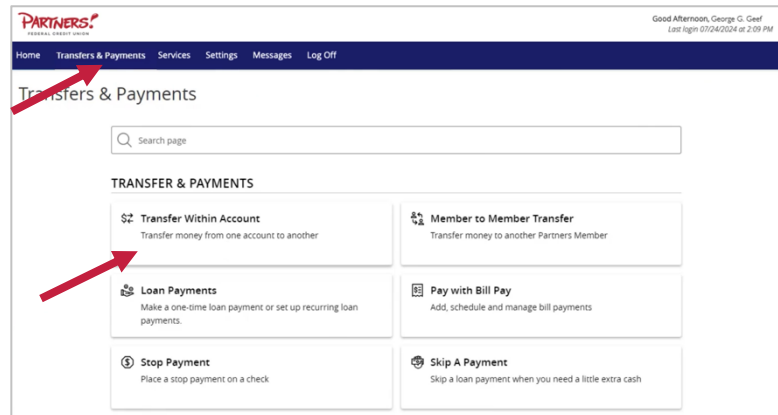


1. Click **Transfers & Payments**, then the **Transfer Within Account**



2. Select a **From** account.
3. Select a **To** account.
4. Enter a dollar amount.
5. Choose a **Frequency**.
6. Select a **Transfer Date** for the transaction.
7. Enter a **Memo** for the transaction. *(Optional)*
8. Click **Transfer Funds** to complete the transaction.

NOTE: To set up a recurring transfer, follow the steps in the Recurring Transfers section.

Funds Transfer

From Account

To Account

Amount

Frequency

Transfer Date

Memo (optional)

Transfer Funds

Recurring Transfers


1. Follow steps 1 through 4 above.
2. In the **Frequency** field, select the desired frequency from the dropdown menu.

Frequency


- 1st of the month
- ✓ 1st of the month
- Last day of the month
- 1st & 15th of the month
- 15th & last day of the month
- Weekly
- Every other week


1. Select the **Start Date**.
2. Select the desired **Repeat Duration**.
 - a. Forever (Until I Cancel)
or
 - b. Until Date (Set an End Date)
3. Enter a **Memo** for the transaction. *(Optional)*
4. Click **Transfer Funds** to complete the transaction.

Frequency

1st of the month 

Start Date

8/19/2024 

 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)

Memo (optional)

Transfer Funds