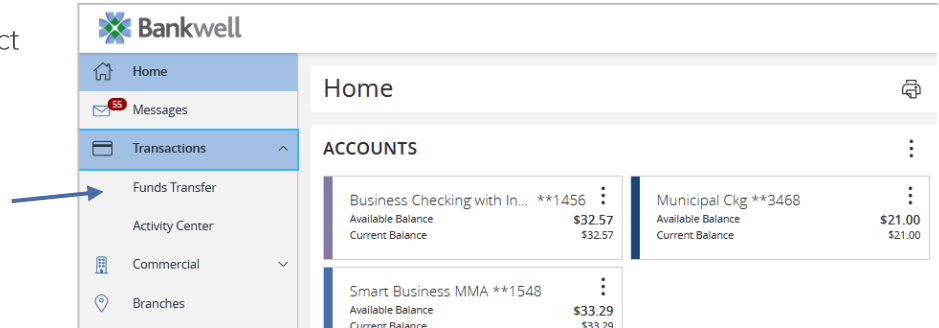


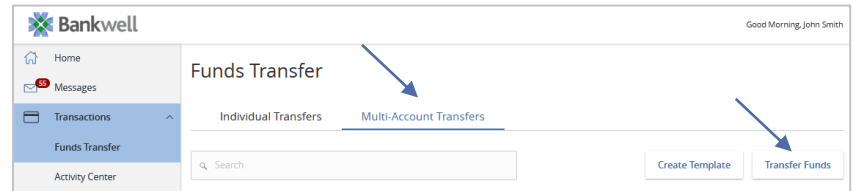
Transfer Funds

1. Select the 'Transactions' menu, then select 'Funds Transfer'.



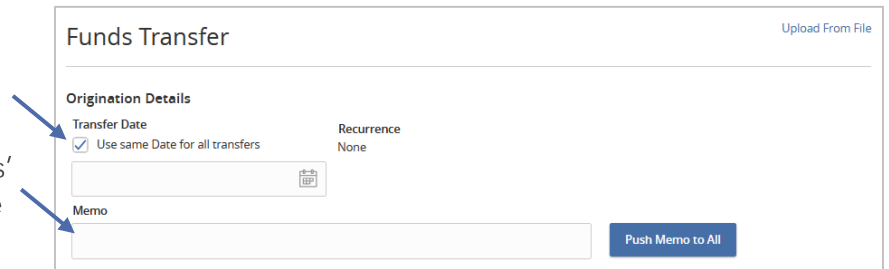
2. Select the 'Multi-Account Transfers' tab.

3. Select 'Transfer Funds'.



4. Click the 'Use same Date for all transfers' check box to automatically set the same date for all transfers being initiated.

Or leave the 'Use same Date for all transfers' check box unselected to individually set the date for each transfer.



Optional: Enter a memo and click 'Push Memo to All' to automatically push the same memo to all transfers listed.



Multi Transfers

5. Select the 'From' and 'To' Account for each transfer.
6. Enter the Amount for each transaction.

From Account	To Account	Amount	
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.00"/>	⋮
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.00"/>	⋮
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	<input type="text" value="\$0.00"/>	⋮
+ Add another transfer			

7. Review the information on the screen for accuracy, and select submit.

Note: Funds transfers are processed in the order that they appear on the screen.

Funds Transfer Upload From File

Origination Details

Transfer Date: Use same Date for all transfers Recurrence:

Memo:

Transfers (3)

From Account	To Account	Amount	
Business Checking with Int... *****1456 \$32.57	Municipal Ckg *****3468 \$21.00	<input type="text" value="\$2.00"/>	Sample Memo ⋮
Municipal Ckg *****3468 \$21.00	Smart Business MMA *****1548 \$33.29	<input type="text" value="\$1.11"/>	Sample Memo ⋮
Smart Business MMA *****1548 \$33.29	Business Checking with Int... *****1456 \$32.57	<input type="text" value="\$3.00"/>	Sample Memo ⋮
+ Add another transfer			

\$6.11
3 transfers

Creating a Template

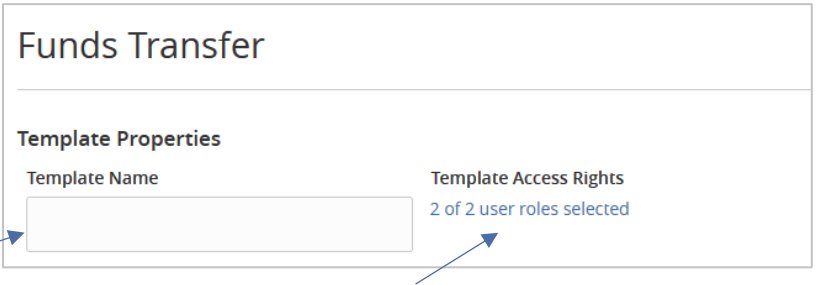
8. To create a transfer template, select 'Create Template'

Transfer

Individual Transfers Multi-Account Transfers

Questions? We're here to help.
Customer Service: 203.652.2940

9. Enter the 'Template Name'
10. Select the link below 'Template Access Rights' to designate the users who should have access to the template.



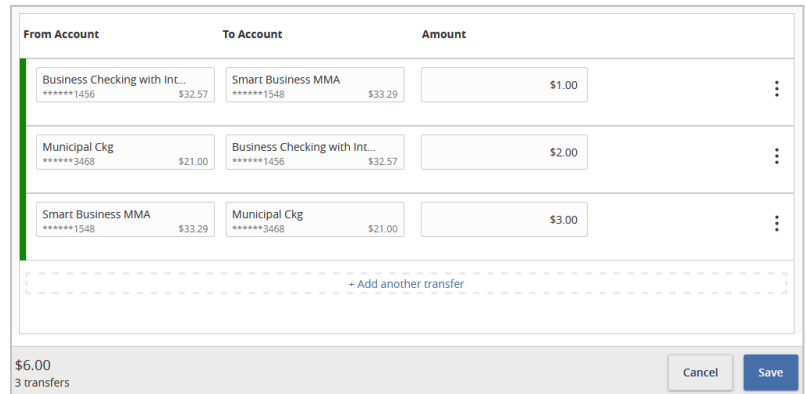
Funds Transfer

Template Properties

Template Name

Template Access Rights [2 of 2 user roles selected](#)

11. Select the 'From' and 'To' Account for each transfer.
12. Enter the Amount for each transaction.



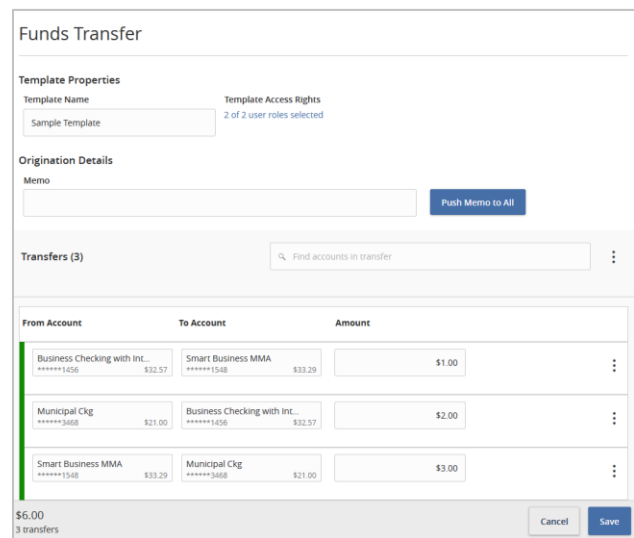
From Account	To Account	Amount
Business Checking with Int... *****1456 \$32.57	Smart Business MMA *****1548 \$33.29	<input type="text" value="\$1.00"/>
Municipal Ckg *****3468 \$21.00	Business Checking with Int... *****1456 \$32.57	<input type="text" value="\$2.00"/>
Smart Business MMA *****1548 \$33.29	Municipal Ckg *****3468 \$21.00	<input type="text" value="\$3.00"/>
+ Add another transfer		

\$6.00
3 transfers

Cancel Save

13. Review the information for accuracy. Then select 'Save'

Note: Funds transfers are processed in the order that they appear on the screen.



Funds Transfer

Template Properties

Template Name Template Access Rights [2 of 2 user roles selected](#)

Origination Details

Memo [Push Memo to All](#)

Transfers (3)

From Account	To Account	Amount
Business Checking with Int... *****1456 \$32.57	Smart Business MMA *****1548 \$33.29	<input type="text" value="\$1.00"/>
Municipal Ckg *****3468 \$21.00	Business Checking with Int... *****1456 \$32.57	<input type="text" value="\$2.00"/>
Smart Business MMA *****1548 \$33.29	Municipal Ckg *****3468 \$21.00	<input type="text" value="\$3.00"/>

\$6.00
3 transfers

Cancel **Save**