One-Time Transfer –
Using Funds Transfer in Navigation Menu

• This method is helpful when scheduling a One-Time Transfer for a future date.
Step 1 – Select Funds Transfer From Navigation Menu

...or from the quick access menu on the right side.
Step 2 – Enter Transfer Details and Submit

Select the Accounts that you want to transfer to/from, then enter the Transfer Date, Amount, and Description. Make sure NOT to select the “Make this a recurring transaction” check box before completing the transfer.