How to set up a recurring transfer

Follow these steps to set up a recurring scheduled transfer in Online Banking.

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

2. In the New Transfer window, choose the accounts to transfer From and To.

3. Enter the Amount you want to transfer, and then in the Occurs field, choose how often the transfer will occur.

4. Select a Starts On date.

5. Select an Ending date by choosing Never, After a number of transactions or On a specific date (and entering that in as prompted).

6. Enter in a memo (if applicable). Click Review.
How to set up a recurring transfer (cont.)

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

8. A confirmation screen will appear with the ability to make another transfer if needed.