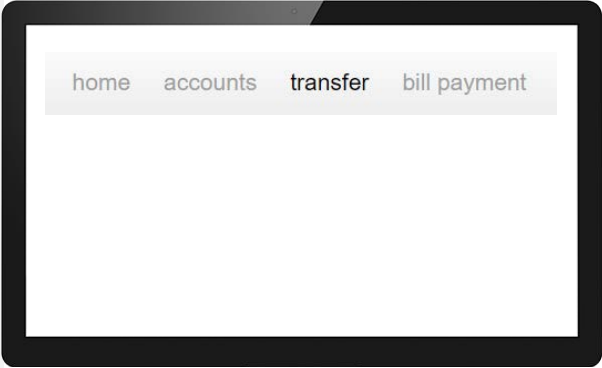# How to Make a Transfer

Transfer money to and from your accounts online

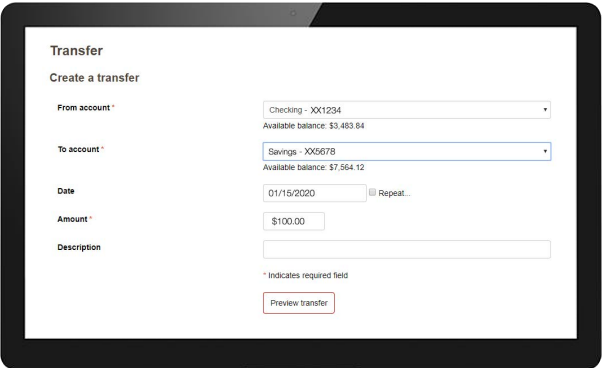### Step 1

Log into Online Banking. Select **transfer** from the top menu.

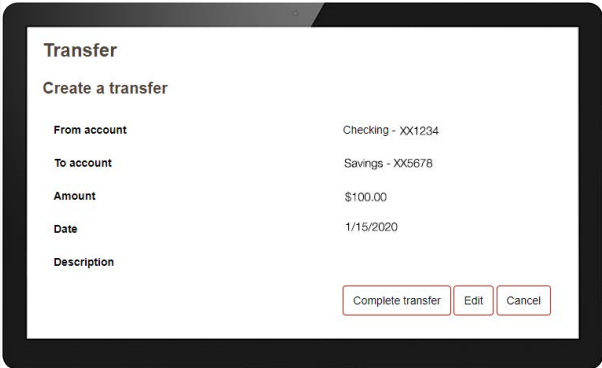| home | accounts | **transfer** | bill payment |

Step 2

Use the drop down menus to choose the **from** and **to** accounts. Enter the **date** and select **repeat** if you would like this to be a recurring transfer. Enter the **amount**, and description (optional).

Select **Preview Transfer**.

Transfer
Create a transfer

From account *	Checking - XX1234
	Available balance: $3,483.84
To account *	Savings - XX5678
	Available balance: $7,564.12
Date	01/15/2020 ☐ Repeat...
Amount *	$100.00
Description	

* Indicates required field

[Preview transfer]

Step 3

Review the transfer details and select **make transfer.** You will see the below transfer details.

Transfer
Create a transfer

From account	Checking - XX1234
To account	Savings - XX5678
Amount	$100.00
Date	1/15/2020
Description	

[Complete transfer] [Edit] [Cancel]

Step 4

When the transfer has processed, the below confirmation screen will appear.

⊘ Your transfer has completed successfully. Your confirmation number is 400120049.