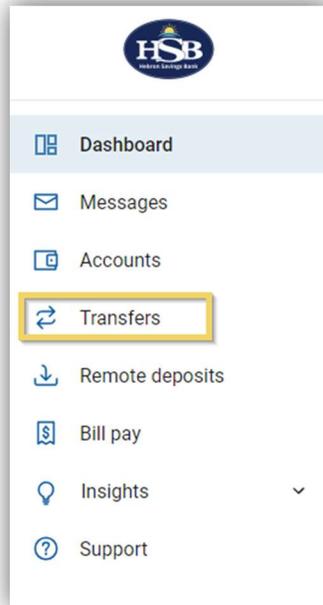


Cancelling or Editing an Automatic Funds Transfer

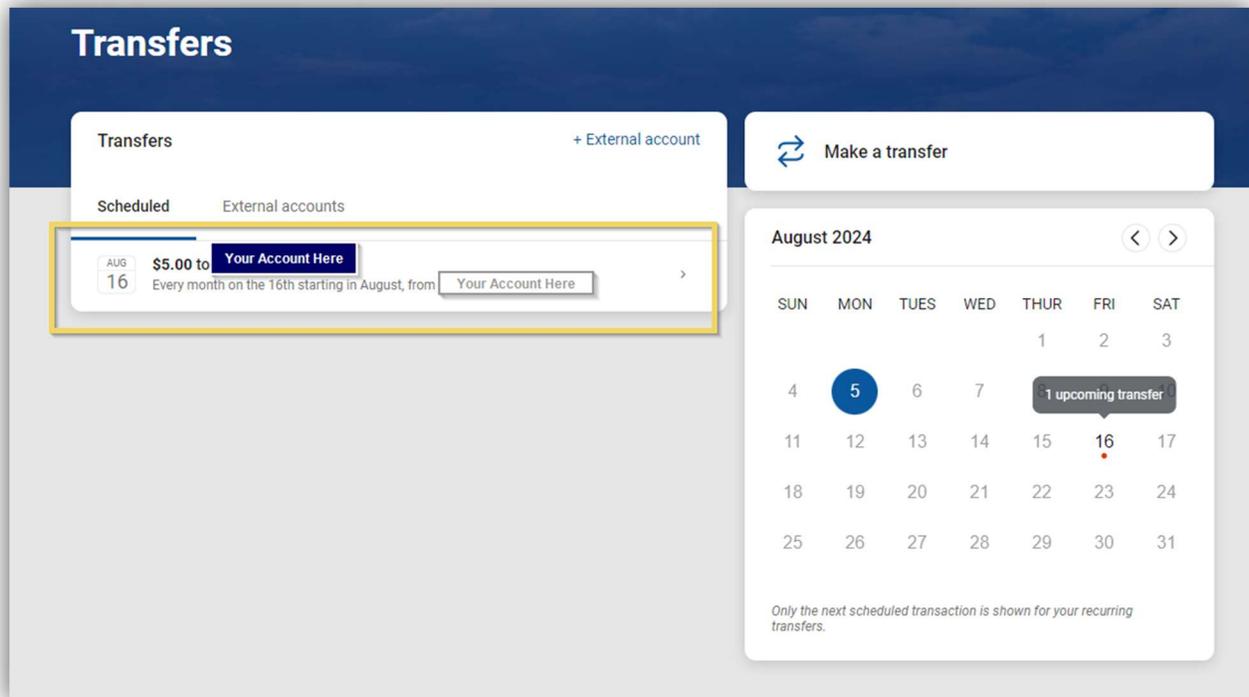
(Use this option to cancel or edit a reoccurring transfer)

Login to Online Banking.

Select Transfers from the menu on the left.



Click the transfer you want to cancel or edit.



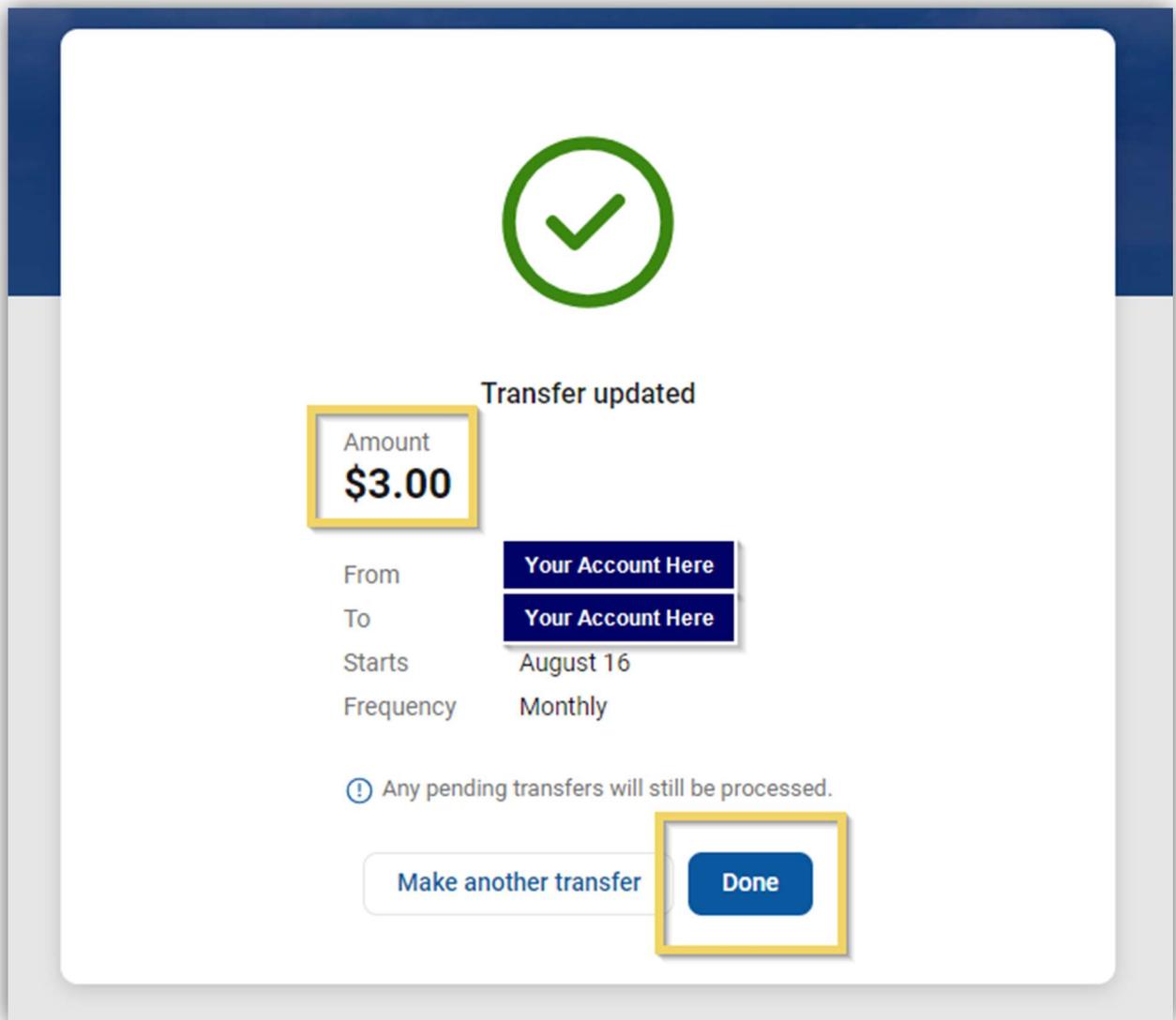
To **EDIT** the transfer, complete the steps found in **How to Set Up an Automatic Funds Transfer (AFT)** to adjust the transfer based on the fields below.

Click Save.

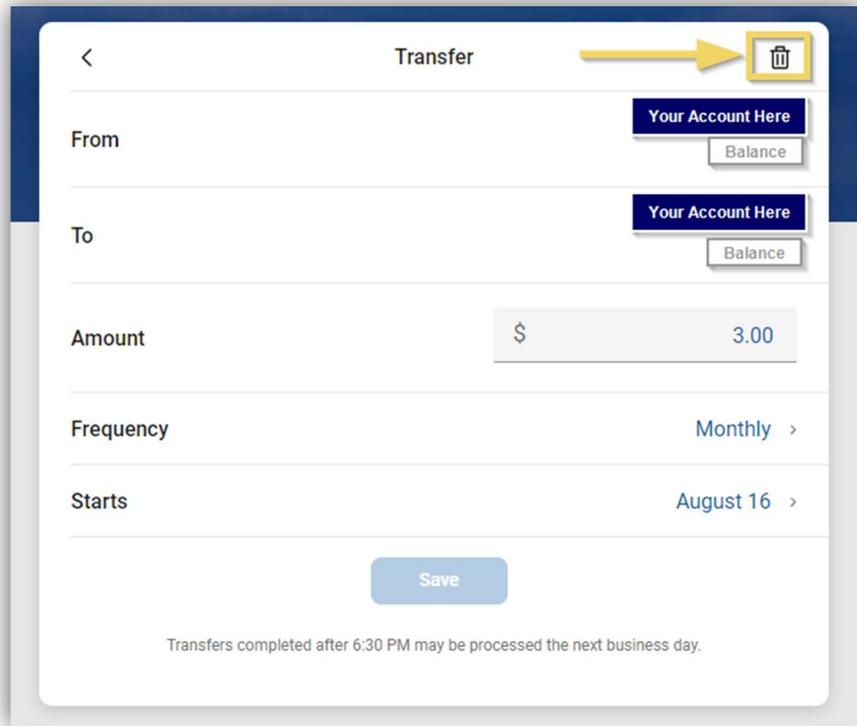
The screenshot shows a mobile application interface for editing a transfer. The title bar at the top is labeled "Transfer" and includes a back arrow on the left and a trash icon on the right. The form consists of several sections: "From" and "To" fields, each with a dropdown menu showing "Your Account Here" and a "Balance" button below it; an "Amount" field with a dollar sign and the value "5.00"; a "Frequency" field set to "Monthly" with a chevron; and a "Starts" field set to "August 16" with a chevron. A blue "Save" button is centered at the bottom and is highlighted with a yellow rectangular border. Below the button, a small note states: "Transfers completed after 6:30 PM may be processed the next business day."

You will receive a confirmation screen, just as you did in set up, reflecting your change. In this example, the amount was changed from \$5.00 to \$3.00.

Click Done to return to your online banking dashboard.



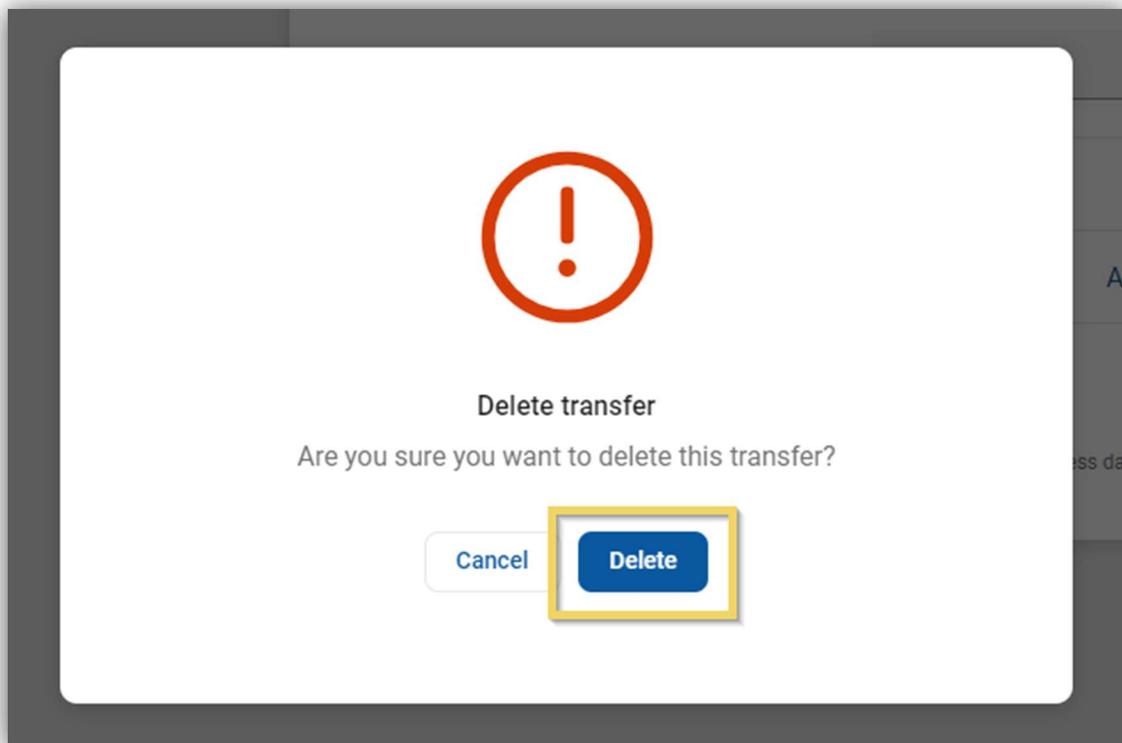
To **CANCEL** the transfer, click on the trashcan in the upper right-hand corner.



The screenshot shows a mobile application interface for creating a transfer. At the top, there is a back arrow on the left, the title "Transfer" in the center, and a trashcan icon on the right. A yellow arrow points to the trashcan icon. Below the title, there are two rows for "From" and "To", each with a blue button labeled "Your Account Here" and a grey button labeled "Balance". The "Amount" field is set to "\$ 3.00". The "Frequency" is set to "Monthly" with a right-pointing chevron. The "Starts" date is set to "August 16" with a right-pointing chevron. At the bottom, there is a blue "Save" button and a small note: "Transfers completed after 6:30 PM may be processed the next business day."

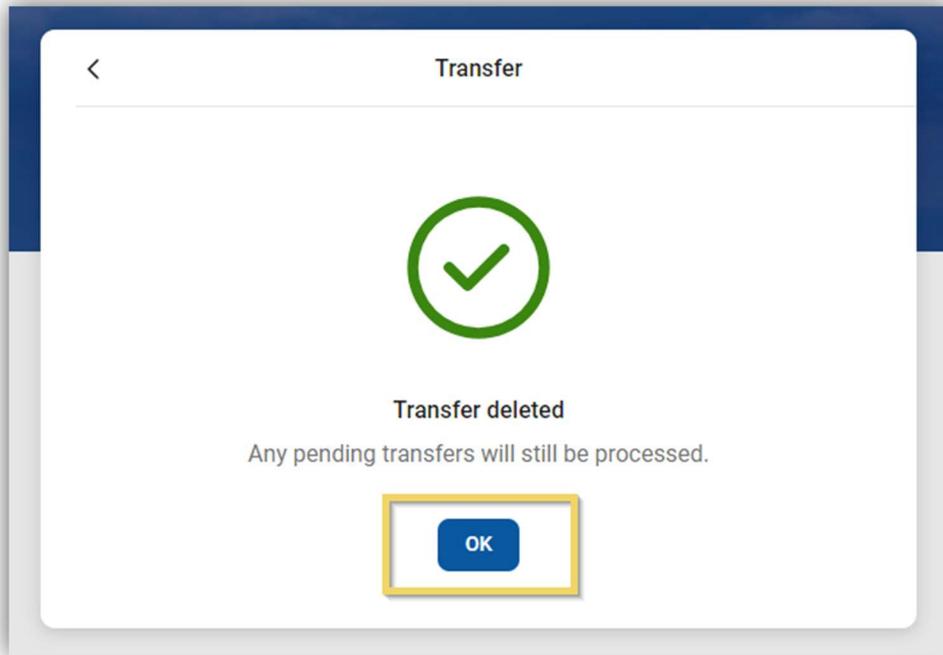
This pop up will appear.

Click Delete.



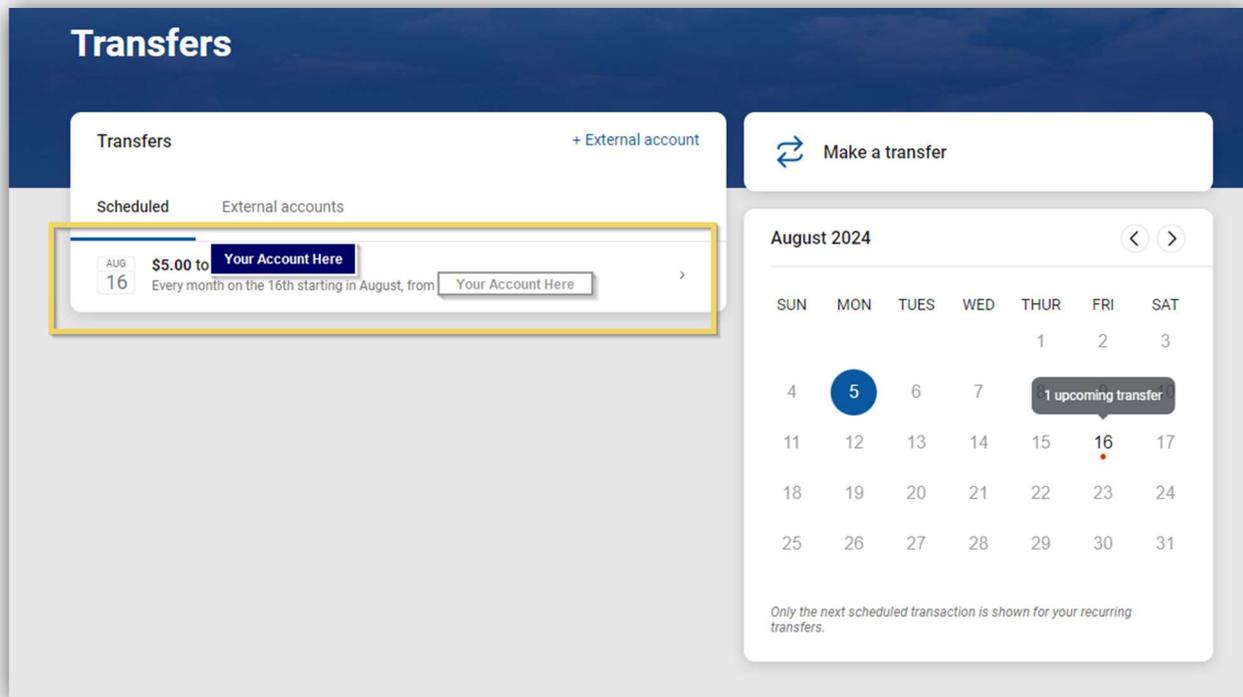
A confirmation screen will appear.

Click OK.



Clicking okay will return you to the Transfers area.

Any changes you made should be reflected in the area.



If you deleted/cancelled your transfer, there should be no scheduled transfers listed.

If you decide to re-schedule an automatic or reoccurring transfer, please refer to the document **How to Set Up an Automatic Funds Transfer (AFT)**.