



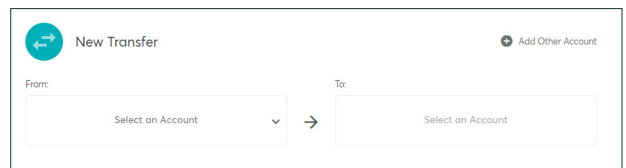
How to set up a recurring transfer

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

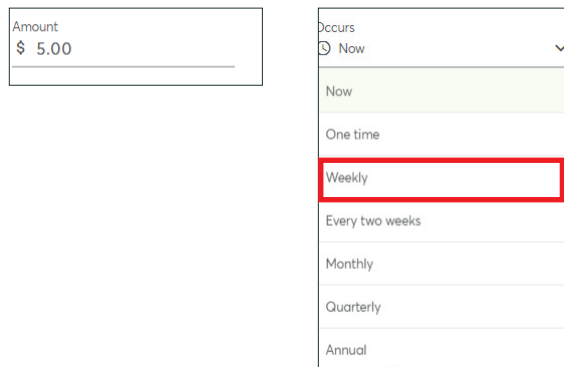
1. Log in to Online Banking and click **Move Money**.



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



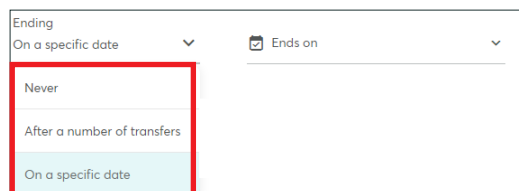
3. Enter the **Amount** you want to transfer, and then in the **Occurs** field, choose how often the transfer will occur.



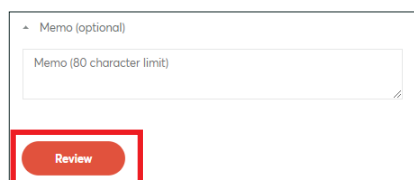
4. Select a **Starts On** date.



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



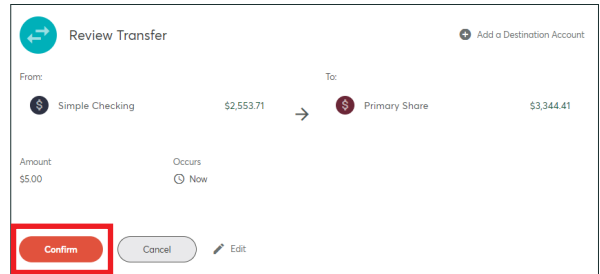
6. Enter in a **memo** (if applicable). Click **Review**.





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.

