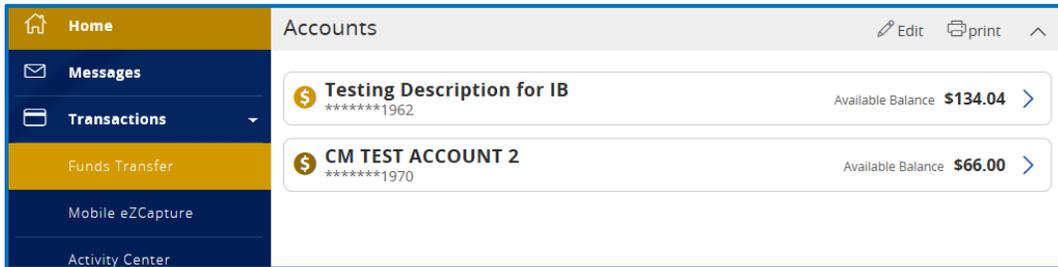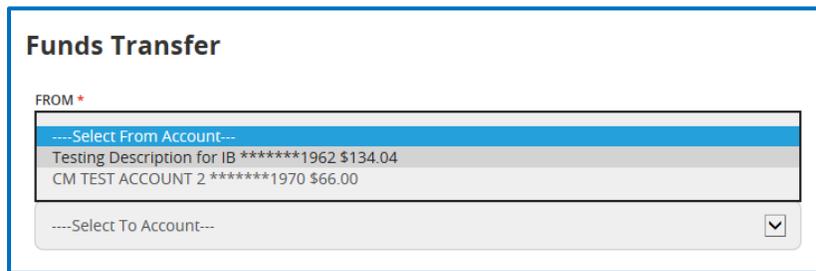To set up a one-time transfer of funds from a checking or savings account to a loan, go to the Transactions drop-down on the banner on the left side. Click on **Funds Transfer.**


In the **"From"** field, select the account you would like the money to come out of. For example, if you want to make a payment from your checking account, select that account.
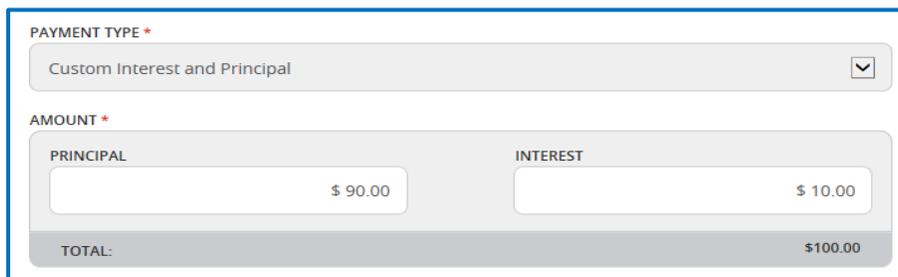

In the **"To"** field, select the account you want the funds to go into. This should be the loan you are making a payment on.
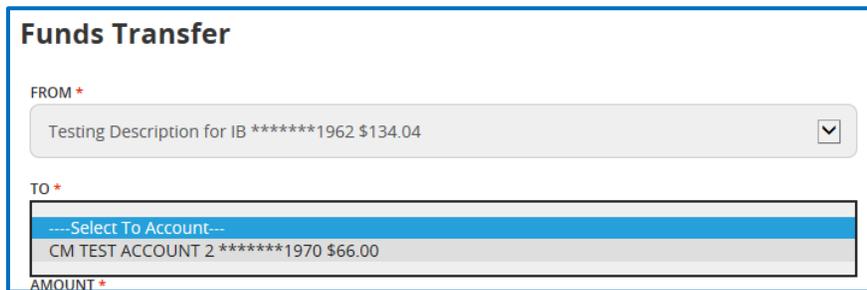
In the **"Payment Type"** field, you have the option of making either Standard Payment or Custom Interest and Principal.
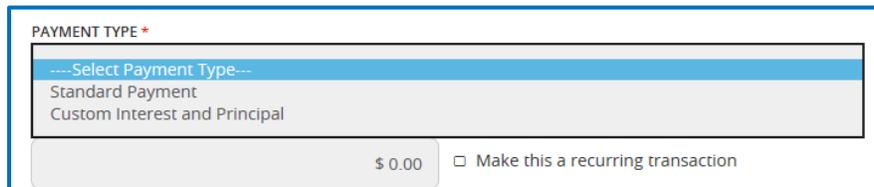
If you would just like to make the regular payment on your loan, select Standard Payment and enter your regular payment amount.

If you would like to pay a certain amount of principal and a certain amount of interest, select Custom Interest and Principal and enter the amounts you would like to pay.

PAYMENT TYPE *		
Custom Interest and Principal		☑
AMOUNT *		
PRINCIPAL	INTEREST	
$ 90.00	$ 10.00	
TOTAL:		$100.00

In the Date field, select the date you want the money to transfer. You can choose the current date or the date your payment is due.
Transfers scheduled prior to 7:30 p.m. will post the same day. After 7:30, transfers will not be completed until the next business day.

◀ February ▶	◀ 2018 ▶					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

DATE *: 1/23/2018

To have this transaction occur automatically, click the box next to the words **"Make this a recurring transaction"**.

AMOUNT *	
$ 100.00	☑ Make this a recurring transaction

Click the field where it says **"Select Transaction Frequency"**. This should display a list of options for when the transaction should repeat. Select the option that fits your needs. For example, if you want to make your loan payment on the first day of every month, select the 1st of the month option.

AMOUNT *

$ 100.00   ☑ Make this a recurring transaction

HOW OFTEN SHOULD THIS TRANSFER REPEAT? *

----Select Transaction Frequency---
1st of the month
Last day of the month
1st & 15th of the month
15th & last day of the month
Weekly
Every other week
Monthly
Quarterly
Semi-annually
Yearly

In the **"Start Date"** field, select the date when you want the first transfer to occur. In the **"End Date"** field, select the date when you want the final transfer to occur. If you want it to continue repeating until you manually cancel it, check the **"Repeat Forever"** box.

You may type a description of the transaction in the **"Memo"** field, however, it is not required.

>TO CANCEL RECURRING TRANSFERS<

Click on the **Transactions** drop-down on the left side of the screen. Click on **Activity Center.**
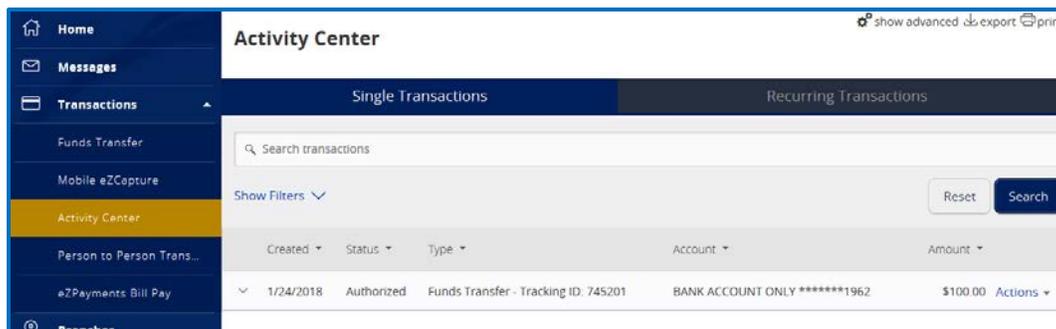
Click on the **Recurring Transactions** tab, next to Single Transactions. This will show all the transfers that are scheduled to happen automatically. The transaction you scheduled should show as "Authorized". Click on the **Actions** drop-down next to the transaction you would like to edit. To cancel, click **Cancel Series**. *Amounts cannot be changed in a recurring transaction series. The recurring transfer series must be cancelled and set up again with the new amount.*
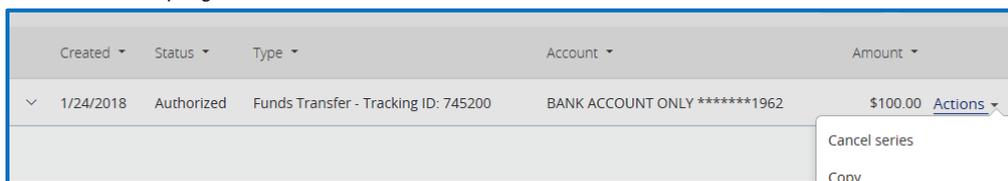
On the next screen, click **Confirm** to cancel the transaction.

Once you see this screen, your transaction has been cancelled.