

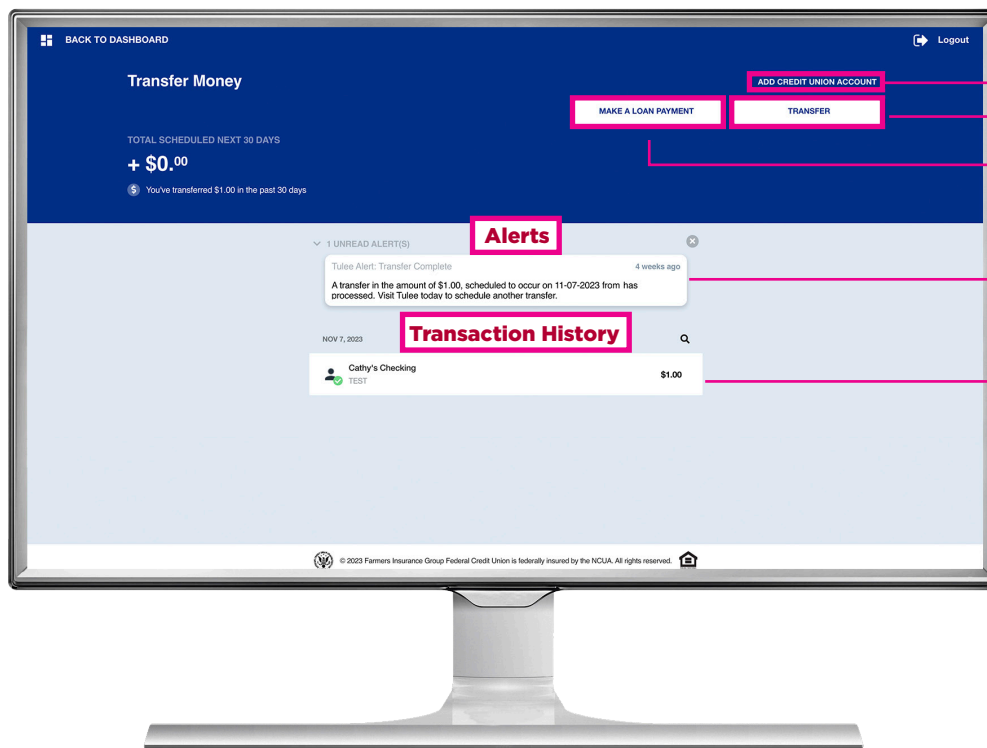


The Internal Transfers Tool (formerly Transfer Money) makes it easy for you to:

- Transfer money to your personal and business accounts within the Credit Union
- Transfer money to other Credit Union Members
- Transfer money to pay a loan you have with the Credit Union

Internal Transfers Home Screen Overview

Web Browser View



• Add a Credit Union account.

• Transfer money.

• Make a loan payment.

• **Alerts:** Your most recent transactions are listed here.

• **Transaction History:** A list of all your transactions.

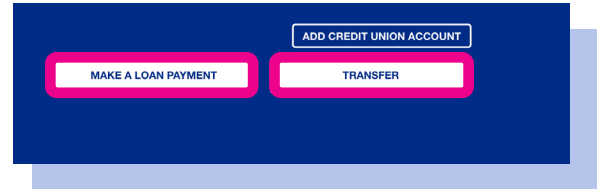
Note: The **MAKE A LOAN PAYMENT** button will ONLY appear if you have a loan with the Credit Union. If you do NOT have a loan with us, this button will not appear.

MAKE A LOAN PAYMENT

TRANSFER

From the **Internal Transfers** Home Screen:

- **TRANSFER:** Click to transfer money from one of your Credit Union accounts to another of your Credit Union accounts or another Credit Union Member's account.
- **MAKE A LOAN PAYMENT:** Click to transfer money from one of your Credit Union accounts to pay a loan or credit card you have with the Credit Union.



Follow the screen prompts to transfer money to another Credit Union account.

! Clicking the **FROM** and **TO** boxes will take you to the screens where you will select the Credit Union account you want to transfer money **FROM** and transfer money **TO**.

Select the account you want to transfer money **FROM**.



FROM: [+] → TO: [+]

TRANSFER AMOUNT: \$ 00.00

DELIVERY OPTIONS: Frequency One Time

DELIVERY DATE: MM/DD/YYYY

ADD NOTE: Click to Add Note

REVIEW TRANSFER

Click the **TO** box and select the account you want to transfer money **TO**.

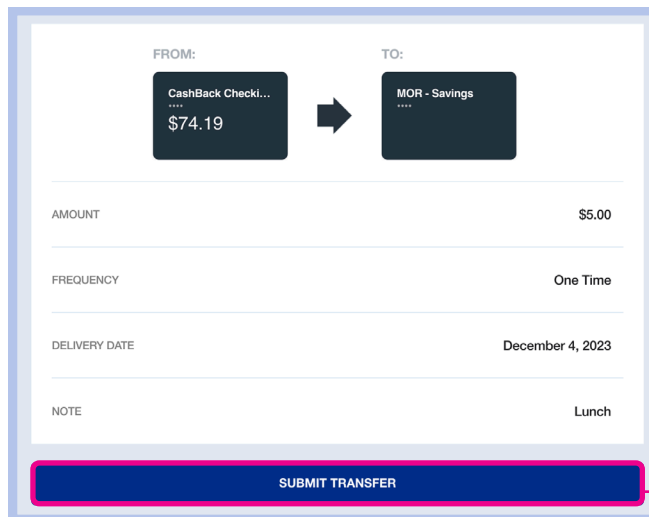
Enter: **TRANSFER AMOUNT**

DELIVER OPTIONS

DELIVERY DATE

ADD A NOTE (if you prefer)

Click **REVIEW TRANSFER**



FROM: CashBack Check... \$74.19 → TO: MOR - Savings

AMOUNT: \$5.00

FREQUENCY: One Time

DELIVERY DATE: December 4, 2023

NOTE: Lunch

SUBMIT TRANSFER

Next screen.

If all is correct, click **SUBMIT TRANSFER**.

- **YOUR TRANSFER WAS SUCCESSFUL!** will appear on the next screen
- Click **DONE** to return to the Internal Transfers home screen.

! **Internal Transfer To Another Member**

Follow the steps above to transfer money from your Credit Union account to another Credit Union Member's personal or business account.

To add a personal or business account, follow the steps below.

Your current Credit Union accounts should be listed. If you have a joint account with another Credit Union Member, it will be listed under **ELIGIBLE ACCOUNTS**.

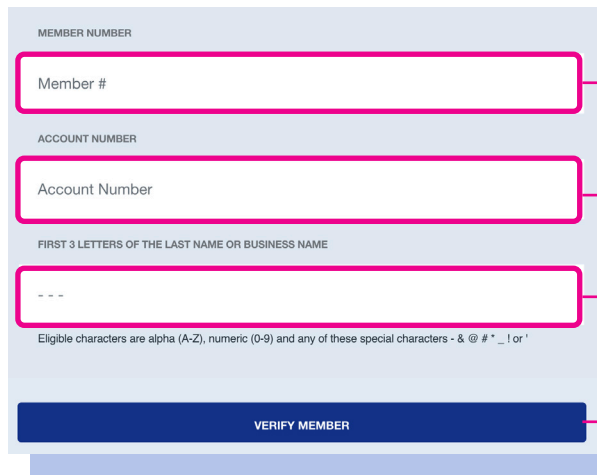
From the Internal Transfers Home Screen, click **ADD CREDIT UNION ACCOUNT**.



On the next screen, click **ADD ADDITIONAL ACCOUNT**.



You will automatically be taken to the next screen. Click **ADD A FIGFCU MEMBER**.



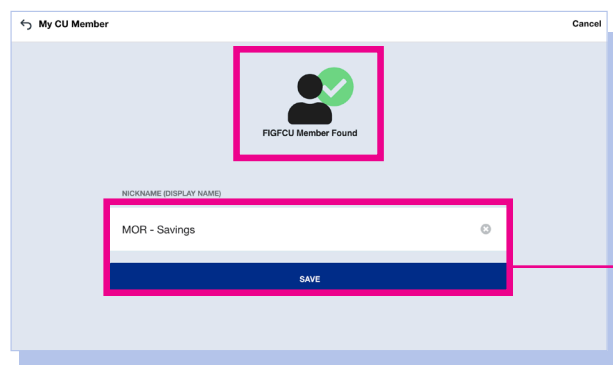
When you arrive at this screen, please enter the:

MEMBER NUMBER

ACCOUNT NUMBER

FIRST 3 LETTERS OF THE ACCOUNT HOLDER'S LAST NAME OR THE FIRST 3 LETTERS OF THE BUSINESS NAME

Then click **VERIFY MEMBER**.



If the Member's account is found, the icon with the check mark will be on the screen. If the Member's account is NOT found, please contact us.

You can edit the account **NICKNAME** if you prefer, then click **SAVE**.