

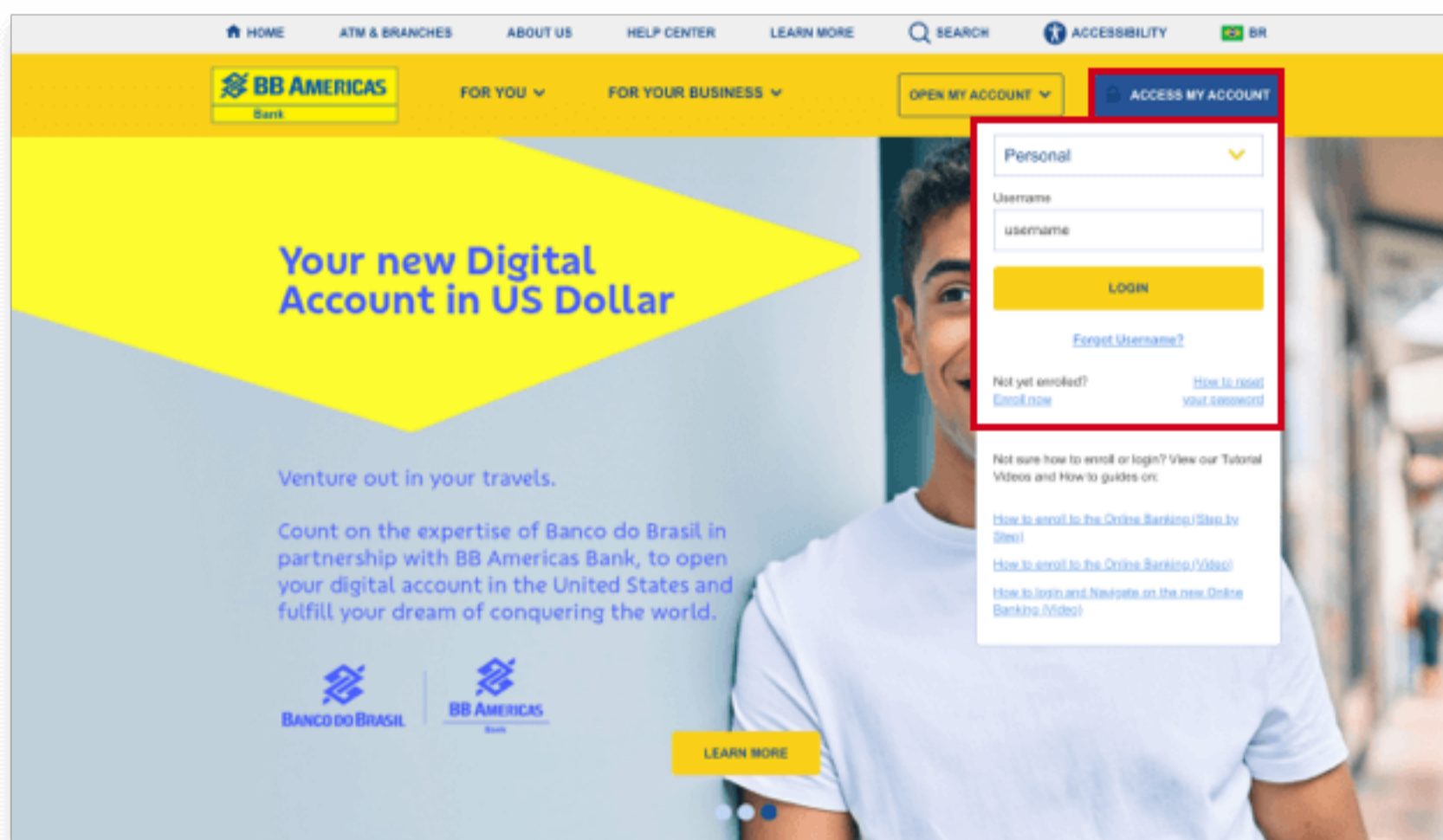
# Internal Transfers

**Cost:** Free

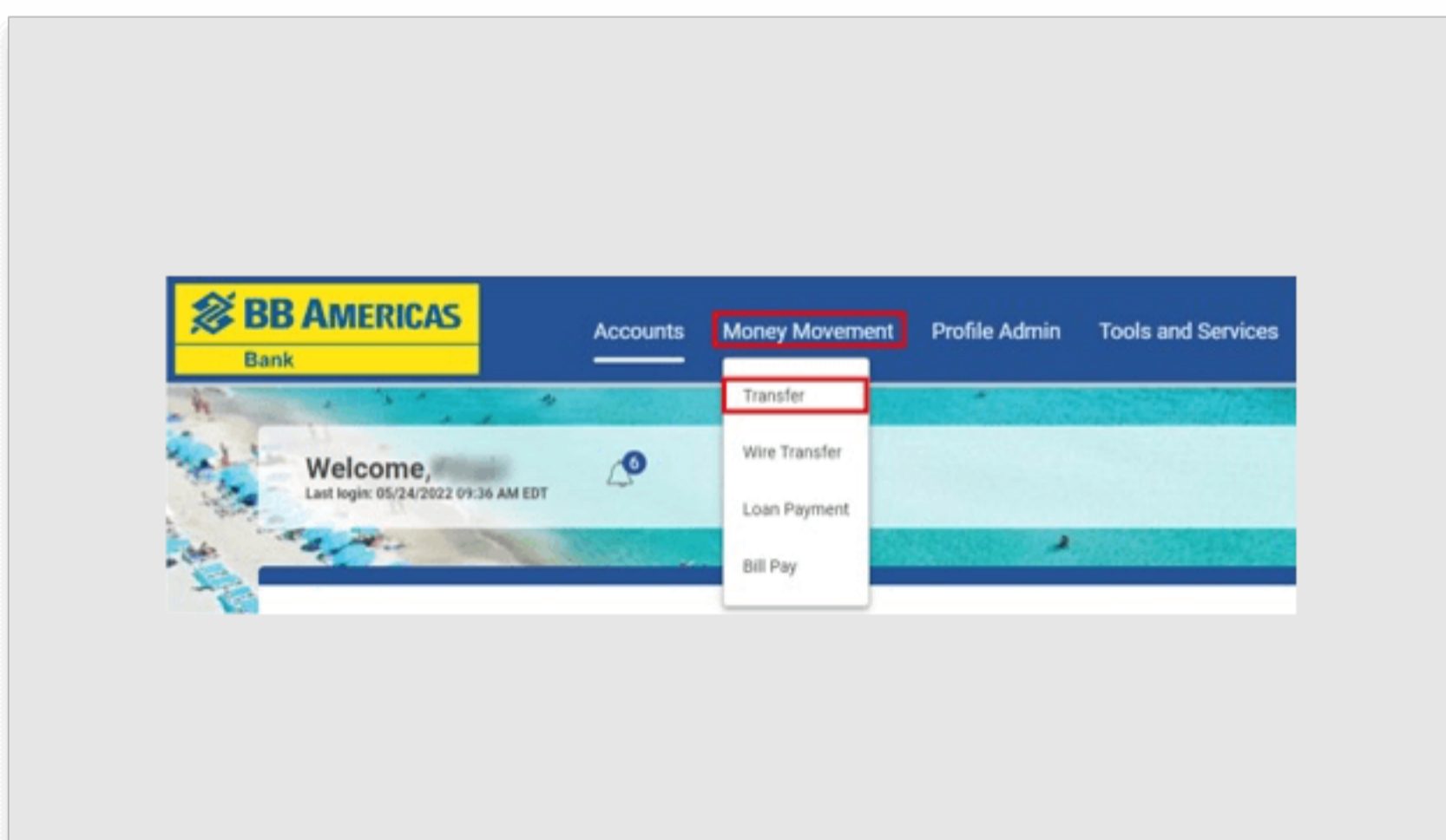
**Receive money in:** Immediately

**Limits:** None

1. Access our [website](#). **Login** to your Online Banking Account



2. Under the **Money Movement** menu option, select **Transfer**.



3. Fill in the information requested as shown below. Click **Continue**.

The screenshot shows the 'Transfer' form with the following fields and callouts:

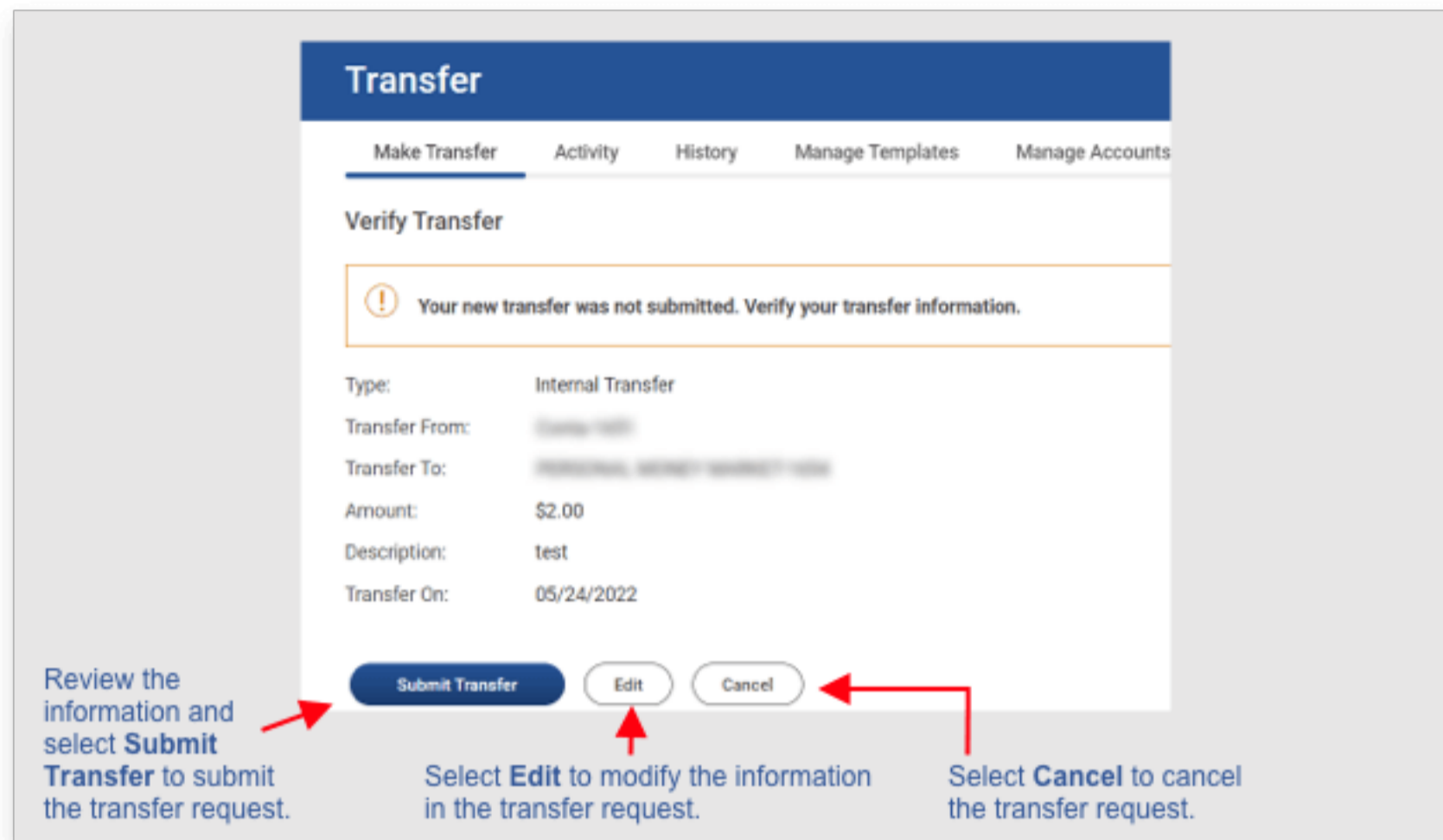
- Transfer From:** Select the account FROM which you wish to make the transfer.
- Transfer To:** Select the account TO which you wish to send the transfer.
- Payment option:** Select the **Payment Option**.
- Amount:** Indicate the **Amount** you wish to transfer.
- Description (Optional):** You may use the **Description** field to indicate the reason for the transfer.
- Frequency:** Indicate the **Frequency** of your transfer.
- Transfer Dates:** Choose **Transfer Now** to send on today's date or **Select Transfer Date** to send on a future date.

**Note:** For recurring transfers, you will also have to fill in the following fields: **Frequency** informing the frequency with which the transfer should occur, **Start Date** informing the initial date of the transfer, and **End On**, informing for how long the transfer should recur.

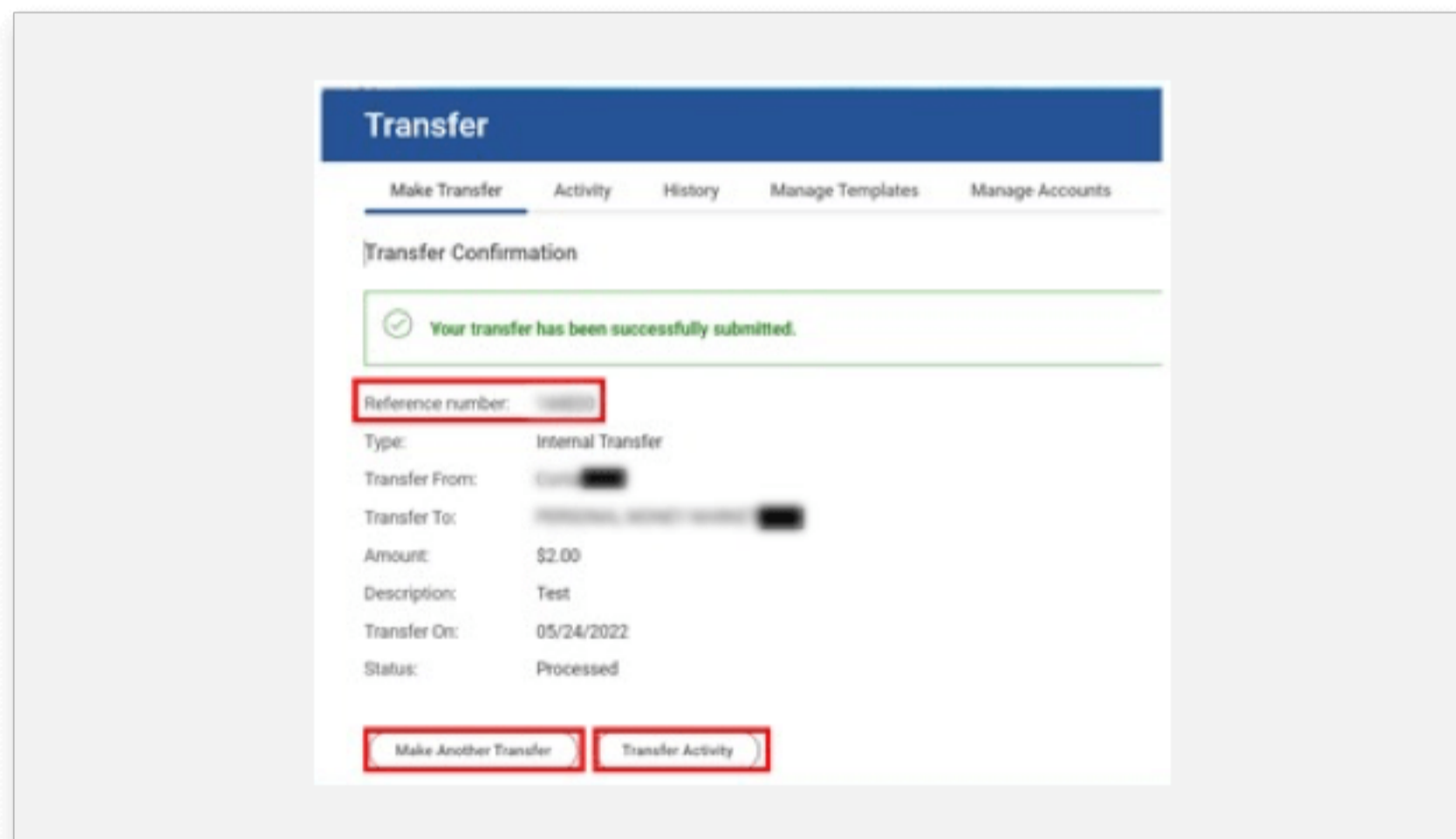
The screenshot shows the 'Transfer Dates' and 'Processing Options' sections with the following fields and callouts:

- Frequency:**
  - Weekly
  - Bi-weekly
  - Monthly
  - Twice a month
- Start Date:** Select a **Start Date** (05/24/2022).
- End On:** Select the **End On** date.
  - Continue indefinitely
  - Continue until this date
  - Continue for this many occurrences (5)
- Processing Options:** Select the date you wish the transaction to process if the scheduled request falls on a non-processing date.
  - Use the next processing date if a scheduled request falls on a non-processing date.
  - Use the previous processing date if a scheduled request falls on a non-processing date.
  - Use scheduled date when request falls on a non-processing day.

4. Review the transaction details and choose the action that best applies: **Submit**, **Edit**, or **Cancel**.



5. After you select **Submit Transfer**, your transfer is complete and the reference number for the transaction will appear. If you wish to make another transfer, select **Make Another Transfer**.



6. If you performed a **Recurring Transaction**, it would appear under the **Activity** section. You may revisit this section at any time and **View Details** of your recurring transfer, **Edit** the transfer, or **Delete** the recurring transfer.

