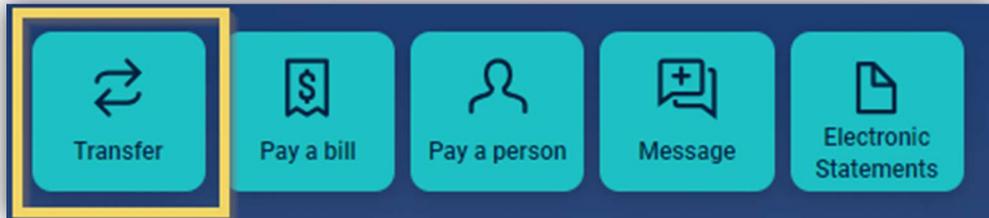


How to Set Up an Automatic Funds Transfer (AFT)

(Use this option to set up a reoccurring transfer)

Login to Online Banking.

Select Transfer from the menu.



Click More options.

A screenshot of the 'Transfer' form in an online banking interface. The form is titled 'Transfer' and has a back arrow on the left. It contains the following fields:

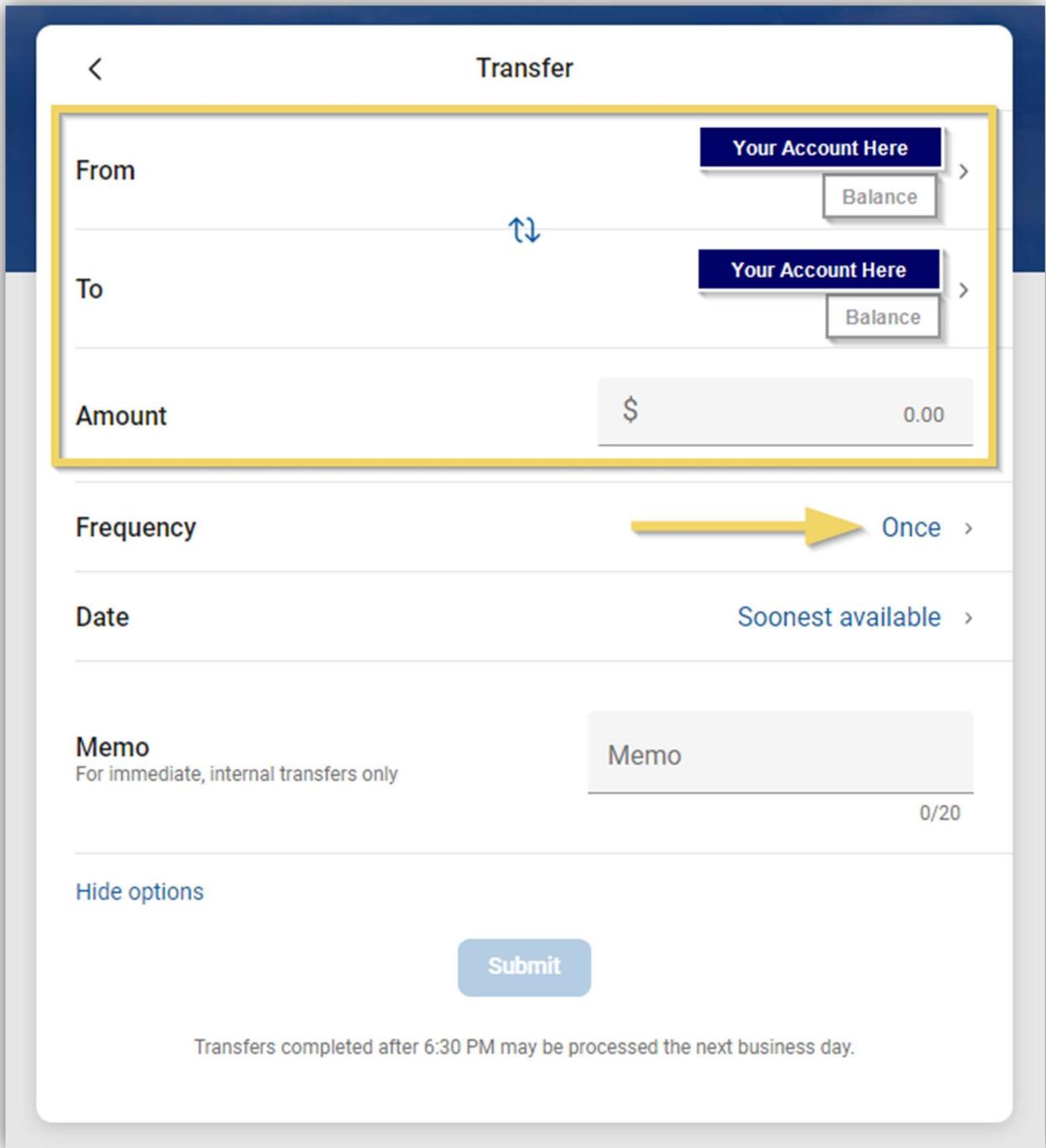
- 'From' field: A dropdown menu showing 'Your Account Here' with a right-pointing arrow and a 'Balance' button below it.
- 'To' field: A dropdown menu showing 'Your Account Here' with a right-pointing arrow and a 'Balance' button below it. A double-headed arrow is positioned between the 'From' and 'To' fields.
- 'Amount' field: A text input field with a dollar sign icon and the value '0.00'.
- 'More options' button: A button with a blue border, highlighted with a yellow border.
- 'Submit' button: A blue button.

At the bottom of the form, there is a note: 'Transfers completed after 6:30 PM may be processed the next business day.'

Verify the From account and the To account are where you want the money to come from and go.

Verify the amount is the amount you want to set up.

To change the frequency, click Once.



<

Transfer

From

Your Account Here

Balance

↕

To

Your Account Here

Balance

Amount

\$

0.00

Frequency

Once

Date

Soonest available

Memo

For immediate, internal transfers only

Memo

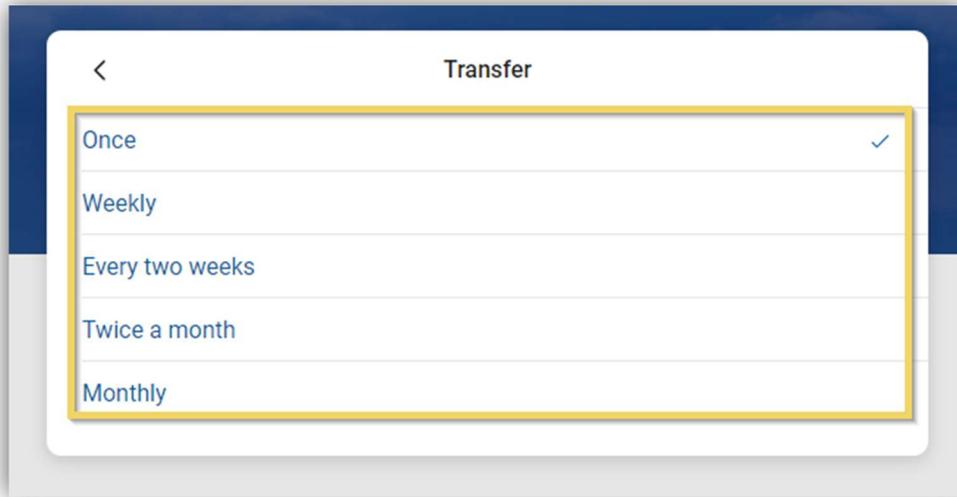
0/20

Hide options

Submit

Transfers completed after 6:30 PM may be processed the next business day.

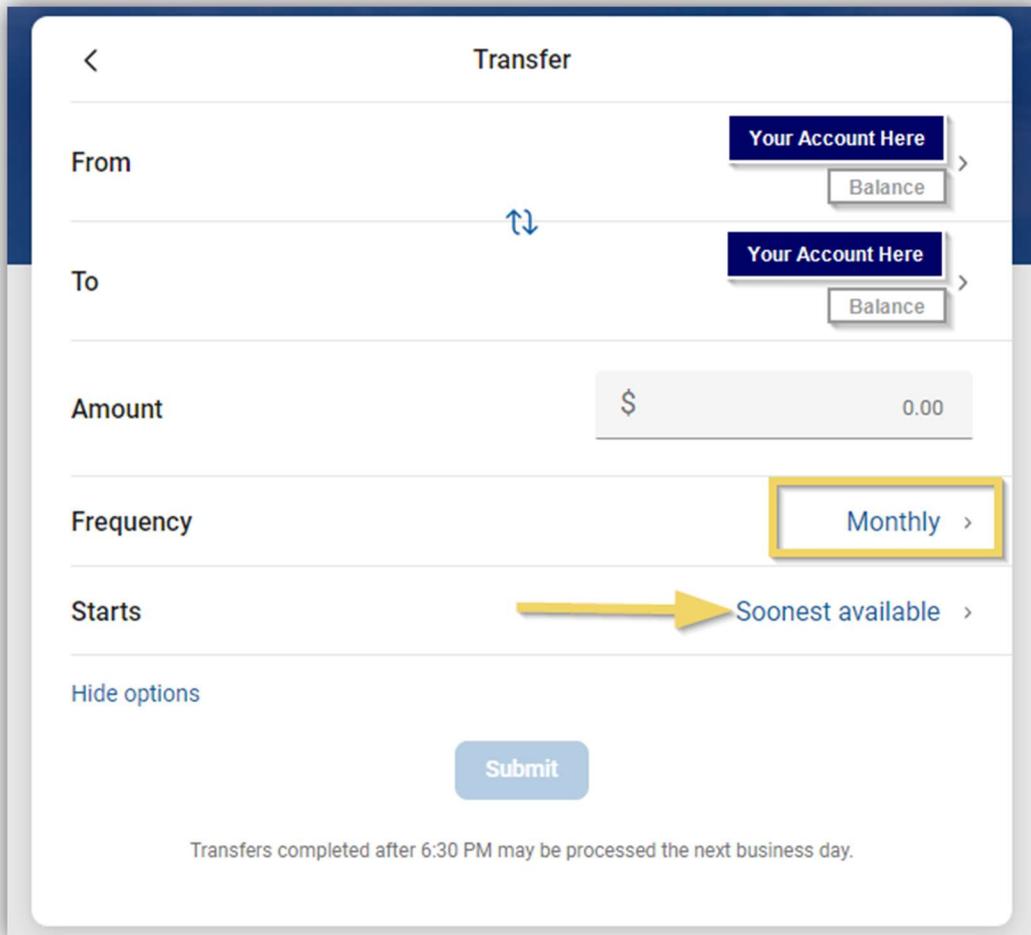
Select the frequency you want to transfer the funds.



A screenshot of a mobile application interface titled "Transfer". It shows a list of five frequency options: "Once", "Weekly", "Every two weeks", "Twice a month", and "Monthly". The "Once" option is selected, indicated by a blue checkmark on the right side of the list. A yellow rectangular box highlights the entire list area.

Your selection will appear on the next page.

Click Soonest available to adjust when the transfers will start.

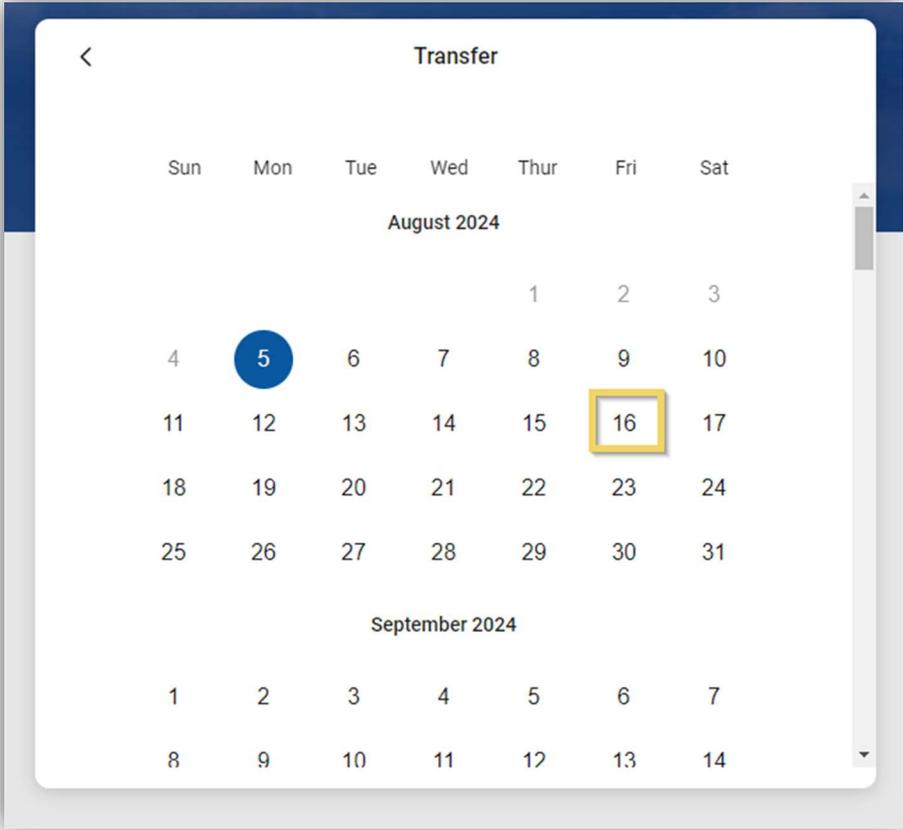


A screenshot of a mobile application interface titled "Transfer". It shows the following fields and options:

- From:** Your Account Here (with a "Balance" button and a right arrow).
- To:** Your Account Here (with a "Balance" button and a right arrow).
- Amount:** \$ 0.00
- Frequency:** Monthly (highlighted with a yellow box and a right arrow).
- Starts:** Soonest available (with a yellow arrow pointing to it and a right arrow).
- Hide options:** (text)
- Submit:** (button)

At the bottom, there is a note: "Transfers completed after 6:30 PM may be processed the next business day."

Select the date you want to start the transfers.



Verify all information is correct for your desired automatic (reoccurring) transfer.

Click Submit.

< Transfer

From **Your Account Here** >
Balance

↕

To **Your Account Here** >
Balance

Amount \$ 5.00

Frequency Monthly >

Starts August 16 >

Hide options

Submit

Transfers completed after 6:30 PM may be processed the next business day.



Transfer submitted

Amount
\$5.00

From **Your Account Here**

To **Your Account Here**

Starts August 16

Frequency Monthly

 You can always edit or cancel scheduled transfers from the transfers view.

[Make another transfer](#)

[Done](#)

Please note: If you set up a reoccurring transfer in Online Banking, the bank cannot cancel it for you. Please refer to [Cancelling or Editing an Automatic Funds Transfer](#) for how to cancel or edit an automatic funds transfer.