

How to Make a Transfer

To begin organizing your internal or external transfers, sign in to Digital Banking and select Transfers. Transfers enable you to plan a recurring, future-dated transfer or submit a one-time transfer.

01 Navigate to Transfer Module

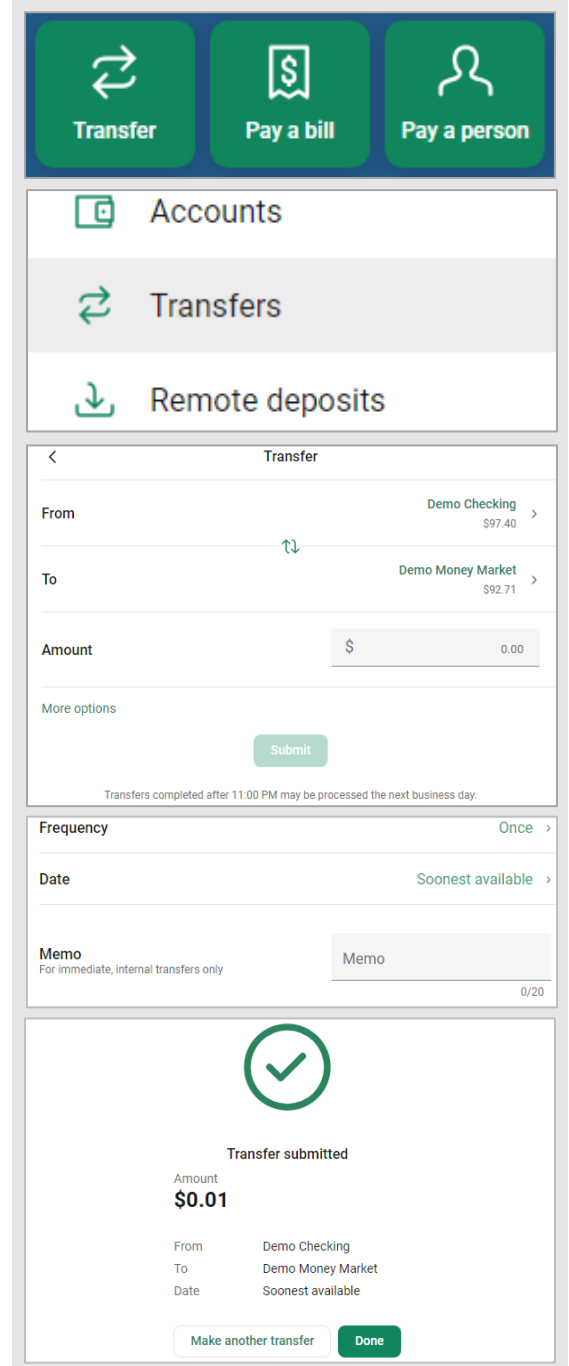
- From your main dashboard, you will have two options to access **Transfer(s)**
 - From your main dashboard, select the **Transfer** tile
 - From the left navigation menu, click **Transfers**
 - From the Transfers dashboard, click **Make a Transfer**

02 Enter a Single Transfer

- On the Transfer module, fill out the required fields for a Single Transfer:
 - **From Account** – account you want to debit
 - **To** – account to credit
 - **Amount** – amount you want to transfer
- Click **Submit**
- Following the completion of your transfer, the Transfer submitted pop-up will appear, click **Done**

03 Enter a Recurring Transfer

- On the Transfer module, fill out the required fields for a Recurring Transfer:
 - **From Account** – account you want to debit
 - **To** – account to credit
 - **Amount** – amount you want to transfer
- Click **More Options**
 - **Frequency** – How often do you want the transfer to occur (Once, Weekly, Every two weeks, Twice a month, or Monthly)
 - **Date** – Start the recurring transfer (A calendar will pop-up to select a start transfer date)
 - **Memo** - Optional (For immediate internal transfers only)
- Click **Submit**
- Following the completion of your transfer, the Transfer submitted pop-up will appear, click **Done**



The screenshot displays the digital banking interface for making a transfer. At the top, there are three main action tiles: 'Transfer', 'Pay a bill', and 'Pay a person'. Below these is a navigation menu with 'Accounts', 'Transfers' (highlighted), and 'Remote deposits'. The 'Transfer' screen shows a form with the following fields: 'From' (Demo Checking, \$97.40), 'To' (Demo Money Market, \$92.71), and 'Amount' (\$ 0.00). There is a 'Submit' button and a note: 'Transfers completed after 11:00 PM may be processed the next business day.' Below the form, there are fields for 'Frequency' (Once), 'Date' (Soonest available), and 'Memo' (Memo, 0/20). At the bottom, a confirmation pop-up shows a green checkmark and the text 'Transfer submitted' with the amount '\$0.01'. It also lists the 'From' (Demo Checking), 'To' (Demo Money Market), and 'Date' (Soonest available) details. At the bottom of the pop-up are 'Make another transfer' and 'Done' buttons.