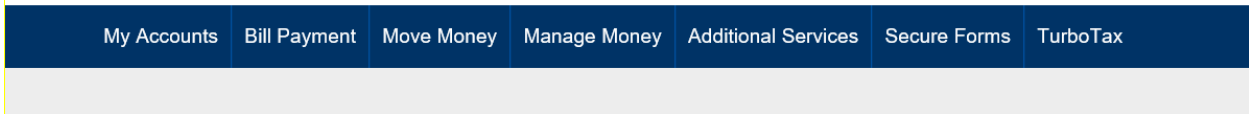


## Procedures for the Member

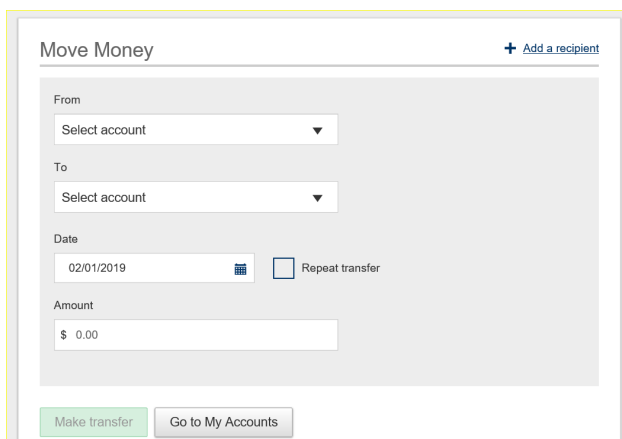
Sign on to online banking

Hover over **Move Money** and click on **Send Money to Member**



**You must add the recipient first to be able to transfer**

Click on **Add a Recipient**

A screenshot of the 'Move Money' form. The form has a title 'Move Money' and a link '+ Add a recipient'. It contains several input fields: 'From' (Select account), 'To' (Select account), 'Date' (02/01/2019) with a calendar icon and a 'Repeat transfer' checkbox, and 'Amount' (\$ 0.00). At the bottom, there are two buttons: 'Make transfer' and 'Go to My Accounts'.



Complete the information requested and click on **Verify Recipient**

Who do you want to add?

First 3 characters of last name

Account type

Account Suffix

Member ID

The member's name will come up. Click on **Add Recipient**.

Recipient Found

Add Nickname



Select account where the funds will come out of, input the amount, and click on **Make transfer**

Move Money + Add a recipient

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From  
College Account 05 Available \$57.89

To  
NOORY,QAMAR

Date  
02/04/2019  Repeat transfer

⚠ Future or repeating transfers are not available for recipients.

Amount  
\$ 1

Make transfer Go to My Accounts

**Please note: Future and recurring transfers are not available for member to member transfers.**

Click "Confirm" to transfer.

+ Add a recipient ✕

Please confirm

---

**Transfer**

From	College Account 05
To	NOORY,QAMAR 01
Amount	\$1.00

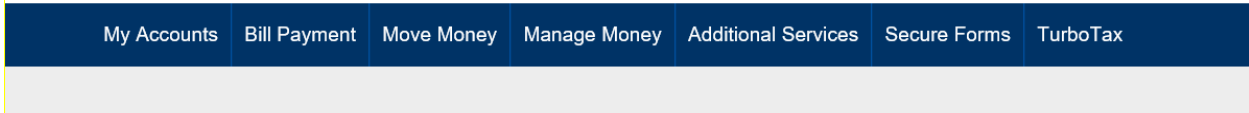
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**i** Once this transfer is made, it cannot be cancelled.

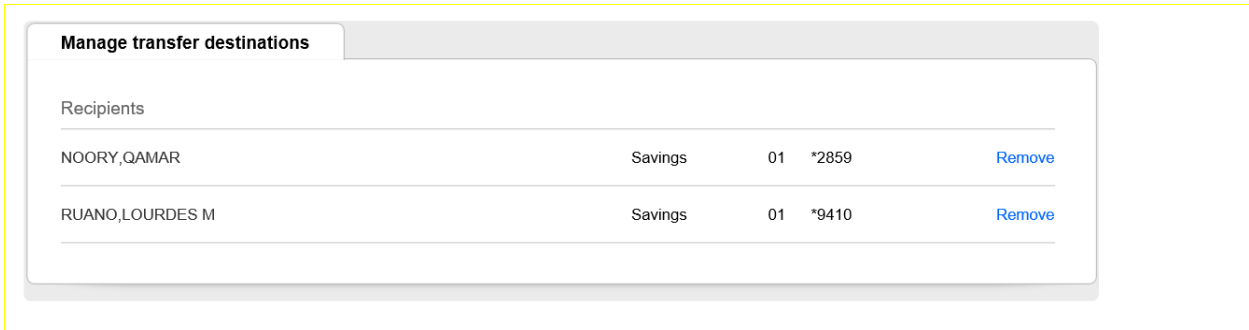
Confirm Cancel

## To Manage Transfer Destinations

Hover over Move Money and click on **Manage Transfer Destinations**



Your recipients already added will appear. Click on **Remove** to delete from your access.



You will get a message to confirm you request, click on **Yes**

