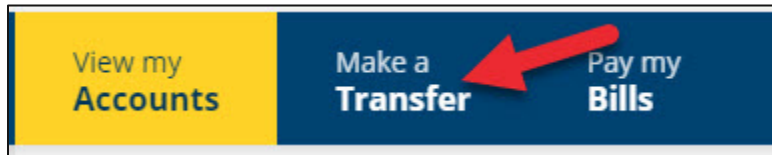
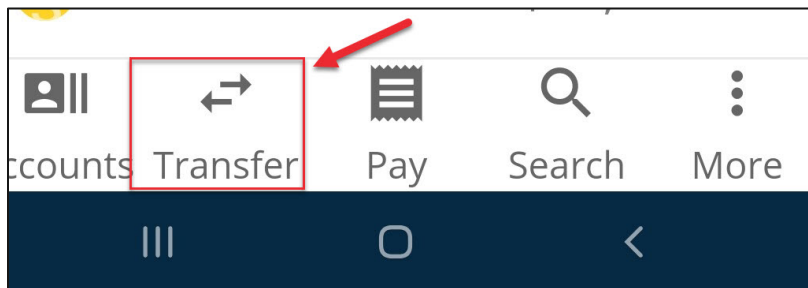


## How to Make a Transfer from an External Account

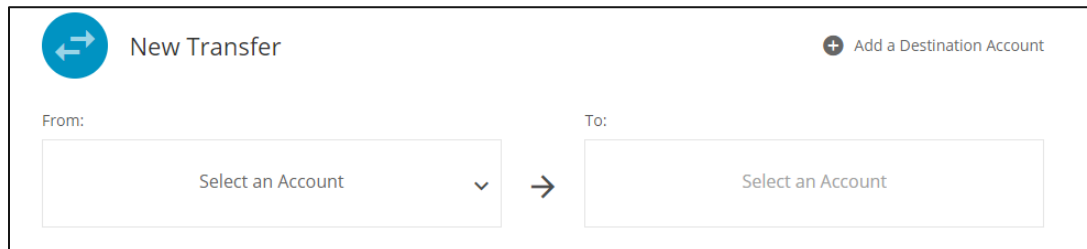
1. Log into digital banking
2. If you are accessing digital banking from a web browser, click on the “Make a Transfer” option from the main menu bar at the top of the page.



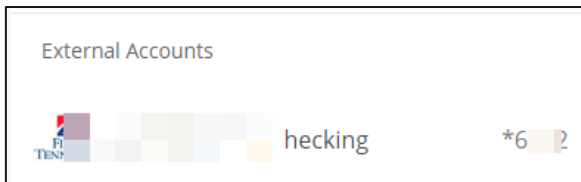
If you are using the mobile app, tap “transfers” at the bottom of the screen.



3. The New Transfer screen will appear



4. Select the account from which the funds will be transferred. If you have enabled an external account, it will be part of the account list, at the bottom.



5. Select the account to which the funds will be transferred.



To:

\$ S0000 SAVINGS \$25.00  
\*-S0000

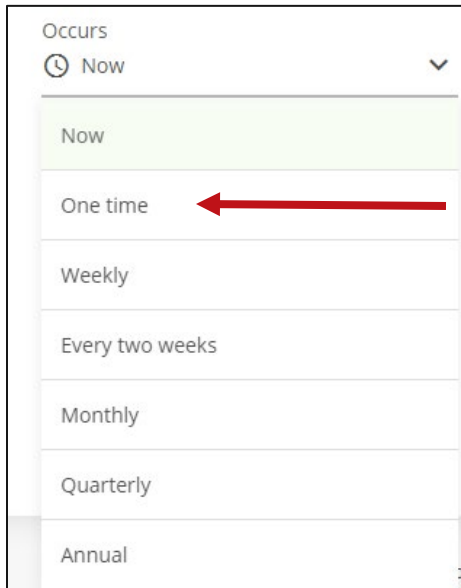
6. Enter the amount to be transferred. There is no need to enter the decimal.



Amount

\$ 10.00

7. Select when the transfer will occur. There are several options available.



Occurs

Now

Now

One time ←

Weekly

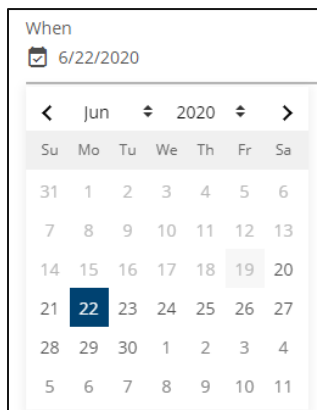
Every two weeks

Monthly

Quarterly

Annual

If you choose any option other than “Now”, you will have the ability to select the date on which the transfer starts. In this example, we selected a one-time transfer that will occur on 06/22/20.




When

6/22/2020

< Jun 2020 >

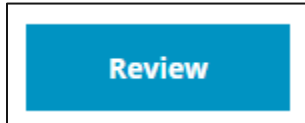
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

8. Once you've selected the start date for your transfer, you have the option to add a Memo. This note will appear with the transaction (i.e. mortgage payment, savings goal, car payment, etc.)

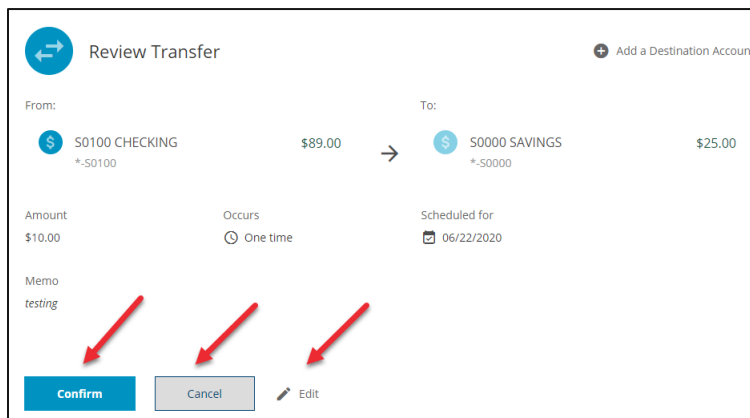


Memo (optional)  
testing

9. Next, tap or click "Review"

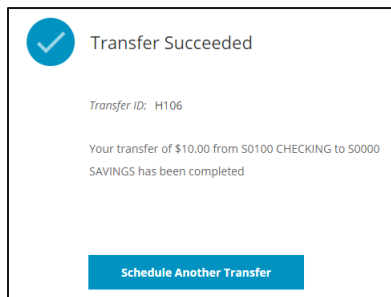


10. The Review Transfer Screen will appear, summarizing the information gathered on the previous screen. On this screen you will have the option to Confirm, Cancel or Edit the information on the screen.



11. If you need to make any changes, click or tap "Edit". If you no longer wish to conduct the transfer, click or tap "Cancel".

12. If all looks correct, click or tap "Confirm".



If you need additional assistance, please contact us at 901-380-7400 and we'll be happy to help.