

HOW TO: TRANSFER FUNDS





260-563-3185



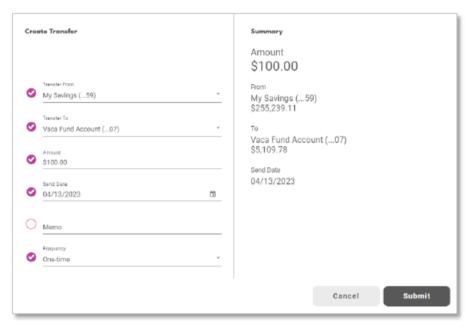
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Transfers

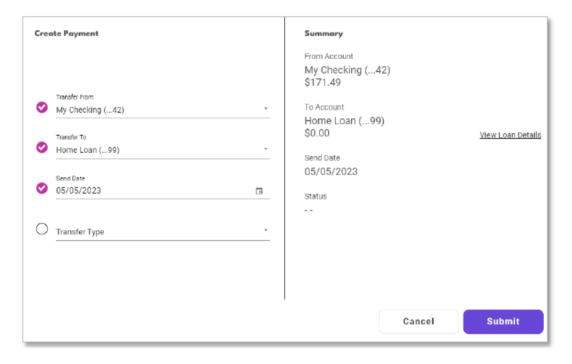
The Transfers feature enables account holders to initiate a one-time transfer, schedule a future-dated transfer, or schedule recurring transfers to occur automatically.



- 1. Select **Transfers** from the sidebar menu and select **Transfer Funds**.
- 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.



- 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	то	DESCRIPTION	AMOUNT
Pending)				<u> </u>
4	07-29-2023	Certificate (23)	My Checking (42)	Test Soheduled Transfer	\$0.01
7	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

