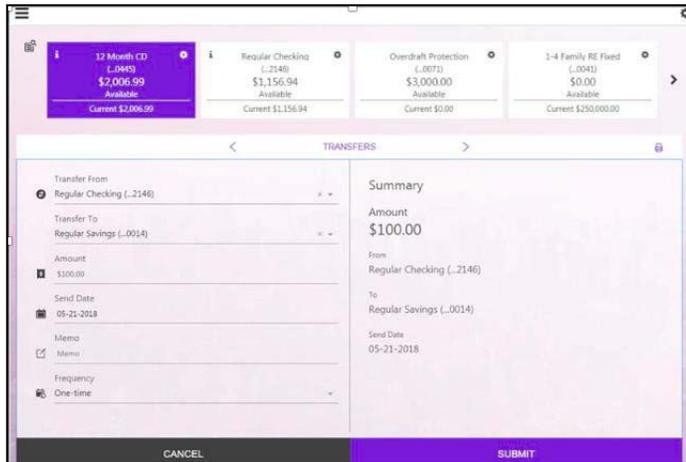
3. Select the account from which you want to transfer funds (debit) using the Transfer From drop-down list.
4. Select the account to which you want to transfer funds (credit) using the Transfer To drop-down list.
5. Enter the transfer amount in the Amount field.
6. Enter a memo in the Memo field (optional).
7. Select the transfer frequency from the Frequency drop-down list. Options are:
 - One-time
 - Daily
 - Weekly
 - Every two weeks
 - Monthly
 - Every three months
 - Annually
8. To set up a recurring transfer:
 - Choose the Frequency of the transfer from the drop-down list.
 - Choose the Recurrence from the drop-down list.
 - Enter an end date of total number of transfers.
9. Click Submit.

The Authorize Payment confirmation opens.

10. Click Confirm.

The transfer scheduled successfully confirmation opens.

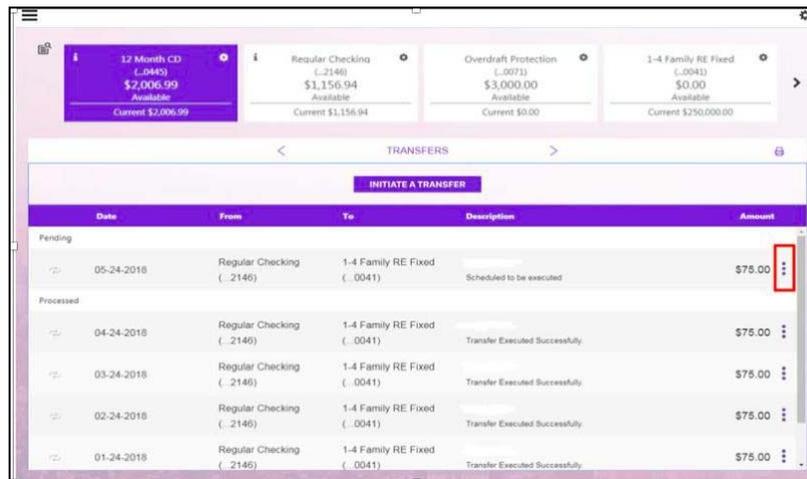
11. Click Close to close the message or click View Transfer Details to view transfer information.



Managing Transfers

The Transfers page enables you to view, edit, and delete existing transfers.

1. From the side-bar main menu, select Transfers to open the Transfers page.



2. Click the  icon to the right of the transfer you want to manage.
3. From the drop-down list, you can:
 - Click Details to view additional information about a specific transfer.



- Click Delete Next Occurrence to cancel the next transfer in a series.
 - Click Delete All Occurrences to cancel an entire series of transfers.
-