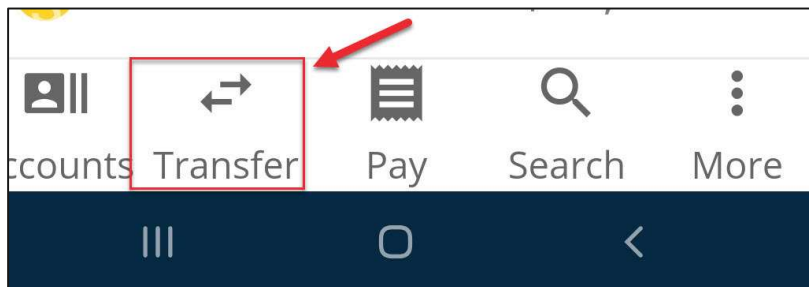## How to Make a Recurring Transfer
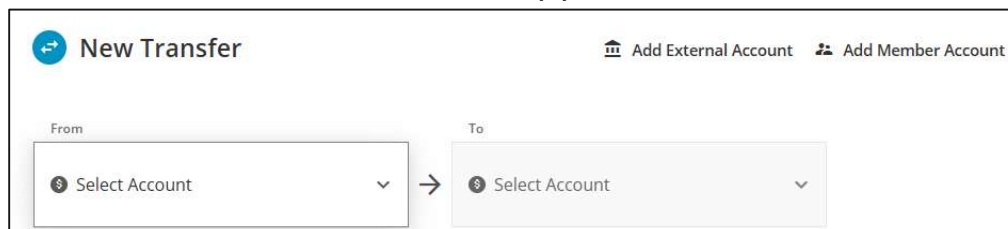
1. Log into digital banking
2. If you are accessing digital banking from a web browser, click on the "Make a Transfer" option from the main menu bar at the top of the page.

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 there is available credit. If you have enabled an External Account, it will also be available as a choice.

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

To:

$ S0000 SAVINGS $25.00
    *-S0000

6. Enter the amount to be transferred to the other account.

Amount

$ 10.00

7. Select when the transfer will occur. For recurring transfers, select Scheduled vs Now.

Send transfer

Scheduled
Transfer on a date you choose

Now
Received immediately

Scheduled
Transfer on a date you choose

8. Set the frequency for the transfer – there are several options available.

Occurs

One time

One time

Weekly

Every two weeks

Monthly

Quarterly

Annual

2

9. Set the start date of the recurring transfer by selecting a date from the "starts on" calendar option or manually entering the date in MM/DD/YYYY format.

10. There are two options for the end date – Never or On a specific date. If the "On a specific date" option is selected, use the drop-down calendar option or enter the end date in MM/DD/YYYY format. Then click or tap on Review.

11. The Review Transfer screen will appear. If you need to make any changes, click or tap "Edit". If you no longer wish to conduct the transfer, click or tap "Cancel". If everything looks good, click or tap "Schedule".

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