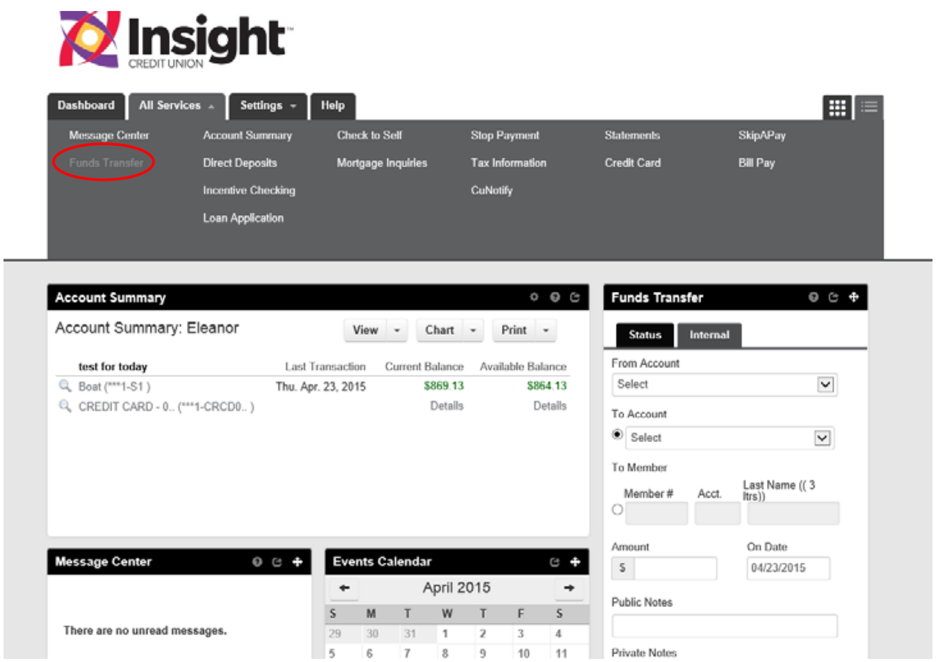
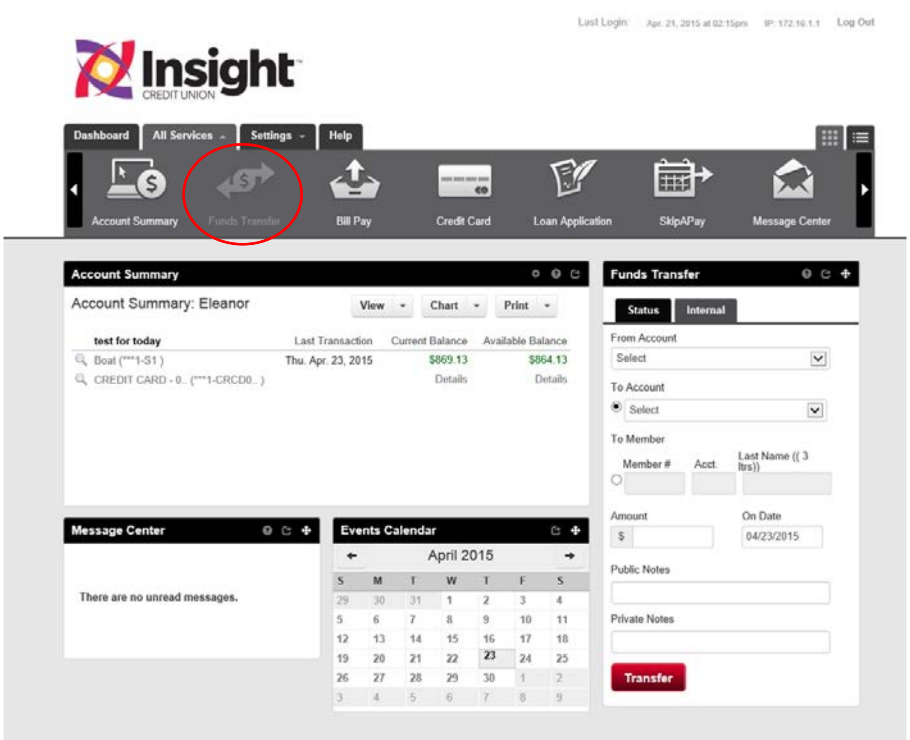
Transferring to Another Member

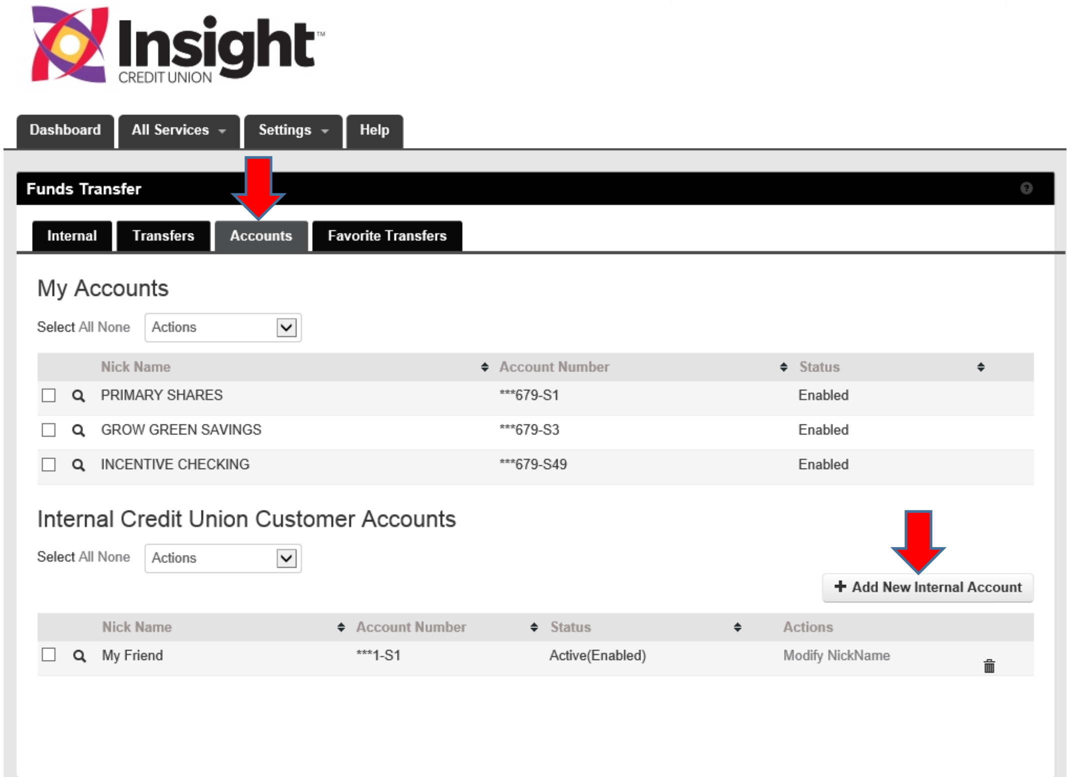
There may be times you want to transfer funds from one of your accounts to another member. That is certainly possible; just follow these steps:

1. Choose "Funds Transfer" from the "All Services" Menu. Depending on which view you prefer, you will either choose the link or the button as shown below.

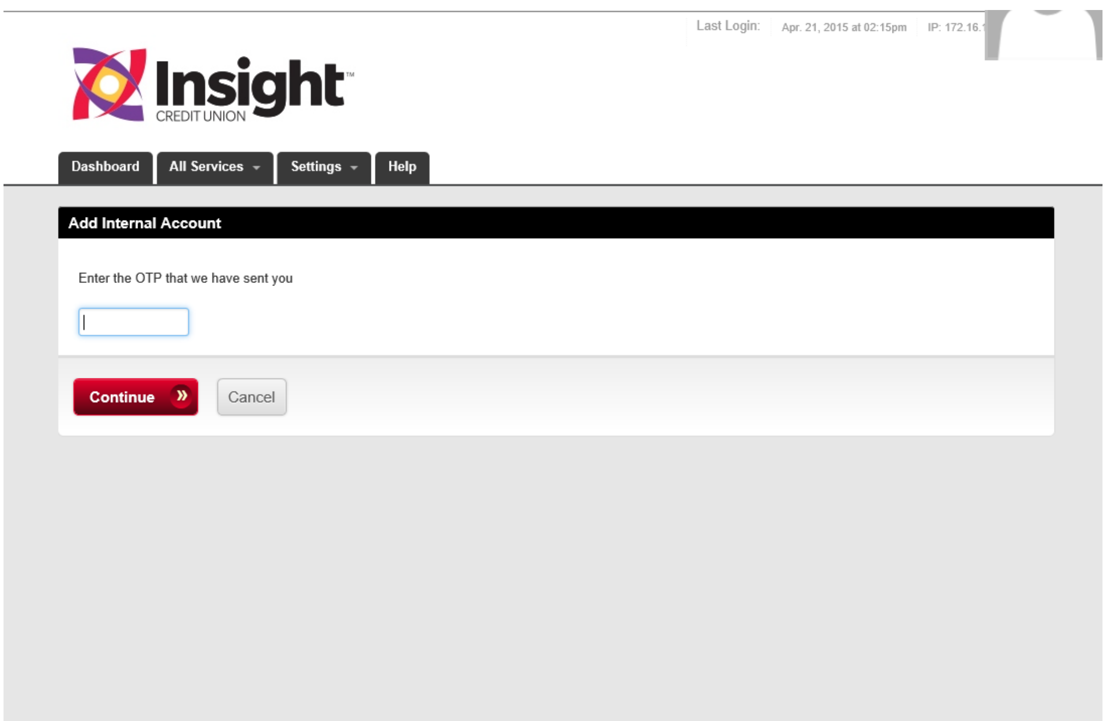




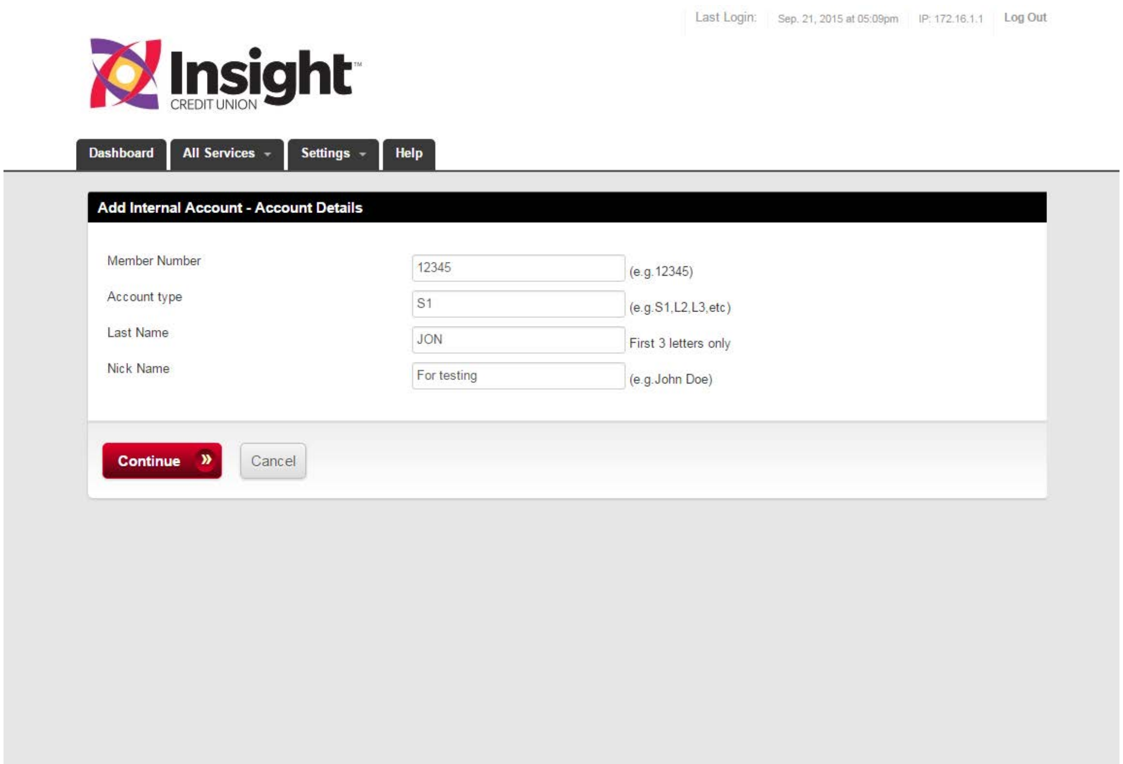
2. Under the “Accounts” tab, select “Add New Internal Account”.



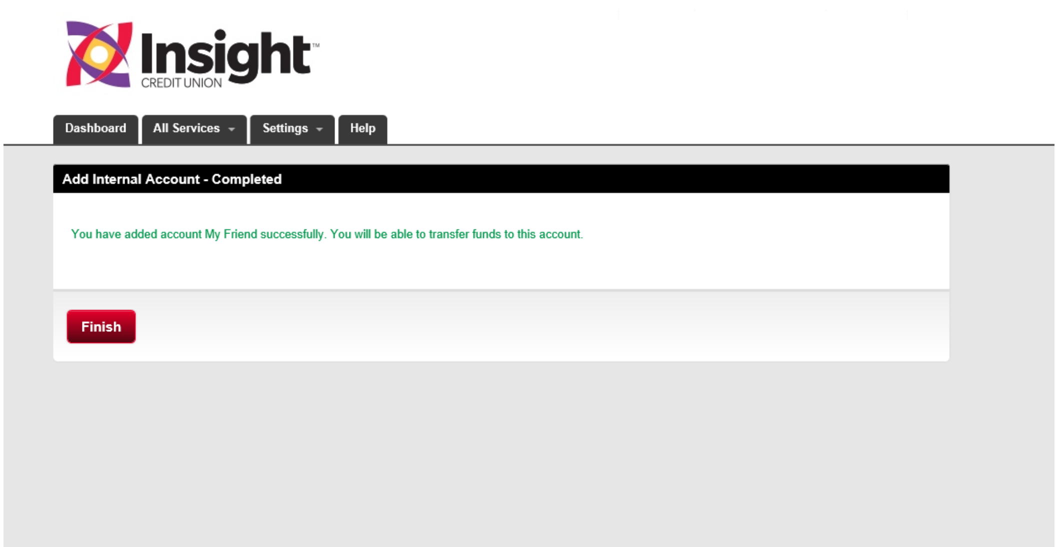
3. The system will automatically generate a one-time password and send it to the device you chose during the registration process. Access that one-time password, enter it into the screen and click continue.



4. Enter the information for the account you want to transfer to. Enter the member number, the account type, the first three letters of the last name and a nickname for this member. In the example below, the nickname we use is “For testing”.



5. The system will indicate the account has been added. Click finish.



6. Now you can select this member in the drop-down menu as a “Transfer To” account.

Keep in mind--You will only need to create this member ONCE. Each time you go in to make a transfer after that, the member will be available as an option from the “To Account” drop-down menu .