Setting up an Incoming Transfer

1. Enroll in the Electronic Transfer Service.

Not enrolled? **Click here** for the instructions to enroll.

2. Click on the "Transactions" tab located near the top of the page.



3. Click on the "Account Transfer" tab located in the submenu.



4. In the "From Account" drop-down menu, select "External Account".



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5. Enter the account information and purpose of the transfer from your other financial institution.



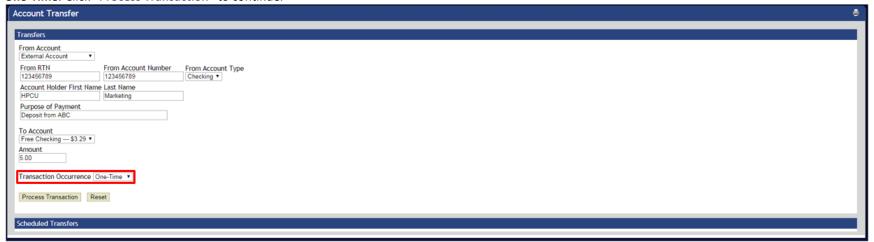
6. Select the appropriate account from the "To Account" drop-down menu and enter the amount to transfer from your other financial institution.



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7. In the "Transaction Occurrence" drop-down menu, select either "One-Time" or "Scheduled".

One-Time: Click "Process Transaction" to continue.



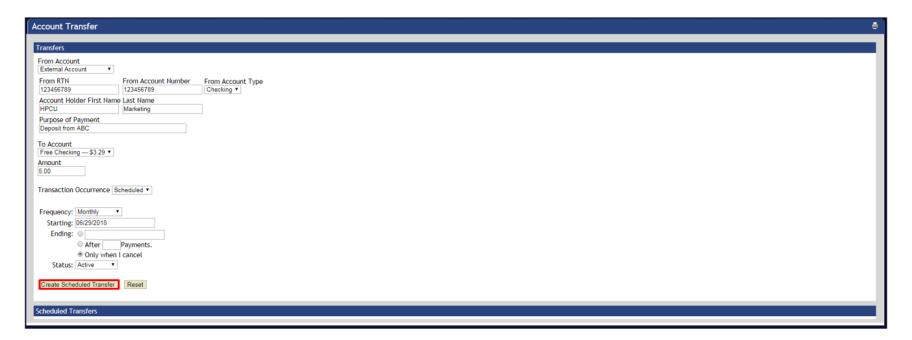


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Scheduled: Select the appropriate frequency and starting and end schedule. Then, click "Create Scheduled Transfer" to continue.



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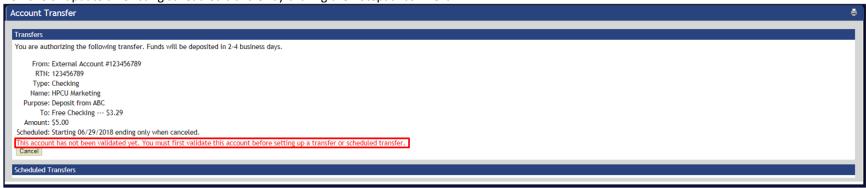
8. Confirm the outgoing electronic transfer.

One-Time: Click "Confirm Transaction" to continue.



Setting up an Incoming Transfer

Scheduled: Click "Create Scheduled Transfer" to continue. Scheduled transfers will be listed in the "Schedule Transfers" section on the "Transactions" tab. Remove or update an existing scheduled transfer by clicking the notepad icon next.



Note: You must first create a one-time transfer and validate the external account before a scheduled transfer can be setup. Otherwise, you'll receive the above error.