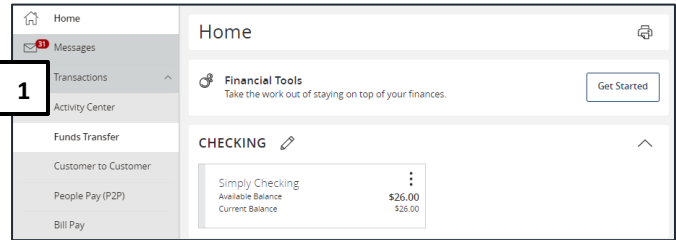


1. Select the **Transactions** menu and then **Funds Transfer**.



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.

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

Recurring Transfers

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

Frequency

One time transfer

✓ 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

i A transfer will be created every month on the 12th.

Start Date

08/12/2021

i 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)