1. Select the **Transactions** menu and then **Funds Transfer**.

G Home	Home	â
Transactions	C [®] Financial Tools	
1 Activity Center	Take the work out of staying on top of your finances.	Get Started
Funds Transfer	CHECKING 🖉	^
Customer to Customer	Simply Checking	
People Pay (P2P)	Available Balance \$26,00 Current Balance \$26,00	
Bill Pay		

- 2. Select a **From** account.
- 3. Select a To account.
- 4. Enter a dollar amount.

Note, to setup a recurring transfer, follow the steps in the **Recurring Transfers** section beginning on the next page.

Funds Tra	ansfer	
	From Account	2
	Simply Checking XXXXXX1112 \$26.00	\sim
	To Account	3
	EXTERNAL External Checking XXXXX2345	\sim
	Amount \$	4

- 5. Select a **Transfer Date** for the transaction.
- 6. Enter a Memo for the transaction. (Optional)
- 7. Click **Transfer Funds** to complete the transaction.

Frequency	
One time transfer	\sim
Transfer Data	
	5
08/12/2021	
Memo (optional) 6	
	7
Transfer Fund	ls



Recurring Transfers

1. Select the desired frequency from the drop-down menu.

Frequency	
One time transfer	\sim
✓ One time transfer	^
1st of the month	
Last day of the month	
1st & 15th of the month	
15th & last day of the month	
Weekly	
Every other week	-

2. Select the desired **Repeat Duration**.

- a. Forever (Until I Cancel)
- b. Until Date (Set An End Date)

Frequency	
Monthly	\sim
(1) A transfer will be created every month on the 12th.	
Start Date	
08/12/2021	
Transfers falling on a Sunday or banking holiday will be processed the following business day.	
Repeat Duration	
Forever (Until I Cancel)	
Until Date (Set An End Date)	

