

Business Banking Anywhere

Do all your everyday banking, quickly, easily and safely.

Learn how to transfer money between your accounts

Small Business Online Banking



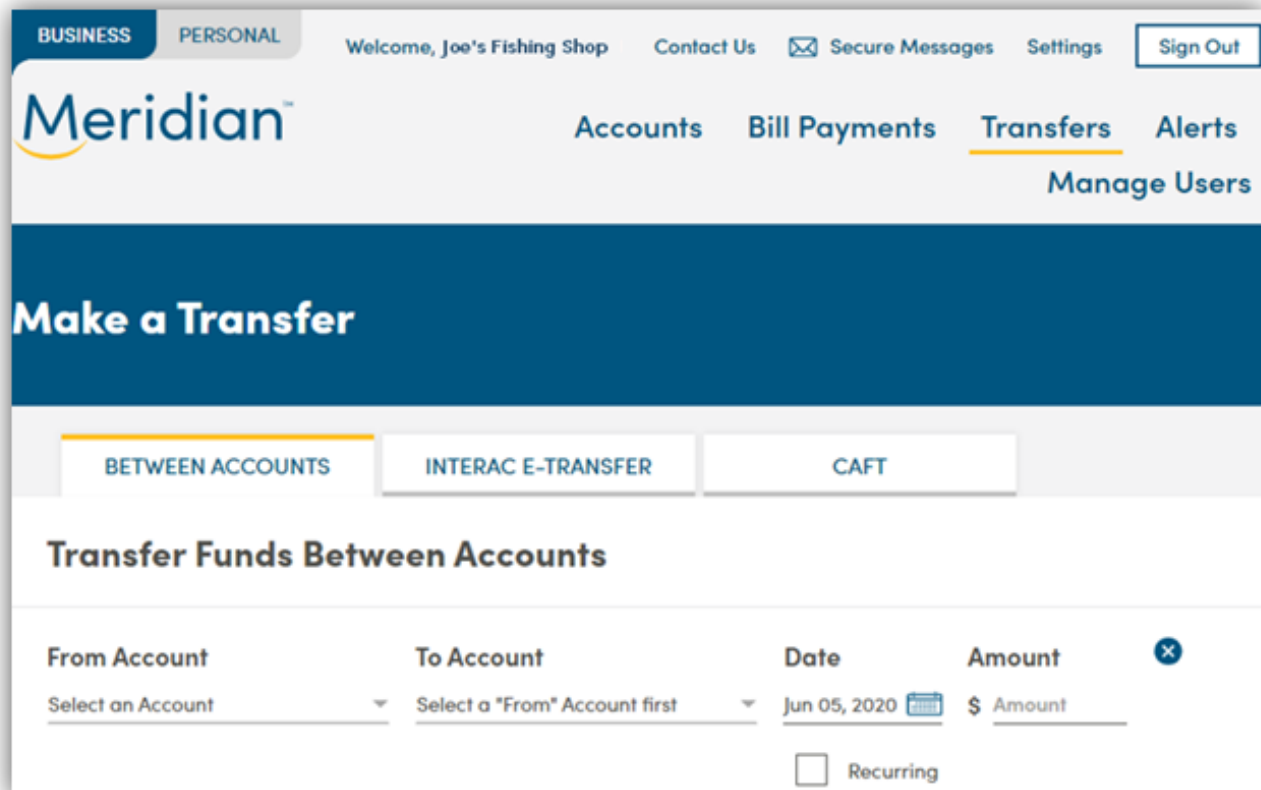
Online Guide

For more ways to bank from home, visit:
www.meridiancu.ca/businessbankanywhere

MeridianTM
Where banking feels good.

Step 1: Go to the Transfers tab

Once you have signed in to online banking, click the **Transfers** tab.



For more ways to bank from home, visit:
www.meridiancu.ca/businessbankanywhere

Step 2: Make a transfer now

Make sure you are on the **Between Accounts** tab which will allow you to transfer money between your Meridian accounts.

Select the account that you'd like the money to come out of using the drop down list under **From Account**.

Select the account you'd like to move the money into using the drop down list under **To Account**.

Under **Date**, the date will automatically populate to today's date. To make a transfer now, leave the date as is.

Under **Amount**, type in the amount of money you want to transfer.

Click the **Next** button to continue to the next screen.

The screenshot shows the Meridian online banking interface for a business user. The user is logged in as 'Joe's Fishing Shop'. The 'Transfers' tab is selected, and the 'Make a Transfer' section is active. The 'BETWEEN ACCOUNTS' tab is chosen. The form is titled 'Transfer Funds Between Accounts' and contains the following fields:

From Account	To Account	Date	Amount
Chequing - 154.94	Chequing - 0 \$3.55	Jun 05, 2020	\$ 1.00

There is also a 'Memo' field and a 'Recurring' checkbox. At the bottom of the form, it says '1 TRANSFER TODAY \$1.00' and has a 'NEXT' button.

Tip!

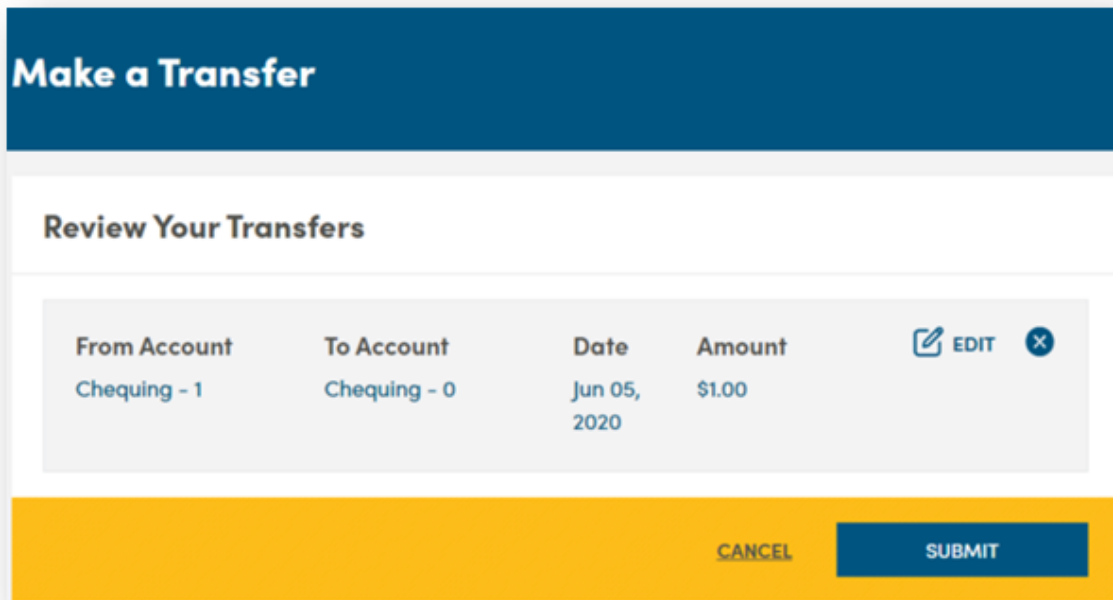
You also have the option to add a Memo for this transfer.

Continues on next page.

Step 2: Make a transfer now (cont.)



On the next screen, you can review the information you've submitted, and edit it or cancel if you wish.

If all the information is correct, click the **Submit** button to confirm this internal transfer.



Make a Transfer

Review Your Transfers

From Account	To Account	Date	Amount	 EDIT 
Chequing - 1	Chequing - 0	Jun 05, 2020	\$1.00	

CANCEL SUBMIT

Step 3: Set up a future-dated transfer

To schedule a future one-time transfer, first ensure all the fields on the screen are filled in, including **From Account**, **To Account**, and **Amount**.

Under **Date**, click on the calendar icon and select a future date when you want the transfer to be made.

Click the **Next** button to continue to the next screen.

BETWEEN ACCOUNTS | **INTERAC E-TRANSFER** | **CAFT**

Transfer Funds Between Accounts

From Account | **To Account** | **Date** | **Amount** ✕

Chequing - 1 \$4.94 | Chequing - 0 \$3.55 | Jun 05, 2020 | \$ Amount

Memo
Optional (30 characters max.)

ADD ANOTHER TRANSFER

1 TRANSFER TODAY \$0.00 **NEXT**

On the next screen, you can review the information you've submitted, and edit it or cancel if you wish.

If all the information is correct, click the **Submit** button to confirm this future-dated internal transfer.

Step 4: Set up an ongoing transfer

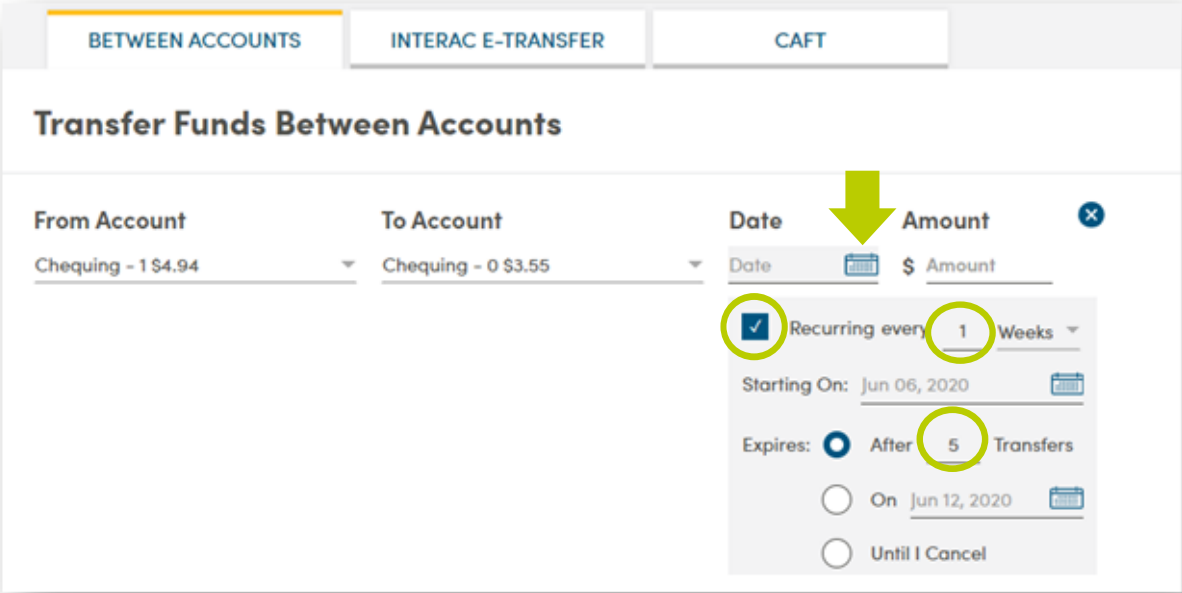
To set up an ongoing transfer, first ensure all the fields on the screen are filled in, including **From Account**, **To Account**, and **Amount**.

Under **Date**, check off the **Recurring** box.

Select how frequently you'd like transfers to occur (every **x** number of weeks or months).

Choose the date that you would like transfers to begin by clicking on the calendar icon.

Finally, set the expiration date for the recurring transfers using one of the three options provided. Expiration can occur after a certain number of transfers, on a certain date, or until you decide to cancel.



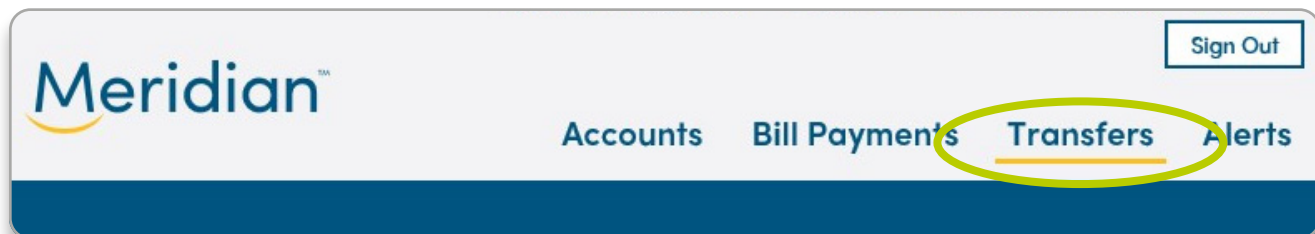
The screenshot shows the 'Transfer Funds Between Accounts' form. At the top, there are three tabs: 'BETWEEN ACCOUNTS' (selected), 'INTERAC E-TRANSFER', and 'CAFT'. The form title is 'Transfer Funds Between Accounts'. Below the title, there are three columns: 'From Account', 'To Account', and 'Date'. The 'From Account' is 'Chequing - 1 \$4.94'. The 'To Account' is 'Chequing - 0 \$3.55'. The 'Date' field is set to 'Date' with a calendar icon. A green arrow points to the 'Date' field. Below the 'Date' field, there is a 'Recurring' section with a checked box and the text 'Recurring every 1 Weeks'. The 'Starting On' date is 'Jun 06, 2020'. The 'Expires' section has three options: 'After 5 Transfers' (selected), 'On Jun 12, 2020', and 'Until I Cancel'. The 'Amount' field is set to '\$ Amount'.

Click the **Next** button to continue to the next screen.

On the next screen, you can review the information you've submitted, and edit it or cancel if you wish. If all the information is correct, click the **Submit** button to confirm.

Step 5: Manage scheduled and future-dated transfers

To manage your scheduled and future-dated internal transfers, first make sure you are on the **Transfers** tab.



At the bottom of the screen, under **Upcoming Transfers**, you can see all upcoming transfers scheduled.

The screenshot shows the 'Upcoming Transfers' section. It contains a table with the following data:

DATE	FROM ACCOUNT	TO ACCOUNT	AMOUNT	DETAILS
Aug 30, 2019	Cheq - 0	1234567-Line of Credit -1	\$630.00	View
Sep 01, 2019	-Cheq - 0	LOC - 1	Auto*	View
Sep 01, 2019	Cheq - 1	1234567-Line of Credit -1	Auto*	View
Sep 13, 2019	-Cheq - 0	LOC - 1	Auto*	View
Jun 01, 2020	Cheq - 1	2345678-Online Advantage Savings - 3	\$15.00	Hide

Below the table is a 'Transfer Details' section for the highlighted transfer. It includes:

- Frequency:** Recurs every week
- Expires:** On Jun 29, 2020
- Edit:** Represented by a pencil icon in a circle.
- Delete:** Represented by an 'X' icon in a circle.

To view the details of a scheduled transfer, click the **View** button next to each transfer. The full details of this particular transfer will populate.

You can edit the transfer by clicking the **Edit** icon, or cancel it by clicking the **Delete** icon.