



Desktop Scheduled Transfers

A scheduled transfer is a digital transaction set to occur automatically at a future date or recurring interval, moving money electronically from one of your accounts to another, such as from savings to checking

Scheduled Transfers Step-by-Step

Use the following steps to complete a scheduled transfer.

Step	Action
1	Click the Make a Transfer menu at the top of the screen.
2	Click the Select Account drop-down arrow to choose the From account.
3	Click the Select Account drop-down arrow to 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 and select Scheduled .
6	Click the Occurs drop-down arrow to select from the following frequency options: <ul style="list-style-type: none">• One Time• Weekly• Every two weeks• Monthly• Quarterly• Annual
7	Click the Starts on drop-down arrow to select the transfer date.
8	If Applicable: Click the Ending drop-down arrow to select the desired end time: <ul style="list-style-type: none">• Never• On a specific date
9	If On a specific date was selected, click the Ends on drop-down arrow to select the scheduled transfer end date.
10	Click the Review button.
11	Optional: Click the Edit hyperlink to make changes.
12	Optional: Click the Cancel button to cancel the transfer.
13	Click the Schedule button to complete the transfer.
14	The confirmation details of your transfer are displayed.



Scheduled Transfers Step-by-Step, continued

Use the following steps to complete a scheduled transfer.

Step	Action
15	Optional: Click the Start another transfer button to schedule another transfer.
16	Optional: Click the Scheduled Transfers hyperlink on the left of the screen to view your scheduled transfers.