

How to set up daily transfers via online banking

How to set up daily transfers in online banking

Step 1: Log into online banking

Step 2: Select the “Transfers & Payments” tab

Step 3: From the drop down menu, select “Internal Transfers”



Accounts	Account Services	Transfers & Payments	Card Services
		Internal Transfers	
		External Transfer	
		Bill Pay	
		Loan Payment from another CU/Bank	
		Send money with Zelle®	

Step 4: Choose the account you would like to transfer money “From”

Step 5: Choose the account you would like to transfer money “To”

Step 6: Set the date you would like the daily transfers to start

Step 7: Check the box “Repeat transfer”

Move Money [+ Add a recipient](#)


From

Select account ▼

To

Select account ▼

Date


09/19/2022 

☒ Repeat [Every week on Monday until I cancel](#)

Amount

\$ 0.00

Memo

 (optional)

Schedule transfer

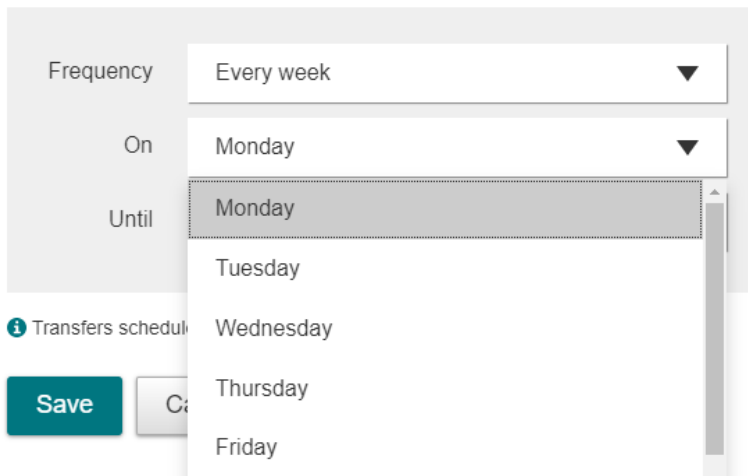
Go to My Accounts

Step 8: Frequency: Select “Every week”

On: Select the day of the week you want the transfer to start

Until: Select timeframe

How would you like to repeat this transfer?



The screenshot shows a user interface for scheduling transfers. It features three dropdown menus: 'Frequency' set to 'Every week', 'On' set to 'Monday', and 'Until' also set to 'Monday'. The 'Until' dropdown is open, showing a list of days from Monday to Friday. Below the dropdowns is a teal 'Save' button and a partially visible 'Cancel' button. An information icon and the text 'Transfers scheduled' are also visible.

Frequency	Every week ▼
On	Monday ▼
Until	Monday ▼

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Save **Cancel**

Transfers scheduled

Step 9: Enter the amount you would like to transfer

Step 10: Select “Schedule transfer”

Amount

\$ 20.00

Memo



(optional)

Schedule transfer

Go to My Accounts

Step 11: Confirm the transfer

Please confirm

Transfer


From PREMIUM CHECKING 0004

To PRIMARY SHARE 0001

Starting September 19

Frequency Every week on Monday until I cancel

Amount \$20.00

 Transfers scheduled starting today will begin on the next scheduled date.

Confirm

Cancel

Step 12: Select “Make another transfer”

✓ Success!

Transfer

From	PREMIUM CHECKING 0004
To	PRIMARY SHARE 0001
Starting	September 19
Frequency	Every week on Monday until I cancel
Amount	\$20.00

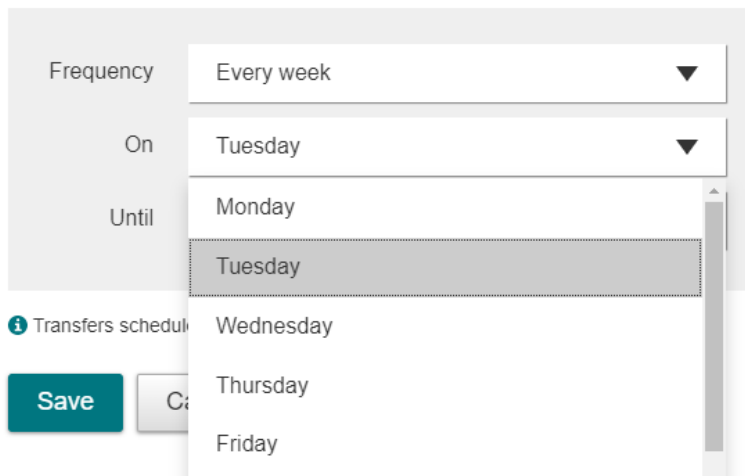
 [Print this receipt](#)

[Go to My Accounts](#)

[Make another transfer](#)

Step 13: Repeat these steps for other days of the week you would like to schedule a recurring transfer (i.e., Tuesday, Wednesday, and so on)

How would you like to repeat this transfer?



The screenshot shows a form for setting up a recurring transfer. It has three main fields: 'Frequency' set to 'Every week', 'On' set to 'Tuesday', and 'Until' set to 'Monday'. A dropdown menu is open for the 'On' field, showing a list of days from Monday to Friday. 'Tuesday' is currently selected and highlighted. Below the form, there is a teal 'Save' button and a grey 'Cancel' button. An information icon and the text 'Transfers scheduled' are also visible.

Frequency	Every week ▼
On	Tuesday ▼
Until	Monday

- Monday
- Tuesday**
- Wednesday
- Thursday
- Friday

Save **Cancel**

Transfers scheduled

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