

How to Delete a Scheduled Transfer

Sometimes plans change and you need to edit your scheduled payments. If you need to delete a scheduled transfer, login to Digital Banking and delete your upcoming transfer at least three business days prior to the scheduled date.

01 Navigate to Scheduled Transfer

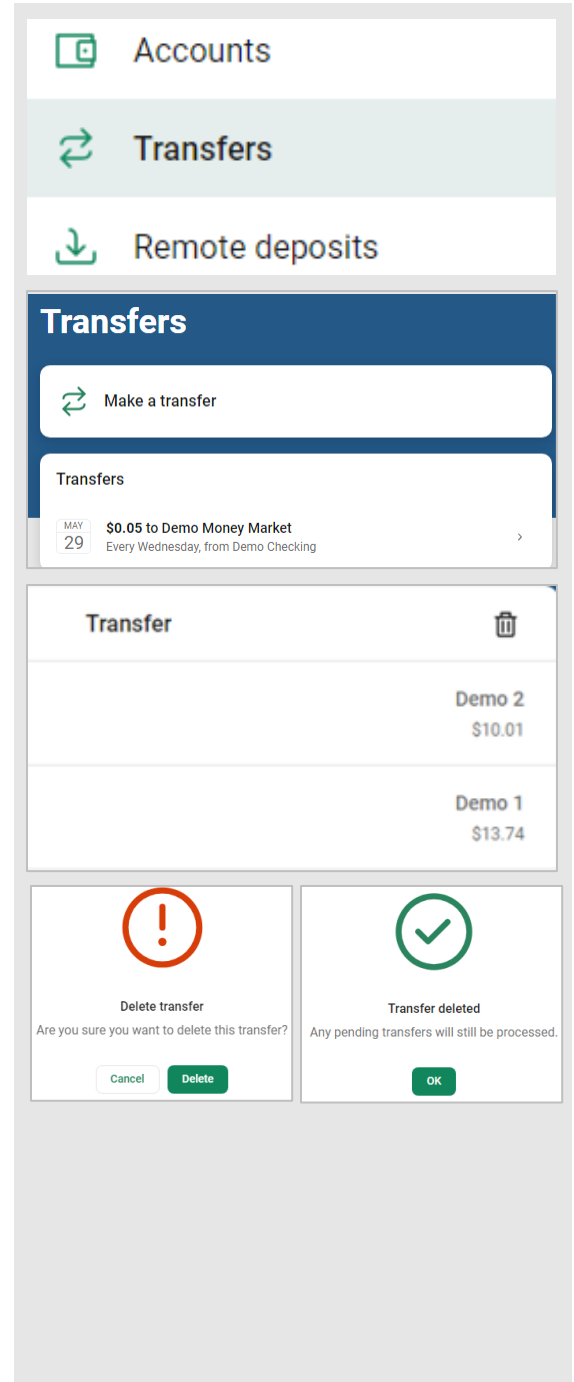
- From your main dashboard, you will have two options to access **Transfers**
 - From the left navigation menu, click **Transfer**
 - From your main dashboard, select the **Transfer** tile

02 Locate Your Scheduled Transfer

- Locate the transfer you want to delete from the list of scheduled transfers
- To view details of the transfer, click on the **Scheduled Transfer** to expand

03 Delete Your Transfer

- In the upper right-hand corner of the transfer details, click on the **Trash Icon**
- Confirm the deletion of your transfer by clicking **Delete**
- Click **OK** to go back to the transfer dashboard



The screenshot displays the digital banking interface. At the top, there is a navigation menu with three options: 'Accounts', 'Transfers', and 'Remote deposits'. The 'Transfers' option is highlighted. Below the navigation menu, there is a 'Transfers' section with a 'Make a transfer' button. Underneath, a list of scheduled transfers is shown. One transfer is expanded, showing details for 'MAY 29 \$0.05 to Demo Money Market' and 'Every Wednesday, from Demo Checking'. Below the transfer details, there is a 'Transfer' section with a trash icon in the top right corner. The transfer details are listed as 'Demo 2 \$10.01' and 'Demo 1 \$13.74'. At the bottom, there are two panels. The left panel shows a red exclamation mark icon and the text 'Delete transfer' with the question 'Are you sure you want to delete this transfer?'. It has 'Cancel' and 'Delete' buttons. The right panel shows a green checkmark icon and the text 'Transfer deleted' with the note 'Any pending transfers will still be processed.' It has an 'OK' button.