



# HOW TO: TRANSFER FUNDS



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# Transfers

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

The screenshot displays a 'Create Transfer' form with two main sections: 'Create Transfer' and 'Summary'. The 'Create Transfer' section includes fields for 'Transfer From' (My Savings (...59)), 'Transfer To' (Vaca Fund Account (...07)), 'Amount' (\$100.00), 'Send Date' (04/13/2023), 'Memo', and 'Frequency' (One-time). The 'Summary' section shows the 'Amount' (\$100.00), 'From' (My Savings (...59) \$255,239.11), 'To' (Vaca Fund Account (...07) \$5,109.78), and 'Send Date' (04/13/2023). At the bottom right, there are 'Cancel' and 'Submit' buttons.

1. Select **Transfers** from the sidebar menu and select **Transfer Funds**.
2. Select the account from which you want to transfer funds (debit) using the **Transfer From** drop-down list.
3. Select the account to which you want to transfer funds (credit) using the **Transfer To** drop-down list.
4. Enter the transfer **Amount**.
5. Select the **Send Date**.
6. Select the transfer frequency from the **Frequency** drop-down list.
7. Enter an **End Date** or **Total Number of Transfers**.
8. Enter a memo in the **Memo** field (optional).
9. Click **Submit**. The Authorize Payment confirmation opens.
10. Click **Confirm** to authorize and schedule the transaction or select the back arrow to exit without saving.
11. Click **OK** to close the message & view transfer information.

# Loan Payments

Account holders can initiate a one-time loan payment, schedule a future-dated payment, or schedule automatic recurring payments.

The screenshot shows a 'Create Payment' form with two main sections: 'Create Payment' and 'Summary'.  
**Create Payment Section:**  
- **Transfer From:** My Checking (...42) (selected with a checkmark)  
- **Transfer To:** Home Loan (...99) (selected with a checkmark)  
- **Send Date:** 05/05/2023 (with a calendar icon)  
- **Transfer Type:** (radio button selected)  
**Summary Section:**  
- **From Account:** My Checking (...42) \$171.49  
- **To Account:** Home Loan (...99) \$0.00 (with a [View Loan Details](#) link)  
- **Send Date:** 05/05/2023  
- **Status:** --  
At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

1. Select **Loan Transfers** or **Loan Payments** feature from the sidebar menu and select Transfer Funds.
2. Select the **Transfer From** account.
3. Select the **Transfer To** account.
4. When a loan account is selected, the Summary area displays the account information. Select **View Loan Details** to see loan account information available.
5. Select the **Send Date**.
6. Select **Transfer Type**: Regular, Principal Only, Pay to Zero. The payment options will adjust according to your selection.
7. Enter the transfer **Amount**.
8. Enter a memo in the **Memo** field (optional).
9. Select the transfer **Frequency** and **Recurrence** options. Recurrence options will adjust according to your Frequency selection.
10. Click **Submit**. The Authorize Payment confirmation opens.
11. Click **Confirm** to authorize and schedule the transaction or select the back arrow to exit without saving.
12. Click **OK** to close the message & view transfer information.

# Manage Transfers

The Transfers & Loan Transfers feature enables account holders to view, edit, and delete existing transfers.

1. From the sidebar main menu, select **Transfers** or **Loan Transfers** to open the transfers feature.
2. Click the three-dot menu to the right of the transfer you want to manage.
3. From the drop-down menu, select an option:
  - **Details** - displays additional information about a specific transfer
  - **Delete Next Occurrence** - cancels the next scheduled transfer
  - **Delete All Occurrences** - cancels the series of scheduled transfers

	DATE	FROM	TO	DESCRIPTION	AMOUNT	
Pending						
↻	07-29-2023	Certificate (...23)	My Checking (...42)	Test Scheduled Transfer	\$0.01	⋮
↻	07-29-2023	Certificate (...23)	My Checking (...42)	Testing Scheduled Transfer	\$0.01	⋮
↻	07-27-2023	Vaca Fund (...07)	My Savings (...59)	sample testing only-01 Scheduled Transfer	\$0.01	⋮

Certificate (...23)	My Checking (...42)	Test Scheduled Transfer	\$0.01	⋮
Certificate (...23)	My Checking (...42)	Testing Scheduled Transfer		
Vaca Fund	My Savings	sample testing only-01		

- Details
- Delete Next Occurrence
- Delete All Occurrences