



Desktop New Transfer

A new transfer is a digital banking transaction that electronically moves money from and to your accounts, such as from savings to checking.

Scheduled Transfers Step-by-Step

Use the following steps to complete a new transfer.

Step	Action
1	Click the Make a Transfer button at the top of the screen.
2	Click the Select Account drop-down arrow and choose the From account.
3	Click the Select Account drop-down arrow and choose the To account.
4	Click and enter the transfer Amount in the Amount field. (Include the decimal point.)
5	Click the Send transfer drop-down arrow to select Now .
6	Optional: Click the Memo drop-down arrow and enter a brief note describing the transaction.
7	Click the Review button.
8	Click the Confirm button to complete the transfer.
9	Optional: Click the Cancel button to cancel the transfer.
10	Optional: Click the Edit hyperlink to make changes.
11	Confirmation details are displayed.
12	Optional: Click the Start another transfer button to make another transfer.