



## Mobile Scheduled Transfer

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	Tap the <b>Transfer</b> menu at the bottom of the screen.
2	Tap the <b>Transfer Between Accounts</b> tile at the top left.
3	Tap the <b>Select Account</b> drop-down arrow to choose the <b>From</b> account.
4	Tap the <b>Select Account</b> drop-down arrow to choose the <b>To</b> account.
5	Tap and enter the transfer <b>Amount</b> in the Amount field. (Include the decimal point.)
6	Tap the <b>Send transfer</b> drop-down arrow and select <b>Scheduled</b> .
7	Tap the <b>Select frequency</b> drop-down arrow and select from the following: <ul style="list-style-type: none"><li>• One time</li><li>• Weekly</li><li>• Every two weeks</li><li>• Monthly</li><li>• Quarterly</li><li>• Annual</li></ul>
8	Optional: Click the <b>Memo</b> drop-down arrow and enter a brief note describing the transaction.
9	Tap the <b>Review</b> button.
10	Tap the <b>Schedule</b> button to complete the transfer.
11	Optional: Tap the <b>Cancel</b> button to cancel the transfer.
12	Optional: Tap the <b>Edit</b> hyperlink to make changes.
13	The <b>confirmation</b> details of your transfer are displayed.
14	Optional: Tap the <b>Start another transfer</b> button to schedule another transfer.
15	Optional: Tap the <b>Scheduled Transfers</b> menu at the top of the screen to view your scheduled transfers.
16	Optional: Tap the drop down arrow next to a <b>transfer record</b> to view the details.