

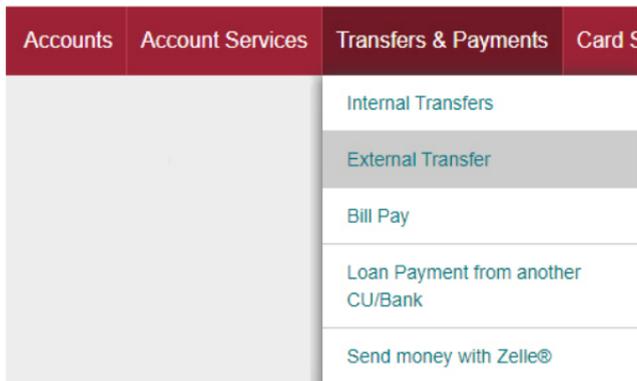
# How to set up external transfers via online banking

# How to set up external transfers in online banking

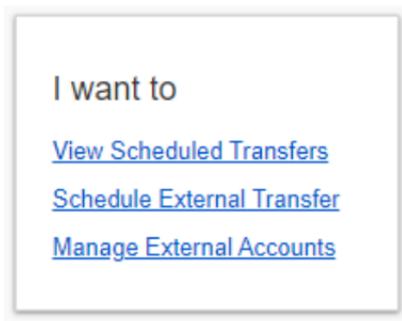
Step 1: Log into online banking

Step 2: Select the “Transfers & Payments” tab

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



Step 4: Select “Schedule External Transfer”



Step 5: To add an external account, select “+ Add an Account”. (If the external account is already listed, please proceed to Step 9)



Step 6: Enter the requested information for the external account you would like to add

### External Transfer - Add Account

Please provide your other Financial Institution information below

Account type

Enter Financial Institution Name or 9 Digit Routing Number

If match not found on name, please enter routing number

Please enter your account number

Please confirm your account number

Step 7: Select “Continue”

Continue

Step 8: After the account has been added, select “Schedule External Transfer”

I want to

[View Scheduled Transfers](#)

[Schedule External Transfer](#)

[Manage External Accounts](#)

Step 9: Choose the account you would like to transfer money from

Step 10: Choose the account you would like to transfer money to

Step 11: Enter the amount of money you would like to transfer

## Schedule External Transfer

Transfer from

--Select--



Transfer to

--Select--



Amount [check your limits](#)

\$0.00

Step 12: Enter the date for the transfer to occur

Step 13: Check “Repeat” if you would like this transfer to repeat and enter occurrence and duration information requested

Step 14: Check “I agree to the Terms & Conditions”

Step 15: Select “Schedule Transfer”

Initiate transfer on

  Repeat

It may take up to 3 business days for transfers to complete.

I agree to the [Terms & Conditions](#)

Step 16: After reviewing the information, select “Schedule Transfer”

### Schedule External Transfer Review

Transfer from	Premium Checking 1234
Transfer to	Savings 5678
Transfer amount	\$0.01
Transfer initiation date	09/16/2022

Schedule Transfer

Edit Transfer

Cancel

Step 17: Select “Continue”

Continue

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