

## Electronic Transfer Service

### Setting up an Outgoing Transfer

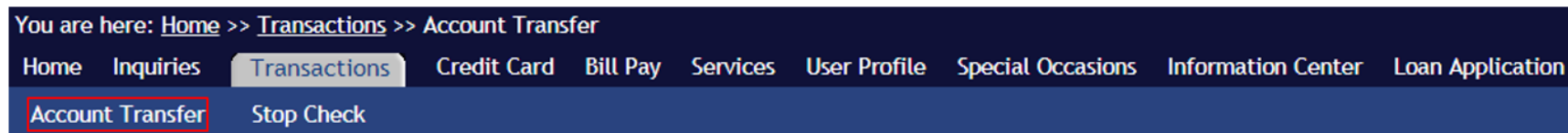
#### 1. Enroll in the Electronic Transfer Service.

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 the appropriate account.

This screenshot shows the "Account Transfer" form. The "From Account" dropdown menu is highlighted with a red box and shows "Free Checking --- \$5.08". Other fields include: "To Account" (External Account), "To RTN", "To Account Number", "To Account Type", "Account Holder First Name", "Last Name", "Purpose of Payment", "Amount", and "Transaction Occurrence" (One-Time). At the bottom are "Process Transaction" and "Reset" buttons. A "Scheduled Transfers" section is visible at the very bottom.

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5. In the “To Account” drop-down menu, select “External Account”.

The screenshot shows the 'Account Transfer' form. The 'From Account' is set to 'Free Checking --- \$5.08'. The 'To Account' dropdown menu is highlighted with a red box and shows 'External Account' selected. Below this, there are fields for 'To RTN', 'To Account Number', and 'To Account Type'. The 'Account Holder First Name' and 'Last Name' fields are also present. The 'Purpose of Payment' field is empty. The 'Amount' field is empty. The 'Transaction Occurrence' is set to 'One-Time'. At the bottom, there are 'Process Transaction' and 'Reset' buttons. A 'Scheduled Transfers' section is visible at the very bottom.

6. Enter the account information, purpose and amount to transfer to your other financial institution.

The screenshot shows the 'Account Transfer' form with the following information entered: 'To RTN' is '123456789', 'To Account Number' is '123456789', and 'To Account Type' is 'Checking'. The 'Account Holder First Name' is 'HPCU' and the 'Last Name' is 'Marketing'. The 'Purpose of Payment' is 'Deposit to ABC'. The 'Amount' is '\$5.00'. The 'Transaction Occurrence' is set to 'One-Time'. At the bottom, there are 'Process Transaction' and 'Reset' buttons. A 'Scheduled Transfers' section is visible at the very 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.



The screenshot shows the 'Account Transfer' form. The 'Transaction Occurrence' dropdown menu is highlighted with a red box and set to 'One-Time'. Below it are the 'Process Transaction' and 'Reset' buttons.

**Account Transfer**

**Transfers**

From Account  
Free Checking --- \$5.08 ▼

To Account  
External Account ▼

To RTN  
123456789

To Account Number  
123456789

To Account Type  
Checking ▼

Account Holder First Name  
HPCU

Last Name  
Marketing

Purpose of Payment  
Deposit to ABC

Amount  
5.00

Transaction Occurrence | One-Time ▼

Process Transaction | Reset

**Scheduled Transfers**



The screenshot shows the 'Account Transfer' form. The 'Transaction Occurrence' dropdown menu is set to 'One-Time'. The 'Process Transaction' button is highlighted with a red box.

**Account Transfer**

**Transfers**

From Account  
Free Checking --- \$5.08 ▼

To Account  
External Account ▼

To RTN  
123456789

To Account Number  
123456789

To Account Type  
Checking ▼

Account Holder First Name  
HPCU

Last Name  
Marketing

Purpose of Payment  
Deposit to ABC

Amount  
5.00

Transaction Occurrence | One-Time ▼

Process Transaction | Reset

**Scheduled Transfers**

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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

Free Checking --- \$5.08 ▾

To Account

External Account ▾

To RTN

123456789

To Account Number

123456789

To Account Type

Checking ▾

Account Holder First Name

HPCU

Last Name

Marketing

Purpose of Payment

Deposit to ABC

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

## Electronic Transfer Service

### Setting up an Outgoing Transfer

Account Transfer

Transfers

From Account

Free Checking --- \$5.08 ▾

To Account

External Account ▾

To RTN

123456789

To Account Number

123456789

To Account Type

Checking ▾

Account Holder First Name

HPCU

Last Name

Marketing

Purpose of Payment

Deposit to ABC

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

## Electronic Transfer Service

### Setting up an Outgoing Transfer

Account Transfer

Transfers

From Account

Free Checking --- \$5.08

To Account

External Account

To RTN

123456789

To Account Number

123456789

To Account Type

Checking

Account Holder First Name

HPCU

Last Name

Marketing

Purpose of Payment

Deposit to ABC

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: Free Checking --- \$5.08

To: External Account

RTN: 123456789

Type: Checking

Name: HPCU Marketing

Purpose: Deposit to ABC

Amount: \$5.00

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: Free Checking --- \$5.08  
To: External Account  
RTN: 123456789  
Type: Checking  
Name: HPCU Marketing  
Purpose: Deposit to ABC  
Amount: \$5.00  
Scheduled: Starting 06/29/2018 ending only when canceled.

Create Scheduled Transfer

Cancel

Scheduled Transfers

Account Transfer

Transfers

From Account

--- Account ---

To Account

Amount

Comment

--- Account ---

[+ Add Account](#)

Transaction Occurrence 

One-Time

Process Transaction

Reset

Scheduled Transfers

From Account	To Account	Amount	Frequency	Starting	Transfers Completed	Status	
Free Checking	External account	\$5.00	Monthly	06/29/2018	0	Active	