



Procedures for the Member

Sign on to [Online Banking](#).

From the top toolbar, hover over **Move Money** and click on **Send Money To Member**.



- Make a transfer
- Schedule a Transfer
- View Scheduled Transfers
- Send money to member**
- Manage Transfer Destinations

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

Click on **Add a recipient**.

Move Money + [Add a recipient](#)

From:

To:

Date: Repeat transfer

Amount:

Fill in the information requested and click on **Verify Recipient**.

Who do you want to add?

First 3 characters of last name

Account type

Share ID

Member Number

[Verify Recipient](#) [Go to transfers](#)

If found, the member's name will be displayed. Click on **Add Recipient**.

Recipient Found

Add Nickname

[Add Recipient](#) [Cancel](#)

Select the account where the funds will come out of and input the date, and amount.

Move Money

[+ Add a recipient](#)

From
Savings Bucket 01 Available \$5.10

To
TEST ACCT,FIRST

Date
05/14/2021 Repeat transfer

Amount
\$ 0.01

Make transfer

Go to My Accounts

Optional: Select Repeat transfer and choose the frequency. Click on **Save** to confirm.

How would you like to repeat this transfer?

Frequency Once

Save Cancel

When you're ready, click on **Make transfer**.

Move Money

[+ Add a recipient](#)

From
Savings Bucket 01 Available \$5.10

To
TEST ACCT,FIRST

Date
05/14/2021 Repeat transfer

Amount
\$ 0.01

Make transfer


Go to My Accounts

Click **Confirm** to transfer.

Please confirm

Transfer

From	Savings Bucket 01
To	TEST ACCT,FIRST 01
Amount	\$0.01

 Once this transfer is made, it cannot be cancelled.


Success will be displayed. Click on **Print this receipt** if desired.

✓ Success!

Transfer

From	Savings Bucket 01
To	TEST ACCT,FIRST 01
Amount	\$0.01

Confirmation: Citylink 05/14/2021 16:07 412057

 [Print this receipt](#)

Manage Transfer Destinations

Hover over to Move Money and select **Manage Transfer Destinations**.

My Accounts | Bill Payment | Card Control | Move Money | Additional Services | eStatements | Secure Forms | Open a New Account | Apply for a Loan | TurboTax

- Make a transfer
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Your added recipients will appear. Click on **Remove** to delete from your recipients list.

Manage transfer destinations

Recipients

TEST ACCT,FIRST	Savings	01	*2968	Remove
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You will get an “Are you sure?” message. Click on **Confirm**.

i Are you sure? ✕

You are about to remove TEST ACCT,FIRST from your list of recipients you can send money to. If you have scheduled recurring transfers to TEST ACCT,FIRST, they will be automatically deleted if you choose to continue.

Confirm

Cancel

Removal Confirmation

Manage transfer destinations

✔ Recipient was successfully removed.