Process Transfers – One Time Transfer

• Select Transfers and then External Transfers.

• On the Transfer Funds screen, complete all required information.

You may view transfer limits for the requested transaction by selecting the blue “View Limits” next to the delivery speed or dollar amount field.

**NOTE:** Only if your account is eligible for Express-Next Day delivery, will the option populate in the Delivery Speed section.

Standard: Three Business Days
Express: One Business Day

• Select Review, review the transfer and select Confirm.
Process Transfers – Recurring Transfer

• Select Transfers and then External Transfers.

• On the Transfer Funds screen, complete all required information.

You may view transfer limits for the requested transaction by selecting the blue “View Limits” next to the delivery speed or dollar amount field.

• Select Frequency and Select Duration from the drop-down menus as there are multiple options available.

• Select Review, review the transfer and select Confirm.
Edit Transfers

• Select Transfers and then External Transfers.

• In the menu bar select Activity.
• Select the blue arrow to the left of the listed transfer, then Edit.

• For recurring transfers:
• Edit Next Only: Cancels only the one transfer, not the recurring model.
• Edit All Remaining: Cancels the recurring model.

Note: To change the from and to account, the model must be cancelled and a new model created.
Cancel Transfers

• Select **Transfers** and then **External Transfers**.

• In the menu bar select **Activity**.

• Select the blue arrow to the left of the listed transfer or **Edit**, then select **Cancel Transfer**.

• For recurring transfers:

• **Cancel All Remaining**: Cancels the recurring model.

• **Cancel Next Only**: Cancels only the one transfer, not the recurring model.
View Transfers

• Select Transfers and then External Transfers.
• In the menu bar select Activity.

The following Transfer types will be displayed:
• Completed: The funds have been transferred.
• Declined: The bank has reviewed and declined your funds transfer request.
• Failed: The bank was unable to process the transfer
• Rejected: The transfer was rejected by the recipient account
• Pending: Until the funds transfer is released for processing.
• Cancelled: Transfer cancelled by client
• In Process: Until the funds transfer between financial institutions is complete. Recurring Transfers