

## 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.

1 1	12 Month CD (0445) \$2,006.99 Available	o i rea	dar Checking O (2146) (156.94 Available	Overdraft Protection • (_0071) \$3,000.00 Available	1-4 Family RE Fixed • (_0041) \$0.00 Available	
	Current \$2,006.99	Curr	ent \$1,156.94	Current \$0.00	Current \$250,000.00	
		<	TRANSFERS	>		ø
		-	INITIATE A TRANS	FER		
	Date	From	10	Description		•
Pending	Date	Frees	Te	Description	Annue	•
Serding .	Dune 05-24-2018	Regular Checking (2148)	1-4 Family RE Fixed (0041)	Description Scheduled to be executed	\$75.00	
Pending 12	Date 05-24-2018	Regular Checking (2146)	Te 1-4 Family RE Foxed (0041)	Description Scheduled to be avacuted	S75.00	:
Pending Solution Processed	Date 05-24-2018 04-24-2018	Regular Checking (. 2146) Regular Checking (. 2146)	Te 1-4 Family RE Ford (0041) 1-4 Family RE Ford (0041)	Description Schedulet to be executed	\$75.00	

- 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.

1	i 12 Month CD C (0445) \$2,006.99 Available Current \$2,006.99	i.	Regular Checking (_2146) \$1,156.94 Available Current \$1.156.94	•	Overdraft Protection (0073) \$3,000.00 Available Current \$0.00	1-4 Family RE Fixed (0041) \$0.00 Avaitable Current \$250,000,00	0
		<	1	TRANSFERS	>		6
0	Transfer From Regular Checking (2146) Transfer To Regular Savings (0014)		*	- S	ummary mount 100.00		
0	Amount \$300.00			Fr R	en Igular Checking (2146)		
*	Send Date 05-21-2018			R	egular Savings (0014)		
ø	Memo Memo			0	nd Date 5-21-2018		
68	Frequency One-time			*			
	CAN	051	-		CLE	MIT	

## **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.

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6	12 Month CD (0445) \$2,006.99 Available Current \$2,006.99	i Regula     C     S1,     A     Curren	ar Checking • 2140) _156.94 wailable nt \$1,156.94	Overdraft Protection (0071) \$3,000.00 Available Current \$0.00	1-4 Family RE Fixed (0941) \$0.00 Available Current \$250,000.00
		<	TRANSFERS	>	e
			INITIATE A TRANS	FER	
	Date	From	те	Description	Amount
Pending					
	05-24-2018	Regular Checking (2146)	1-4 Family RE Fixed (_0041)	Scheduled to be executed	\$75.00
Processed					
	04-24-2018	Regular Checking (2146)	1-4 Family RE Fixed (0041)	Transfer Executed Successfully.	\$75.00
	03-24-2018	Regular Checking (2146)	1-4 Family RE Fixed (0041)	Transfer Executed Successfully.	\$75.00
	02-24-2018	Regular Checking (2146)	1-4 Family RE Fixed (0041)	Transfer Executed Successfully.	\$75.00
	01-24-2018	Regular Checking	1-4 Family RE Fixed	- Constant	\$75.00

- 2. Click the <sup>\*</sup> 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 is a series.
- Click Delete All Occurrences to cancel an entire series of transfers.