



Create Scheduled Transfers

- Login to Online Banking.
You will see the **Transfer widget** (*button*) in the left hand column.
You will have two options to create and schedule transfers:

Classic Transfer

- On the Transfers details screen:
- Choose the account you wish to transfer money FROM.
- Choose the account you wish to transfer the money TO.
- Type in the dollar in the AMOUNT field.
- Click on the calendar in the DATE field.
- Choose the frequency.
- List a reason for the transfer (*optional*).
- Click the gold button "Confirm Transfer."

Calendar Tab

- From this tab you can view all of your scheduled transfers.
- You can click on the individual dates to view the pending transfer information.
- Edits can be made to individual transfers by clicking on them in the *Scheduled Transfers* section located underneath the calendar.
- You will be able to delete or skip transfers from this page.

History Tab

- Review past transfer information.