Business Banking Anywhere

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

Learn how to transfer money between your accounts
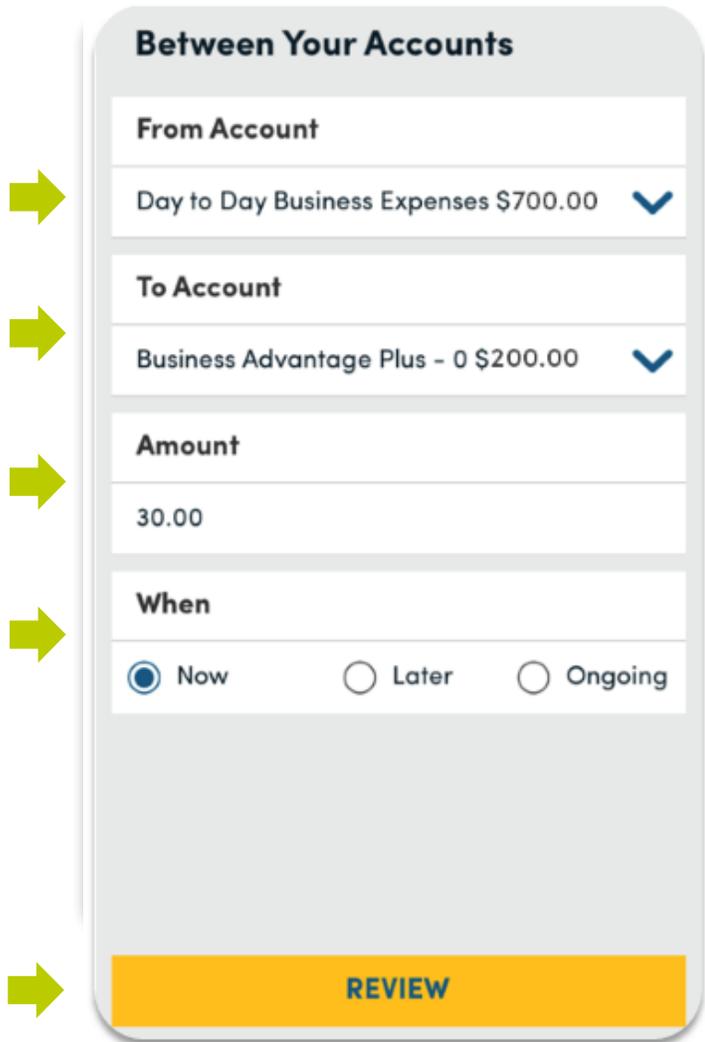
Small Business Online Banking

Mobile Guide

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Step 1: Go to the Transfers tab

Once you have signed in to the mobile banking app, navigate to the Transfers page by tapping on the blue **Transfers** tab in the top menu.

Step 2: Make a transfer now

Under **What type of transfer?**, select **Internally**.

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

To make a transfer immediately, select the option **Now** under the section, **When**.

Tap the **Review** button to continue to the next step.

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, tap the **Confirm** button to confirm this internal transfer.

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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 the section, *When*, select the option, *Later*.

Schedule the transfer date by tapping on the calendar icon at the bottom right of the screen.

In the pop-up screen, use the scrolling options to choose a date for your future transfer. Tap the yellow *Confirm* button.

Tap the *Review* button to continue to the next step.

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, tap the *Confirm* button to confirm this future-dated internal transfer.

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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 the section, *When*, select the option, *Ongoing*.

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 tapping on the calendar icon.

Finally, set the expiration date for the recurring transfers using one of the three options provided. This can either be after a certain amount of transfers, on a certain date, or until you cancel.

Tap the *Review* button to continue to the next step.

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, tap the *Confirm* button to confirm this ongoing internal transfer.

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