

ONLINE BANKING HOW TO



TRANSFERS

5 Easy steps to set up a one time or automatic transfer. This could be to move money to pay a loan, or to set aside money in your savings.

LOG INTO ONLINE BANKING

You can set up transfers in the Home Banking or Mobile App. If you don't have the app for your smart phone, scan the QR code to download it now.



2

CLICK THE "TRANSFERS" WIDGET

This is located on the left hand side of Home banking and on the bottom of the mobile app.

SELECT YOUR FUNDS

You will select where the money is coming FROM and where you want the money to GO.

3

4

AMOUNT AND FREQUENCY

Select the amount you want to transfer and frequency (desktop version). In Mobile, you'll click "Continue" and then select your frequency.

SUBMIT!

If it was a one time payment on that day the system will complete your transfer. If it was a scheduled transfer for the future you can click "Scheduled" (desktop) or "Activity" and then "Scheduled" (mobile) to see your scheduled transfers.

