

Electronic Transfer Service

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.

You are here: [Home](#) >> [Transactions](#) >> Account Transfer

[Home](#) [Inquiries](#) [Transactions](#) [Credit Card](#) [Bill Pay](#) [Services](#) [User Profile](#) [Special Occasions](#) [Information Center](#) [Loan Application](#)

[Account Transfer](#) [Stop Check](#)

3. Click on the “Account Transfer” tab located in the submenu.

You are here: [Home](#) >> [Transactions](#) >> Account Transfer

[Home](#) [Inquiries](#) [Transactions](#) [Credit Card](#) [Bill Pay](#) [Services](#) [User Profile](#) [Special Occasions](#) [Information Center](#) [Loan Application](#)

[Account Transfer](#) [Stop Check](#)

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

Account Transfer

Transfers

From Account
External Account

From RTN From Account Number From Account Type

Account Holder First Name Last Name

Purpose of Payment

To Account
Free Checking --- \$3.29

Amount

Transaction Occurrence

Scheduled Transfers

Electronic Transfer Service

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

The screenshot shows the 'Account Transfer' form. The 'Transfers' section is active. A red box highlights the 'From' account information fields: 'From RTN' (123456789), 'From Account Number' (123456789), 'From Account Type' (Checking), 'Account Holder First Name' (HPCU), 'Last Name' (Marketing), and 'Purpose of Payment' (Deposit from ABC). The 'To Account' dropdown is set to 'Free Checking --- \$3.29'. The 'Amount' field is empty. The 'Transaction Occurrence' is set to 'One-Time'. There are 'Process Transaction' and 'Reset' buttons at the bottom.

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

The screenshot shows the 'Account Transfer' form. The 'To Account' dropdown is highlighted with a red box, showing 'Free Checking --- \$3.29'. The 'Amount' field is highlighted with a red box and contains the value '5.00'. The 'Transaction Occurrence' is set to 'One-Time'. There are 'Process Transaction' and 'Reset' buttons at the bottom.

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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.

Account Transfer

Transfers

From Account

External Account

From RTN

123456789

From Account Number

123456789

From Account Type

Checking

Account Holder First Name

HPCU

Last Name

Marketing

Purpose of Payment

Deposit from ABC

To Account

Free Checking --- \$3.29

Amount

5.00

Transaction Occurrence

One-Time

Process Transaction

Reset

Scheduled Transfers

Account Transfer

Transfers

From Account

External Account

From RTN

123456789

From Account Number

123456789

From Account Type

Checking

Account Holder First Name

HPCU

Last Name

Marketing

Purpose of Payment

Deposit from ABC

To Account

Free Checking --- \$3.29

Amount

5.00

Transaction Occurrence

One-Time

Process Transaction

Reset

Scheduled Transfers

Electronic Transfer Service

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

Account Transfer

Transfers

From Account

External Account

From RTN

123456789

From Account Number

123456789

From Account Type

Checking

Account Holder First Name

HPCU

Last Name

Marketing

Purpose of Payment

Deposit from ABC

To Account

Free Checking --- \$3.29

Amount

5.00

Transaction Occurrence | Scheduled

Frequency: Monthly

Starting: 06/29/2018

Ending: ☐ ☐ After Payments.

☒ Only when I cancel

Status: Active

Create Scheduled Transfer

Reset

Scheduled Transfers

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Account Transfer

Transfers

From Account
External Account ▼

From RTN
123456789

From Account Number
123456789

From Account Type
Checking ▼

Account Holder First Name
HPCU

Last Name
Marketing

Purpose of Payment
Deposit from ABC

To Account
Free Checking --- \$3.29 ▼

Amount
\$5.00

Transaction Occurrence
Scheduled ▼

Frequency: Monthly ▼

Starting: 06/29/2018

Ending: ☐ ☐ After Payments.
☒ Only when I cancel

Status: Active ▼

Create Scheduled Transfer

Reset

Scheduled Transfers

8. Confirm the outgoing electronic transfer.

One-Time: Click “Confirm Transaction” to continue.

Account Transfer

Transfers

You are authorizing the following transfer. Funds will be deposited in 2-4 business days.

From: External Account #123456789
RTN: 123456789
Type: Checking
Name: HPCU Marketing
Purpose: Deposit from ABC
To: Free Checking --- \$3.29
Amount: \$5.00

To ensure the validity of the external account setup and to ensure this external account was set up by the account holder, we will withdraw small (under one dollar) amount from the external account as you defined.

Confirm Transaction

Cancel

Scheduled Transfers

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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.

Account Transfer

Transfers

You are authorizing the following transfer. Funds will be deposited in 2-4 business days.

From: External Account #123456789
RTN: 123456789
Type: Checking
Name: HPCU Marketing
Purpose: Deposit from ABC
To: Free Checking --- \$3.29
Amount: \$5.00
Scheduled: Starting 06/29/2018 ending only when canceled.

This account has not been validated yet. You must first validate this account before setting up a transfer or scheduled transfer.

Cancel

Scheduled Transfers

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.