How to set up external transfers

Follow these steps to set up a transfer to or from an account at a different financial institution in our Online Banking. An external account must be set up in Online Banking first in order to use this feature. Money being moved to or from an external account can take between 2-5 business days to process.

1. Log in to Online Banking and click Move Money.

2. In the New Transfer window:
   - Choose the account to transfer From.
   - Choose the account to transfer To.
   - Enter the amount you want to transfer.
   - Choose when the transfer will occur. You can set it up as a recurring transfer.
   - Enter in a memo (if applicable).

3. Click Review.

4. If all the information is correct, click Confirm. If not, click Edit to make any necessary changes or Cancel altogether.

5. A confirmation screen will appear.