

# Online Banking User Guide

## Transferring funds

You can transfer funds between accounts. You can also make external transfers to or from an account at another financial institution.

### To transfer funds

1. In the Navigation menu, click or tap **Transfers**. Click or tap **To My Account**.
2. On the **Funds Transfer** page, do the following:
  - In the **From** drop-down list, select the account from which you want to transfer funds.
  - In the **To** drop-down list, select the account to which you want to transfer funds.
  - In the Amount field, enter the amount to transfer.
  - (Optional) Select the **Make this a recurring transaction** check box. The Schedule Recurring Transfer field expands. Click or tap **Transaction Frequency**.
  - Select a **Start Date** and **End Date** from the calendar, or click or tap **Repeat Forever**.

**Funds Transfer**

FROM \*

----Select From Account---

TO \*

----Select To Account---

AMOUNT \*

\$ 0.00  Make this a recurring transaction

DATE \*

10/13/2016

MEMO

Enter letters and numbers only

\* - Indicates required field

Clear Transfer Funds

3. Click or tap the **Date** field, and then select the date that you want the transfer to occur.
4. (Optional) Enter information about the transfer in the **Memo** field.
5. Click or tap **Transfer Funds**, the Transaction Authorized message appears and confirms that the transfer was processed or will be scheduled to process.
6. Click or tap **Close** to set up another transfer, or click or tap **View in Online History** to review the transfer.