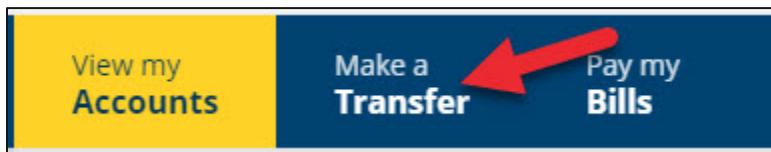


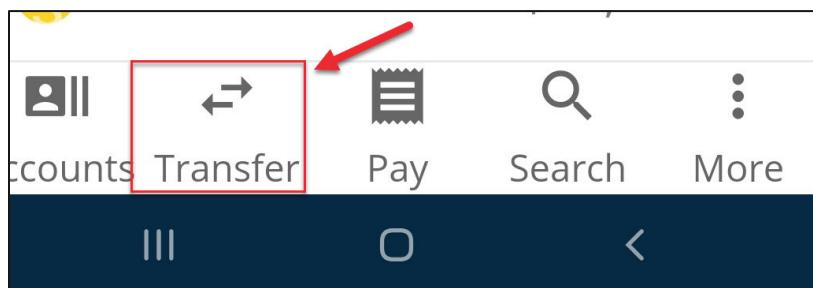


How to Make a Recurring Transfers

1. Log into digital banking
2. If you are accessing digital banking from a web browser, click on the "Make a Transfer" option from the main menu bar at the top of the page.



If you are using the mobile app, tap "transfers" at the bottom of the screen.



3. The New Transfer screen will appear



4. Select the account from which the funds will be transferred. Eligible accounts include most deposit accounts with available balances and lines of credit. If you have enabled an External Account, it will also be available as a choice.





5. Select the account to which the funds will be transferred.

To:

S0000 SAVINGS *-S0000	\$25.00	▼
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6. Enter the amount to be transferred. There is no need to enter the decimal.

Amount

\$ 10.00

7. Select when the transfer will occur. There are several options available.

Occurs	Now
Now	
One time	
Weekly	
Every two weeks	
Monthly	
Quarterly	
Annual	

Ending	▼
Never	
On a specific date	

You will have the ability to select the date on which the transfer starts and two options for the ending date - "Never" or "On a specific date". If you choose a specific date, the calendar will appear so you can set the ending date for your recurring transfer.

When

6/22/2020

<	Jun	2020	>			
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11



8. Once you've selected the starting and ending dates for your transfer, you have the option to add a Memo. This note will appear with the transaction (i.e. mortgage payment, savings goal, car payment, etc.)

Memo (optional)

testing

9. Next, tap or click "Review"

Review

10. The Review Transfer Screen will appear, summarizing the information gathered on the previous screen. On this screen you will have the option to Confirm, Cancel or Edit the information on the screen.

← Review Transfer + Add a Destination Account

From: S0100 CHECKING *-S0100 To: S0000 SAVINGS *-S0000

Amount: \$79.00 → \$35.00

Occurs: Monthly

Starts on: 06/23/2020

Ends on: 08/30/2020

→ → →

Schedule Cancel Edit

11. If you need to make any changes, click or tap "Edit". If you no longer wish to conduct the transfer, click or tap "Cancel".

12. If all looks correct, click or tap "Confirm". This message will appear.

✓ Transfer Succeeded

Transfer ID: H106

Your transfer of \$10.00 from S0100 CHECKING to S0000 SAVINGS has been completed

Schedule Another Transfer

If you need assistance, please contact us at 901-380-7400 and we'll be happy to help.