

1. Accessing Transfers

- Log in to Digital Banking.
- Select the “Transfers” tab in the upper left corner.
- Select “Make a Transfer”.

2. Make a Transfer: Immediate (One Time)

- Select the desired account from the “From” dropdown.
- Select the desired account from the “To” dropdown.
- Enter the amount in the “Amount” field.
- Select the “Immediate (One Time)” option from the “Schedule” dropdown.
- Enter a description of the transfer in the “Description” field. (Optional)
- Select the “Continue” button.
- Review the transfer details.
- Select the “Edit Transfer” link to change the details for the transfer, if applicable.
- Select the “Transfer” button.

3. Make a Transfer: Future (One Time)

- a. Select the desired account from the “From” dropdown.
- b. Select the desired account from the “To” dropdown.
- c. Enter the amount in the “Amount” field.
- d. Select the “Future (One Time)” option from the “Schedule” dropdown.
- e. Select the “Calendar” icon and select the date from the calendar.
- f. Enter a description of the transfer in the “Description” field. (Optional)
- g. Select the “Continue” button.
- h. Review the transfer details.
- i. Select the “Edit Transfer” link to change the details for the transfer, if applicable.
- j. Select the “Transfer” button.

ACCOUNTS ▾

TRANSFERS ▾

PAYMENTS

DEPOSITS ▾

ACH ▾

WIRES ▾

Make a Transfer

From

Business Savings - x5678
▼
Available Balance \$26,000.00

To

Business Checking - x1234
▼
Available Balance \$13,750.00

Amount

\$ 500.00
×
c

Schedule

Future (One Time)
▼
d

Send On

MM/DD/YYYY
e

Description (Optional)

Payments
×
f

CONTINUE g

ACCOUNTS ▾

TRANSFERS ▾

PAYMENTS

Review Transfer h

Please review the following transfer.

From

Business Savings - x5678(Available \$25,750.00)

To

Business Checking - x1234(Available \$15,000.00)

Amount

\$500.00

Schedule

Future (One Time)

Send On

01/22/2026

Estimated Delivery Date

01/23/2026

Description

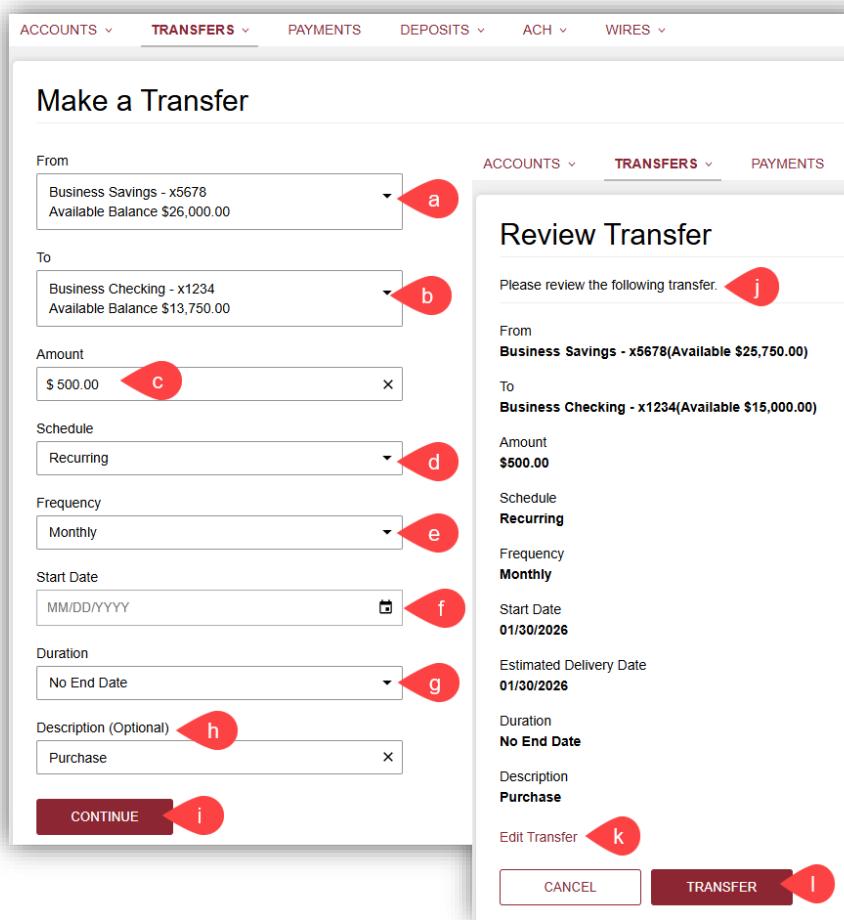
Payments

Edit Transfer i

CANCEL
TRANSFER j

4. Make a Transfer: Recurring

- a. Select the desired account from the “From” dropdown.
- b. Select the desired account from the “To” dropdown.
- c. Enter the amount in the “Amount” field.
- d. Select the “Recurring” option from the “Schedule” dropdown.
- e. Select the “Frequency” dropdown, then select the frequency.
- f. Select the “Start Date” calendar icon and select the date from the calendar.
- g. Select the “Duration” dropdown and select the end date from the list.
 - i. No end date
 - ii. End by a specific date
 - Select the “End Date” calendar and select the date from the calendar.
 - iii. End after a specified number of transfers
 - Enter the number of transfers in the “Number of Transfers” field.
- h. Enter a description of the transfer in the “Description” field. (Optional)
- i. Select the “Continue” button.
- j. Review the transfer details.
- k. Select the “Edit Transfer” link to change the details for the transfer, if applicable.
- l. Select the “Transfer” button.



The image shows two screenshots of a digital banking interface for making a transfer. The top screenshot is titled 'Make a Transfer' and the bottom one is titled 'Review Transfer'. Both screenshots have red callout circles labeled 'a' through 'l' to point to specific fields and buttons.

Make a Transfer (Left Side):

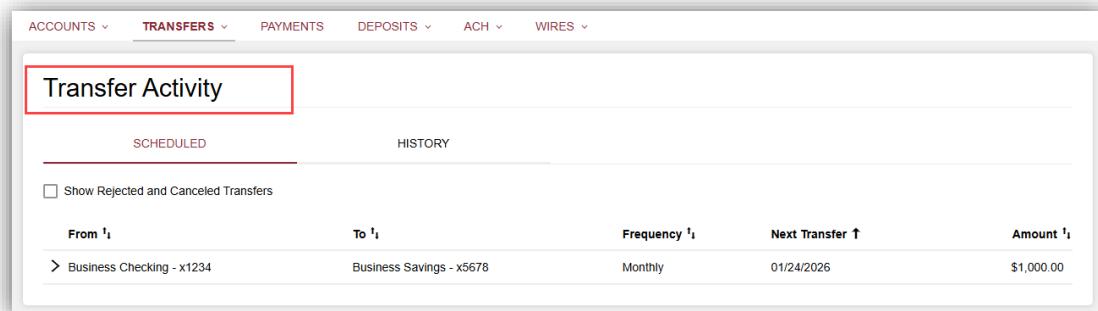
- From: Business Savings - x5678 (Available Balance \$26,000.00) (labeled 'a')
- To: Business Checking - x1234 (Available Balance \$13,750.00) (labeled 'b')
- Amount: \$500.00 (labeled 'c')
- Schedule: Recurring (labeled 'd')
- Frequency: Monthly (labeled 'e')
- Start Date: MM/DD/YYYY (labeled 'f')
- Duration: No End Date (labeled 'g')
- Description (Optional): Purchase (labeled 'h')
- CONTINUE (labeled 'i')

Review Transfer (Right Side):

- From: Business Savings - x5678 (Available \$25,750.00) (labeled 'j')
- To: Business Checking - x1234 (Available \$15,000.00)
- Amount: \$500.00
- Schedule: Recurring
- Frequency: Monthly
- Start Date: 01/30/2026
- Estimated Delivery Date: 01/30/2026
- Duration: No End Date
- Description: Purchase
- Edit Transfer (labeled 'k')
- CANCEL
- TRANSFER (labeled 'l')

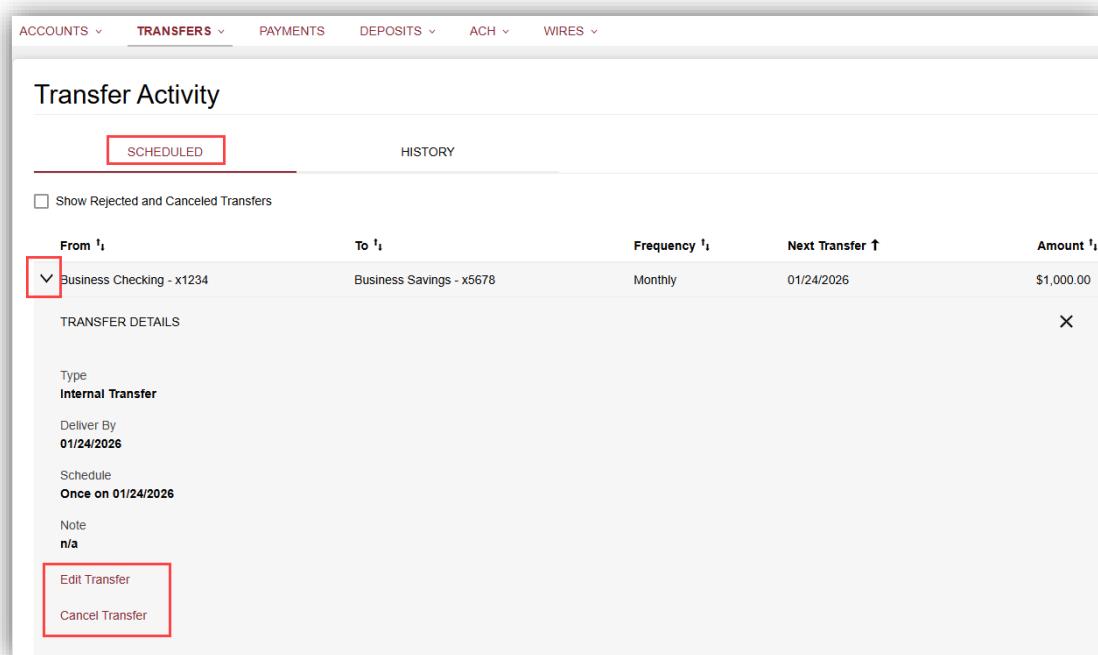
5: Accessing Transfer Activity

- Select the “Transfers” tab.
- Select “Transfer Activity”.



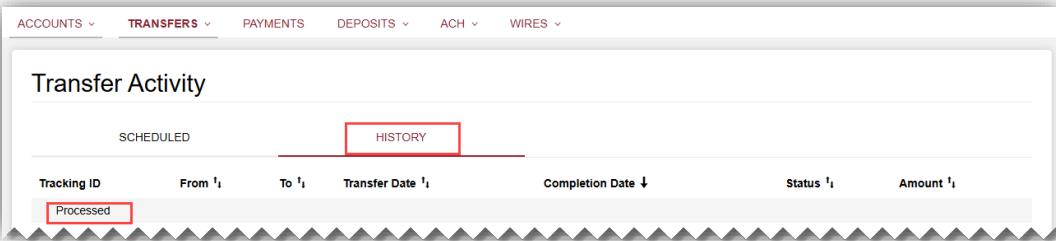
6. Transfer Activity: Scheduled Transfers

- Select the “Arrow” next to the transfer to expand the transfer detail.
- Review the transfer details.
- Select the “Edit Transfer” link to edit the transfer.
- Select the “Cancel Transfer” link to cancel the transfer.

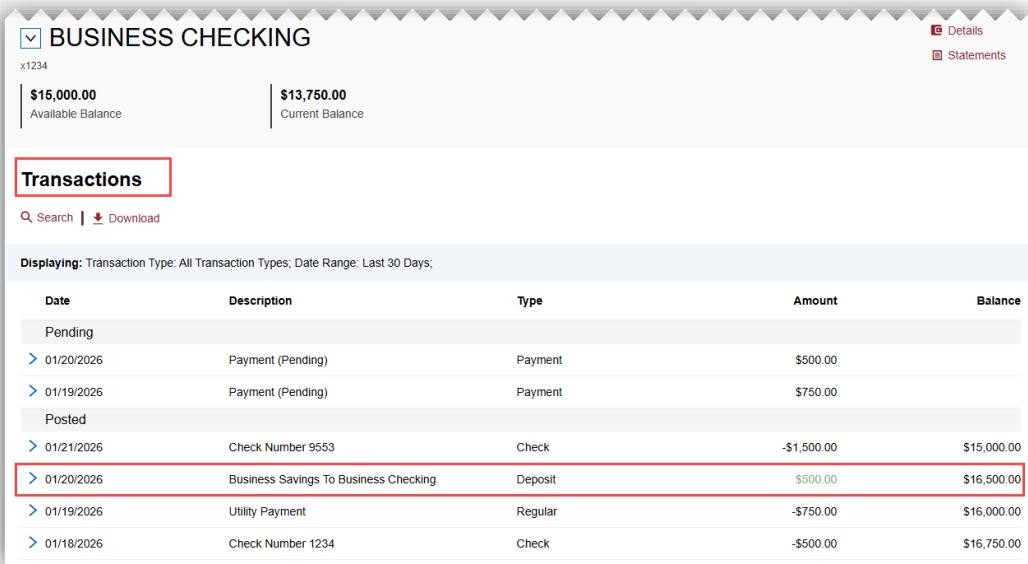


7. Transfer Activity: Transfer History

- a. Select the “History” tab.
- b. Displays all the transfers that have been processed for the user since they have been enrolled for banking services in Create or Configure Digital.
- c. The list will never be purged.
- d. The “Status” column shows Succeeded, Failed, and Canceled statuses.
- e. Select the “Arrow” next to the transfer to see the transfer detail.
- f. Transfers are also visible in the “Account Summary History” when the transfer is complete.



The screenshot shows the 'Transfer Activity' section of the digital banking interface. The 'HISTORY' tab is selected, highlighted with a red box. Below the tabs, there are search and filter fields: 'Tracking ID' (with a dropdown 'Processed'), 'From', 'To', 'Transfer Date', 'Completion Date', 'Status', and 'Amount'. The main table displays a list of transfers.



The screenshot shows the 'BUSINESS CHECKING' account summary. It displays the available balance (\$15,000.00) and current balance (\$13,750.00). The 'Transactions' section is highlighted with a red box. It shows a list of transactions for the last 30 days, including pending and posted payments, a deposit, and utility payments. The transaction for 'Business Savings To Business Checking' on 01/20/2026 is highlighted with a red box.

Date	Description	Type	Amount	Balance
Pending				
> 01/20/2026	Payment (Pending)	Payment	\$500.00	
> 01/19/2026	Payment (Pending)	Payment	\$750.00	
Posted				
> 01/21/2026	Check Number 9553	Check	-\$1,500.00	\$15,000.00
> 01/20/2026	Business Savings To Business Checking	Deposit	\$500.00	\$16,500.00
> 01/19/2026	Utility Payment	Regular	-\$750.00	\$16,000.00
> 01/18/2026	Check Number 1234	Check	-\$500.00	\$16,750.00