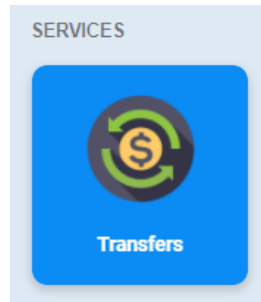


Transfers Guide– TCU Mobile and Online Banking

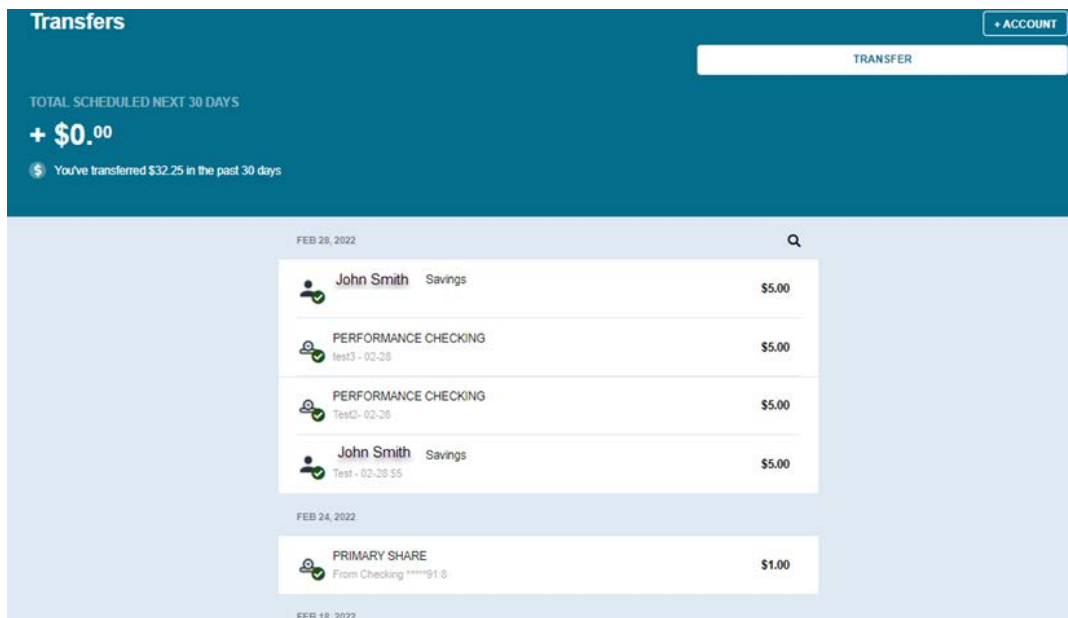
Updated October 5, 2022

This Transfers Guide provides step-by-step instruction for the Transfers Tile found on the Home Screen of TCU Mobile and Online Banking. The functionality outlined in this document includes: the **Transfers Landing Screen**, **Adding Transfer Accounts**, **Transfer Initiation**, **Alerts**, **Transfer List**, **Transfer Details**, and **Searching Transfers**. Easily access all of these functions by clicking on the Transfers Tile (shown below).



Transfers Landing Screen

Clicking the Transfers Tile directs you to the Transfers Landing Screen. This screen allows you to view summary information of historical and future-scheduled transfers, add additional transfer accounts, and initiate a new transfer. You can also view a sequential list of transfers and edit scheduled transfers.



Adding Additional Transfer Accounts

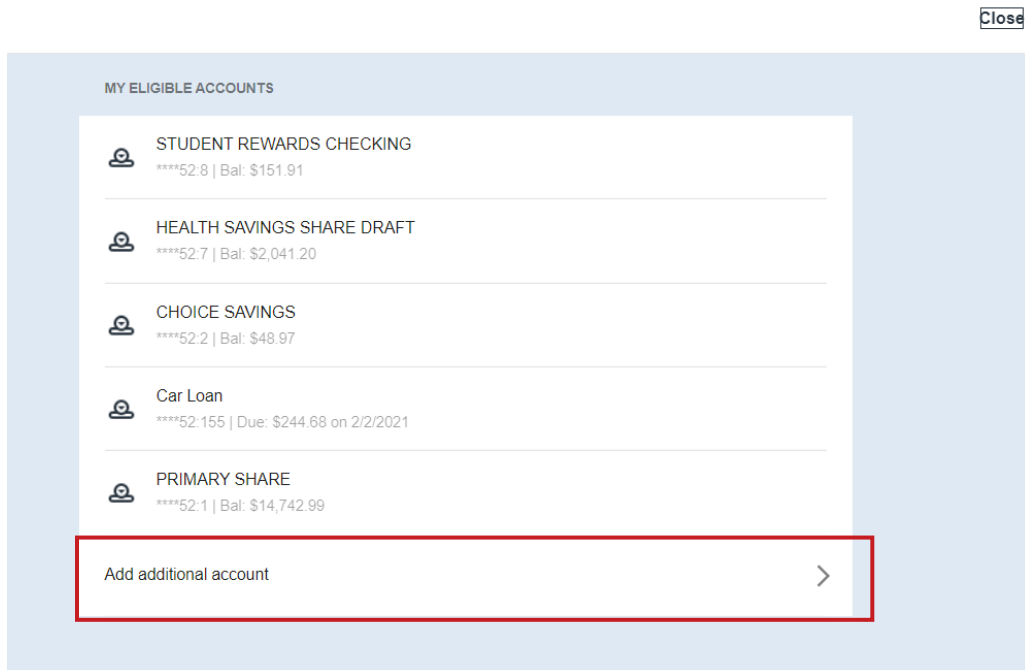
Add accounts belonging to another TCU Member or your external accounts at other financial institutions to utilize in Transfers.

To add an Additional Account

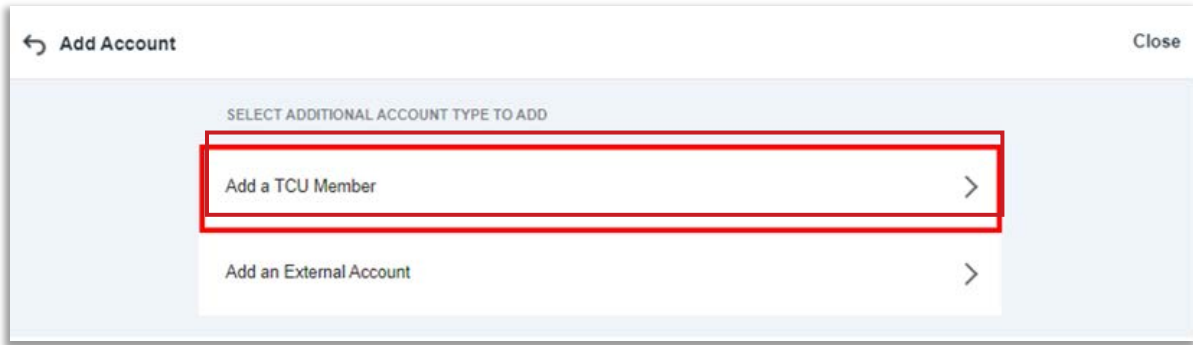
1. On the Transfers Screen, click the **+Account** button



2. The Accounts Screen displays. Click **Add additional account** to add an external account. (Or clicking **Close** returns you to the Transfers Screen)



3. Next, click **Add a My CU Member** to add a TCU Member account or **Add an External Account** to add an account from another financial institution



To Add a TCU Member Account:

- a. Click **Add a My CU Member**. The Member-to-Member Transfer Screen displays



- b. Enter the following information:

Member Number

Enter the Member Number associated with the account to add.

**Account Suffix or
Account/Loan Number**

Enter the Acct Suffix associated with the account. This is the number following the colon and may be 1, 2 or 3 digits depending on the type of account. (Digits following colon, i.e., 1234:x) In this example, the x would be the account suffix.

First 3 Letters of Last Name Enter the first 3 letters of the Member’s last name, or the first 3 letters of the business name


b. Once all fields are complete, click the **Verify Member** button



After clicking Verify Member, a “Searching” message displays while the information is validated. An error message displays if you attempt to add your own account or if invalid Member information is entered. Clicking “Try Again” returns you to the previous screen to re-enter information.

c. If valid information is returned, a success message displays

The screenshot shows a mobile application interface titled "Add Account" with a "Close" button in the top right corner. In the center, there is a success message consisting of a person icon with a green checkmark and the text "My CU Member Found". Below this, there is a text input field labeled "NICKNAME (DISPLAY NAME)" containing the text "RONNIE BURRIS CHECKING". To the right of the text in the field is a small "x" icon. At the bottom of the screen is a large blue button labeled "SAVE".

d. To edit the Account Nickname, click the  icon to clear all text, or click into the field and begin typing

This screenshot is similar to the previous one, showing the "Add Account" screen. The success message "My CU Member Found" is still present. The text input field now contains "Ronnie's Checking Account". The "x" icon to the right of the text is still visible. The "SAVE" button remains at the bottom.

e. Click **Save** to proceed

- f. The external Member account now displays on the Accounts List under **Other Accounts**

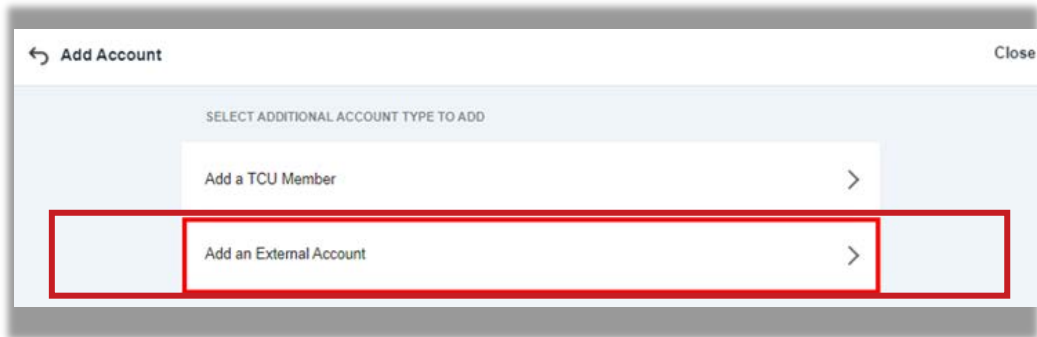
The screenshot shows a user interface for managing accounts. At the top right, there is a 'Close' button. Below it, the section 'MY ELIGIBLE ACCOUNTS' lists four accounts: '2014 HARLEY' (Due: \$371.45 on 1/18/2021), 'CHOICE'S SAVINGS' (Bal: \$5,140.68), 'New Moneyyyy Hey' (Bal: \$4,384.47), and 'Gary's Primary Share' (Bal: \$3,156.91). Below this is the 'OTHER ACCOUNTS' section, which lists: 'Plaid Checking' (****0000), 'Ronnie's Checking Account' (highlighted with a red box, **37:2), 'Ronnie's Savings Account' (**37:1), 'Account Pending - Account' (****4888 | Verification Pending), and 'Add additional account'. A red box highlights the 'Ronnie's Checking Account' entry.



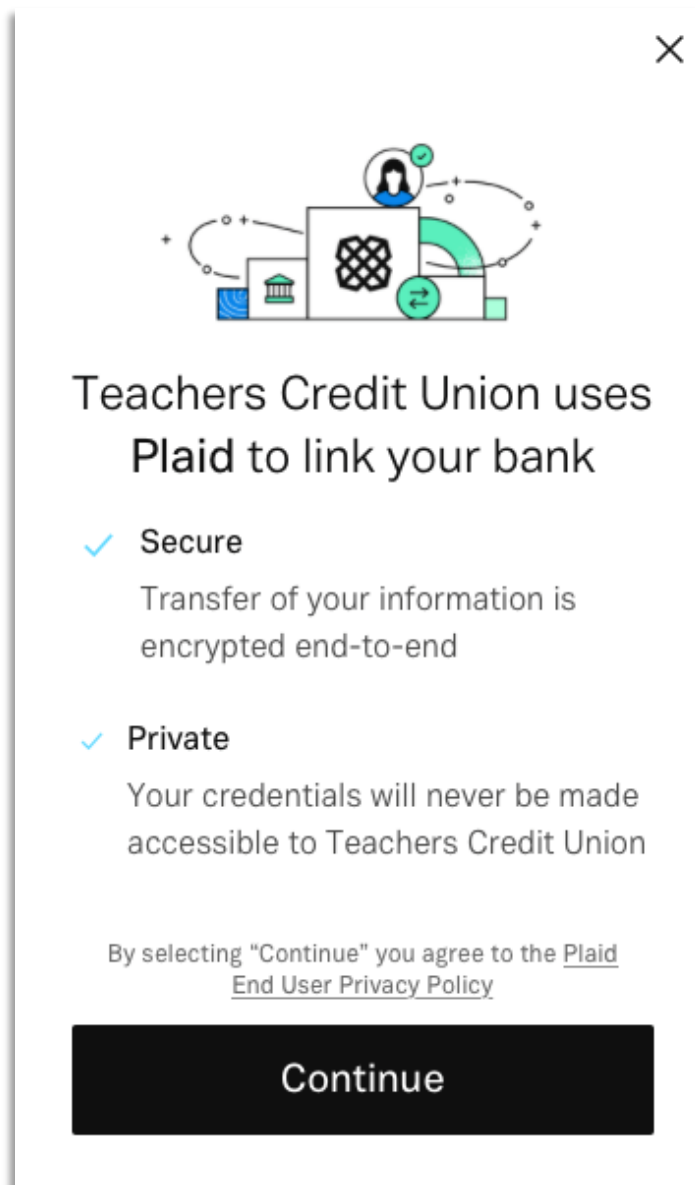
External accounts will display masked account information and will not display any balance information.

To Add an Account from Another Institution by Login Credentials:

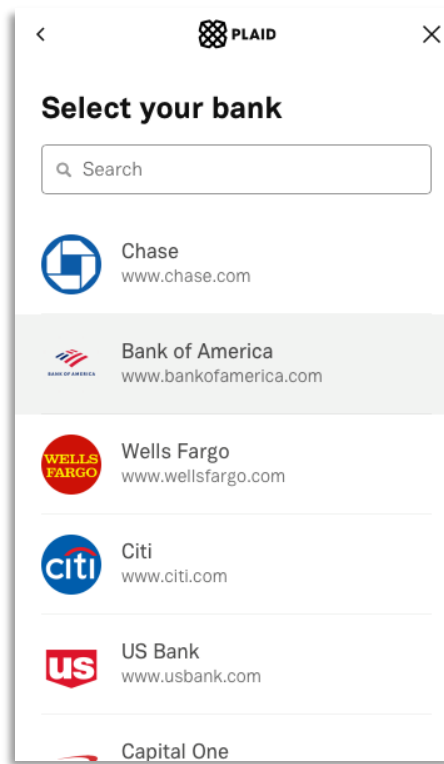
- a. On the Transfers Screen, click **+Account**
- b. Click **Add additional account** under Other Accounts
- c. On the next screen, click **Add an External Account**



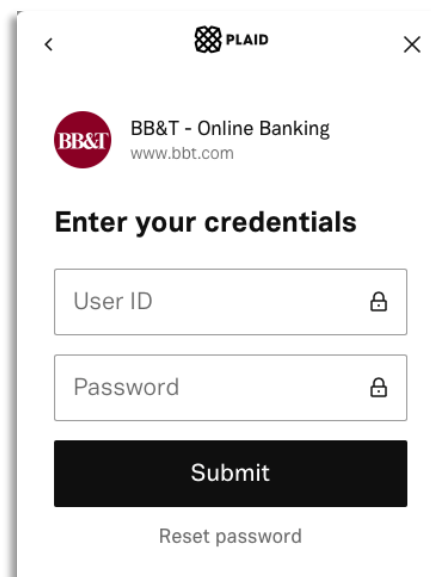
- d. Review the disclosure information, then click **Continue** to proceed, or click the **X** to exit.



- e. On the next screen, select the external financial institution or search by name



- f. Enter the credentials associated with the account, then click **Submit**



- g. Proceed with any additional verification steps, then click **Submit** once completed

The image displays two sequential screenshots of the Plaid mobile application interface for BB&T Online Banking.

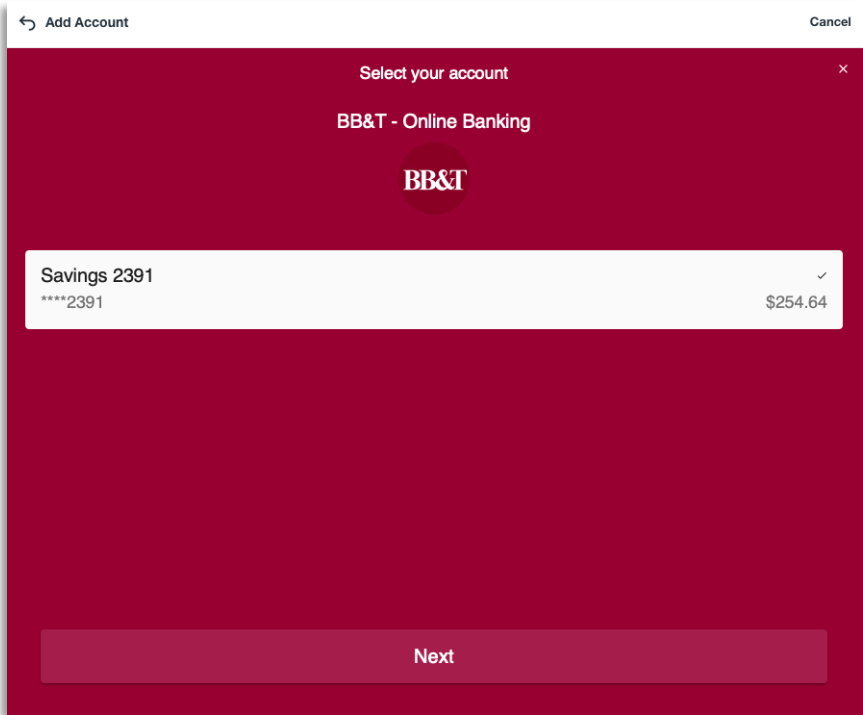
The first screenshot, titled "Verify your identity", shows the user's account information (BB&T - Online Banking, www.bbt.com) and asks, "Where would you like to send your security code?". Three options are listed: "Text" (selected with a blue radio button), "Phone", and "Email". Each option includes a phone icon or email icon and a placeholder number or email address. A black "Continue" button is at the bottom.

The second screenshot, titled "Verify Phone Number", shows the user's account information and asks, "Enter the security code sent to (***) ***-2061". A text input field labeled "Code" with a lock icon is present. A black "Submit" button is at the bottom.

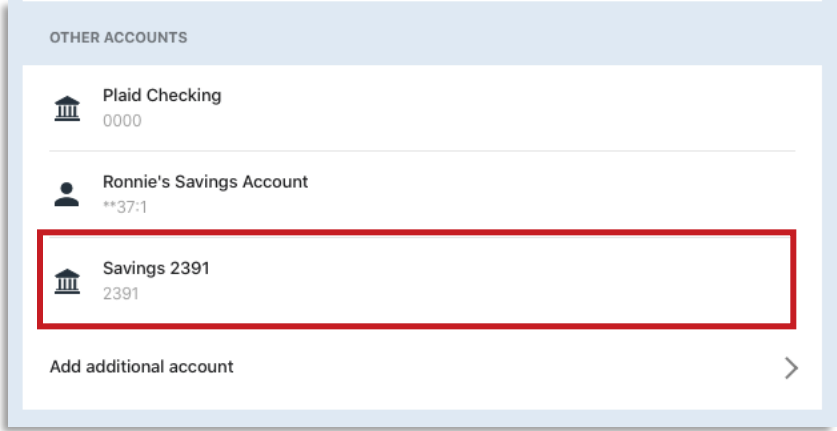
- g. Once all requirements of the external institution are met, a success message displays. Click **Continue** to proceed

The image shows a screenshot of the Plaid mobile application displaying a success message. At the top, the Plaid logo and a close button (X) are visible. Below the logo is a small bar chart icon with a green checkmark in the center. The text reads "Success!" followed by "Your account has been successfully linked to Teachers Credit Union". A black "Continue" button is located at the bottom of the screen.

h. Select the external account to add, then click **Next**

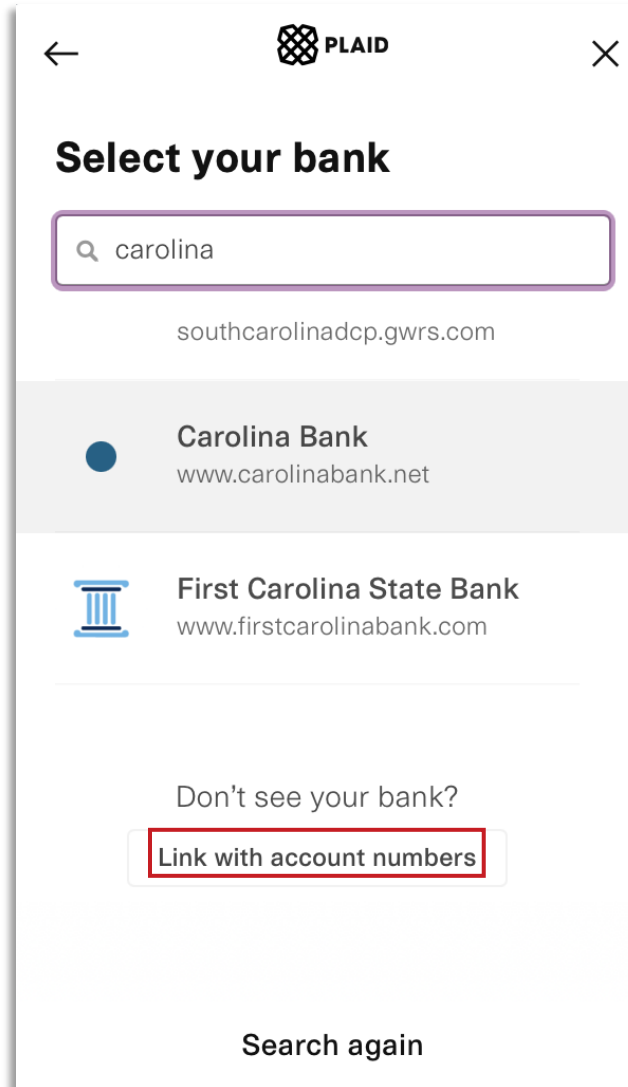


i. The account now displays on your Accounts List

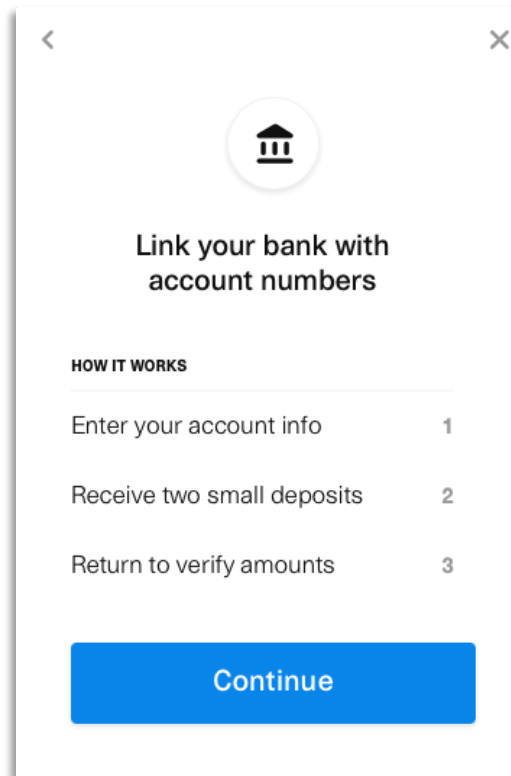


To Add an Account from Another Institution with Microdeposits:

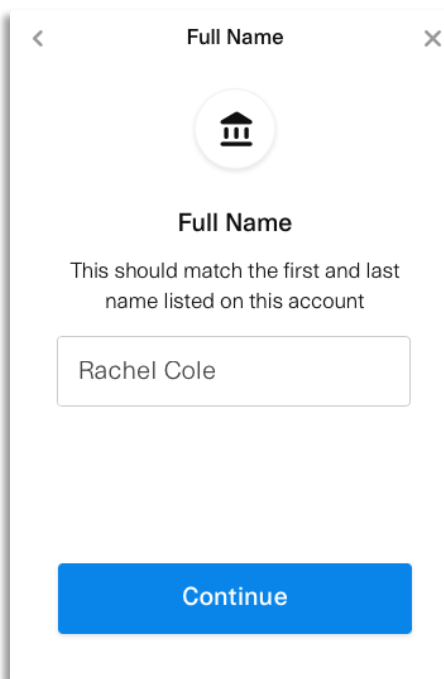
- a. On the Transfers Screen, click **+Account**
- b. Click **Add additional account**
- c. On the next screen, click **Add an External Account**
- d. Search for the financial institution, then click **Link with account numbers**



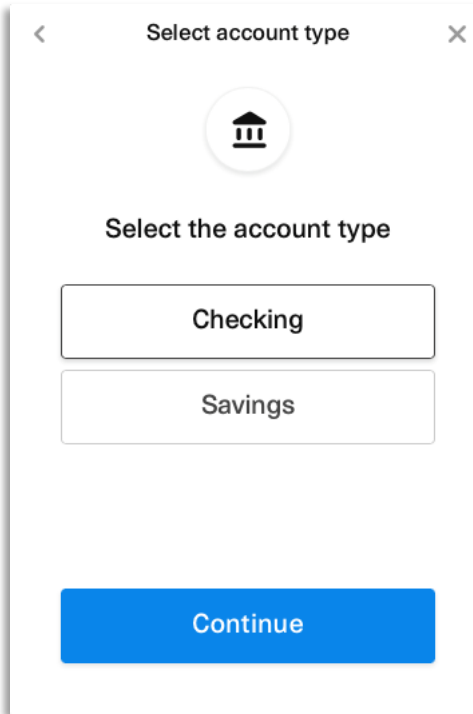
e. Review the information on the following screen, then click **Continue**



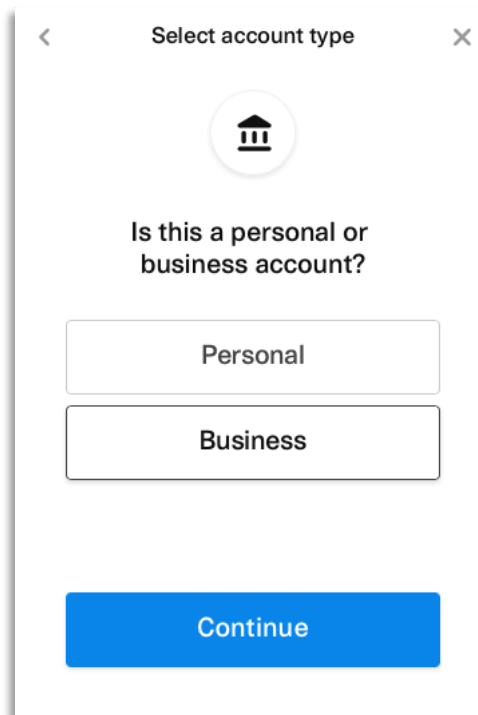
f. Enter the First and Last Name associated with the account, then click **Continue**



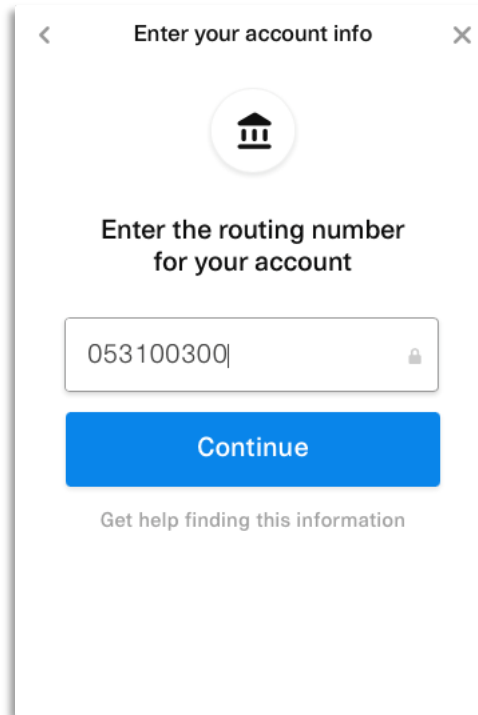
g. Select the account type, then click **Continue**



h. Next, select Personal or Business as the account type, then click **Continue**

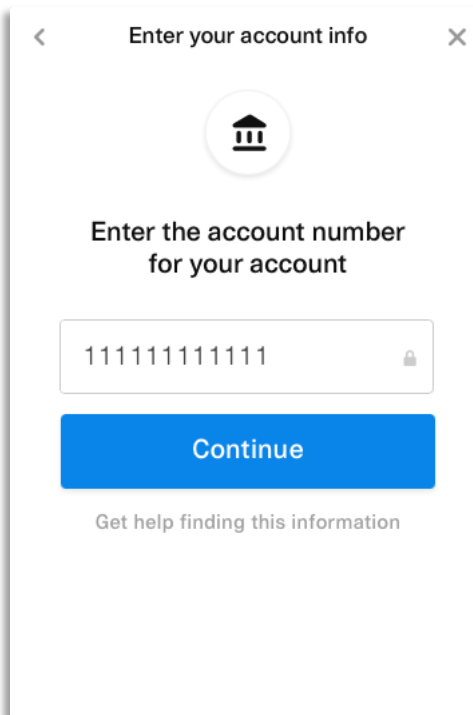


- i. Enter the routing number for the account, then click **Continue**



The screenshot shows a mobile application interface with a white background. At the top, there is a navigation bar with a left-pointing chevron, the text "Enter your account info", and a right-pointing chevron. Below the navigation bar is a circular icon containing a black silhouette of a classical building with three columns. Underneath the icon, the text "Enter the routing number for your account" is displayed in a bold, black font. A text input field is positioned below the text, containing the routing number "053100300" and a small lock icon on the right side. Below the input field is a prominent blue button with the word "Continue" written in white. At the bottom of the screen, there is a link that says "Get help finding this information" in a smaller, grey font.


- j. Enter the account number, then click **Continue**




The screenshot shows a mobile application interface with a white background. At the top, there is a navigation bar with a left-pointing chevron, the text "Enter your account info", and a right-pointing chevron. Below the navigation bar is a circular icon containing a black silhouette of a classical building with three columns. Underneath the icon, the text "Enter the account number for your account" is displayed in a bold, black font. A text input field is positioned below the text, containing the account number "111111111111" and a small lock icon on the right side. Below the input field is a prominent blue button with the word "Continue" written in white. At the bottom of the screen, there is a link that says "Get help finding this information" in a smaller, grey font.

- k. Re-enter the account number for confirmation, then click **Continue**

< Enter your account info X



Confirm the account number
for your account


1111111 

Continue

[Get help finding this information](#)

- l. Review the authorization disclosure, then click **Authorize** to proceed

< Authorize X



Authorize deposits and
withdrawals

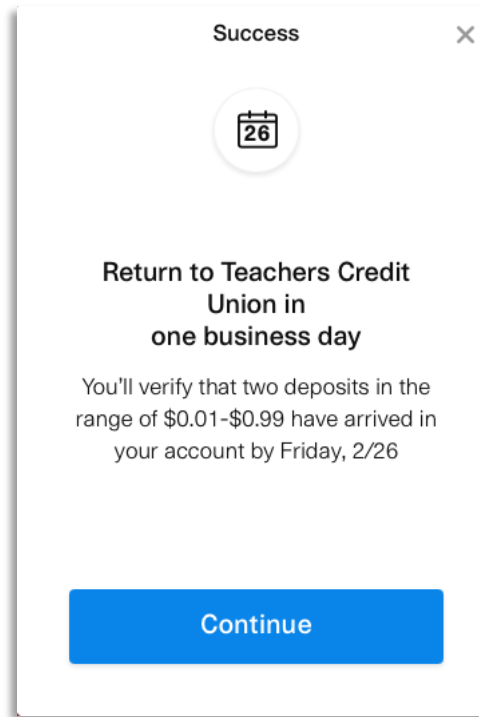
Plaid will make two deposits, \$0.99 or
less, into the account you confirmed in
the next few days.

Then, we'll withdraw what we
deposited. To avoid bank fees, make
sure you have at least \$1.98 in your

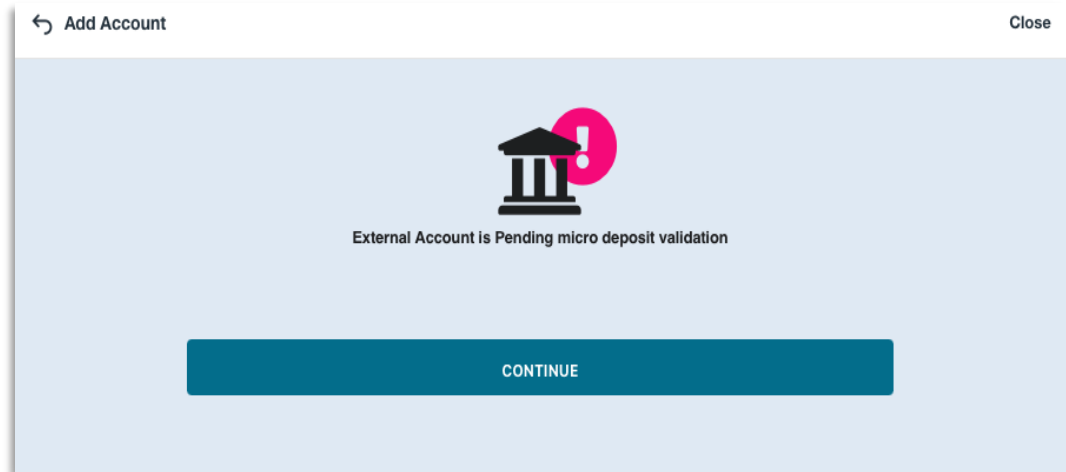
By providing your account and routing number and
clicking "Authorize" you allow Plaid to initiate these
micro-deposits and offsetting debit(s)

Authorize

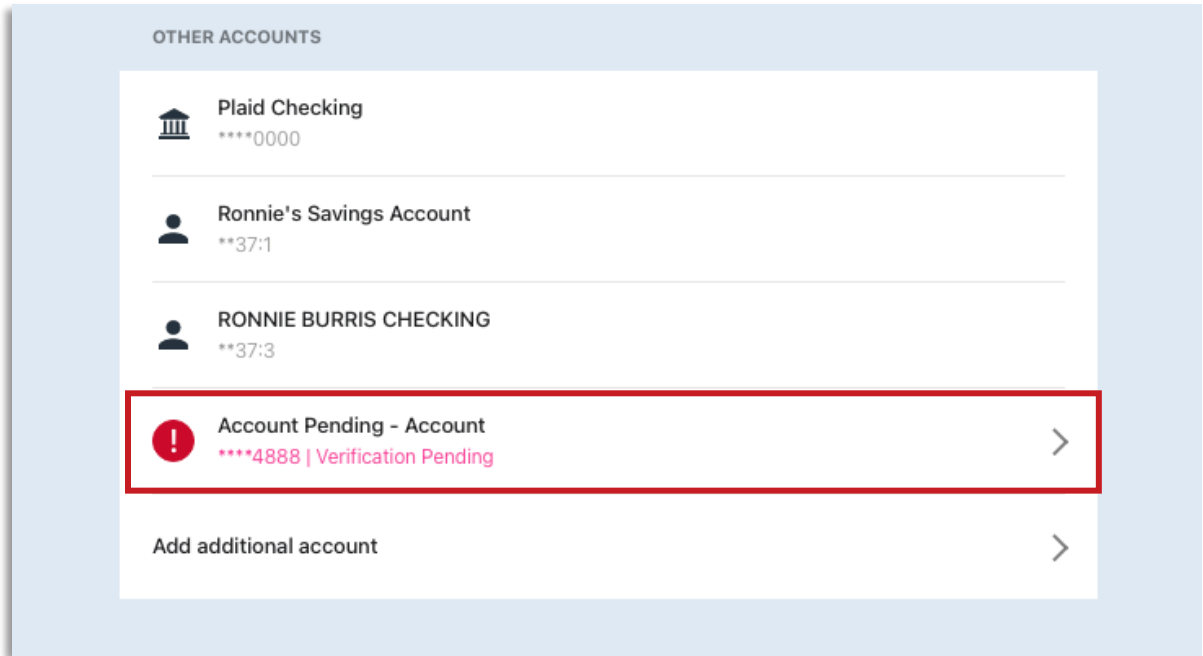
m. A success message displays. Click **Continue** to proceed



n. The pending microdeposit validation screen displays. Click **Continue** to proceed

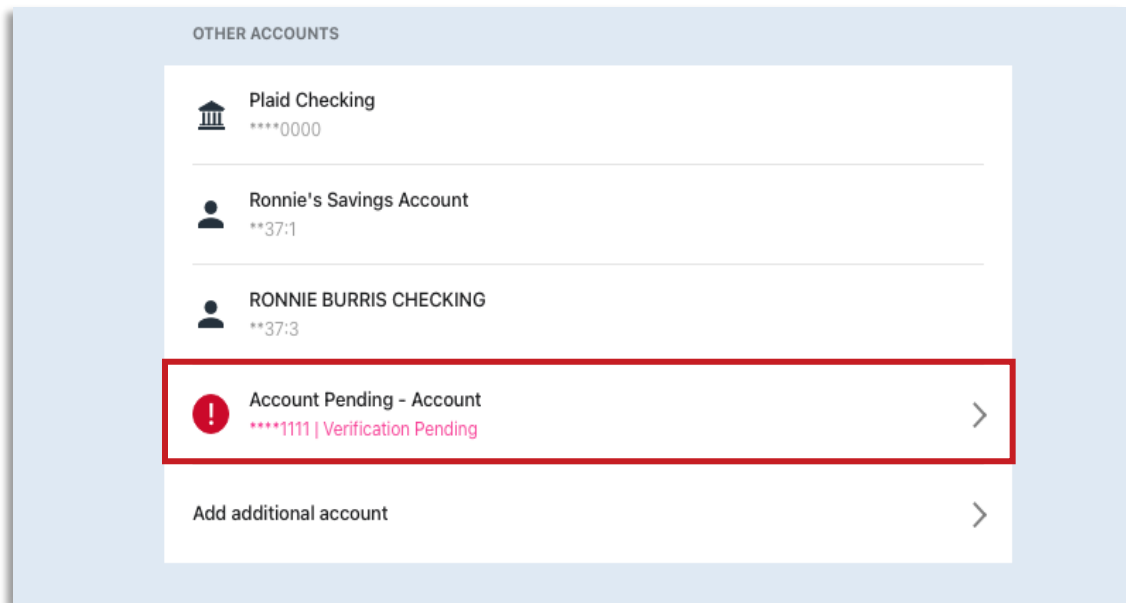


- o. The account displays as an account pending verification under Other Accounts

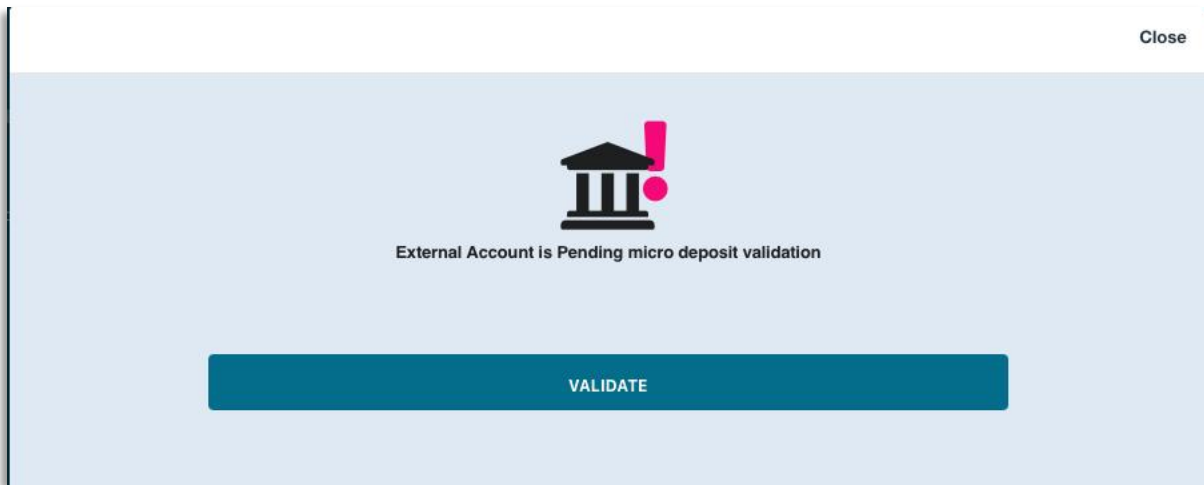


To Validate an Account by Microdeposits

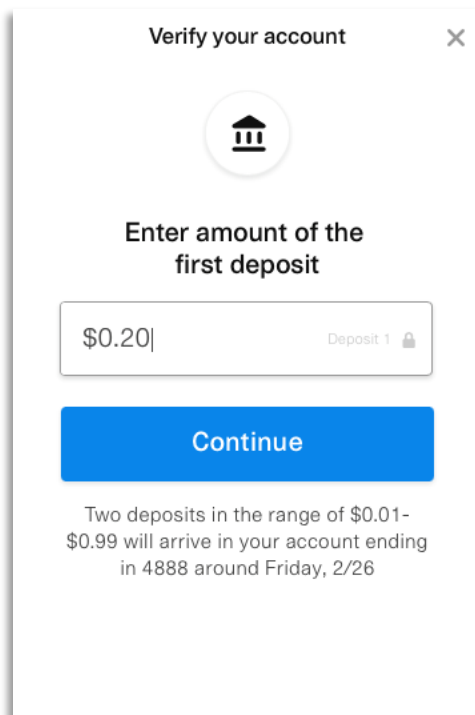
1. On the Transfers screen, click **+Account**
2. Locate and click the account to verify under **Other Accounts**



3. The microdeposit validation screen displays. Click **Validate** to proceed



4. On the next screen, enter the amount of the first deposit, then click **Continue**



5. Enter the amount of the second deposit, then click **Continue**

Verify your account

Enter amount of the second deposit

\$0.55 Deposit 2

Continue

Two deposits in the range of \$0.01-\$0.99 will arrive in your account ending in 4888 around Friday, 2/26

6. A success message displays, click **Continue** to proceed

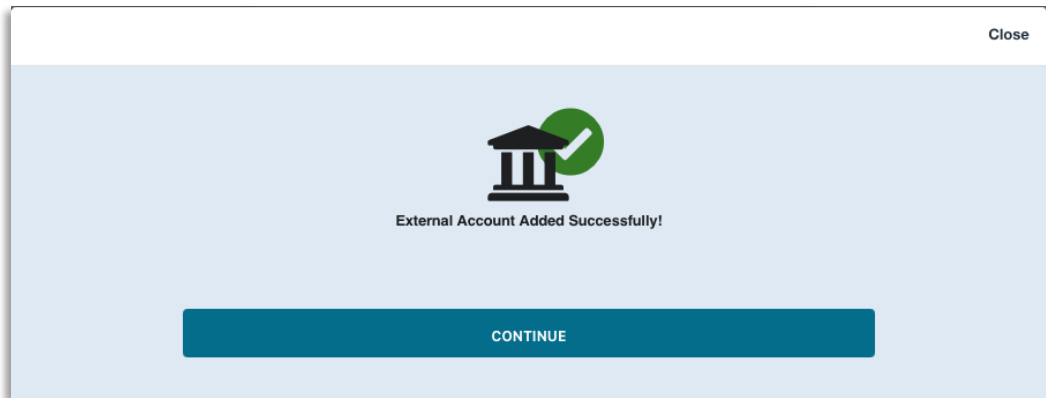
PLAID

Success!

Your account has been successfully linked to Teachers Credit Union

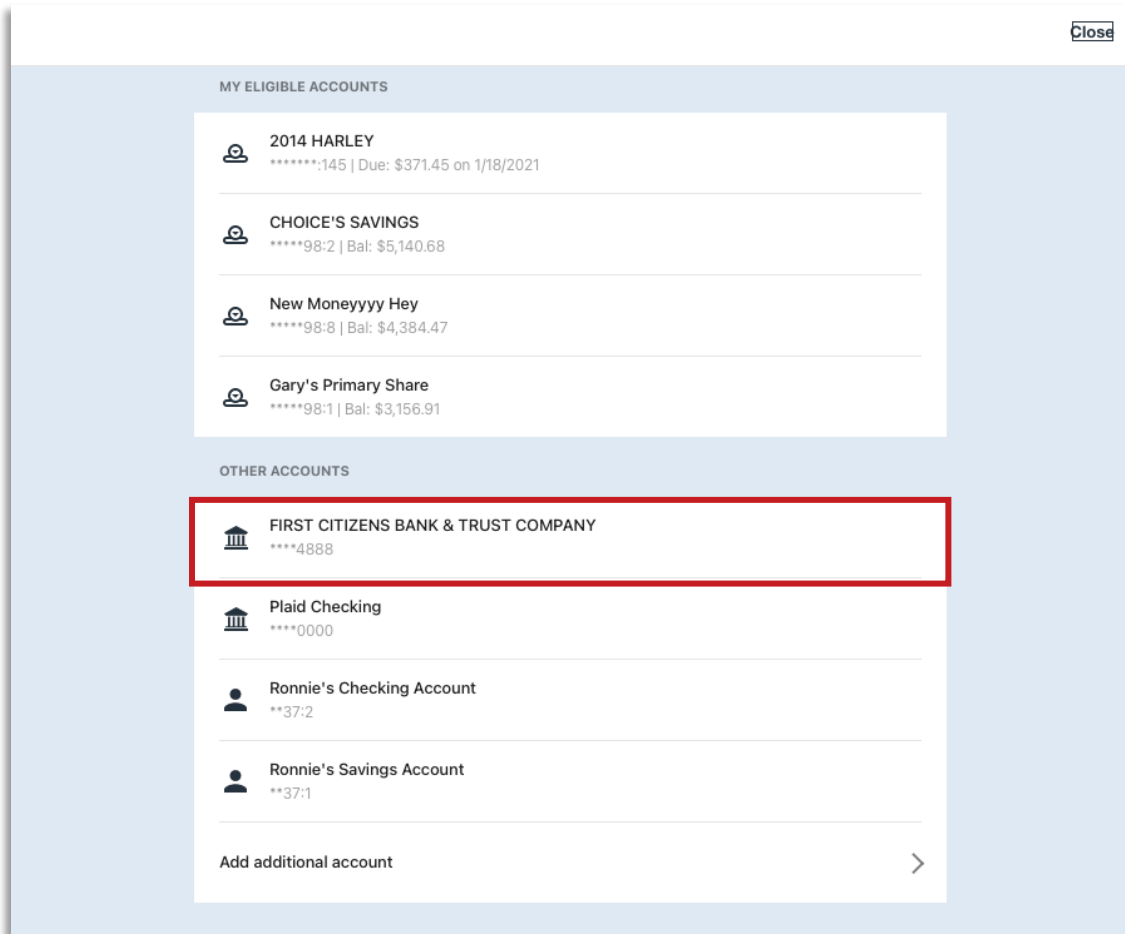
Continue


7. Click **Continue** on the next screen to return to the Transfers Screen

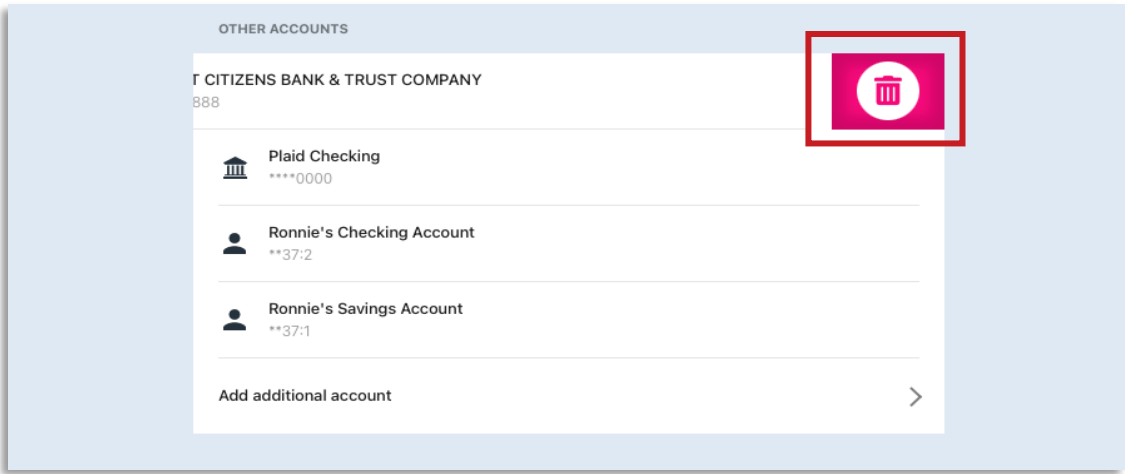


To Remove a Linked External Account

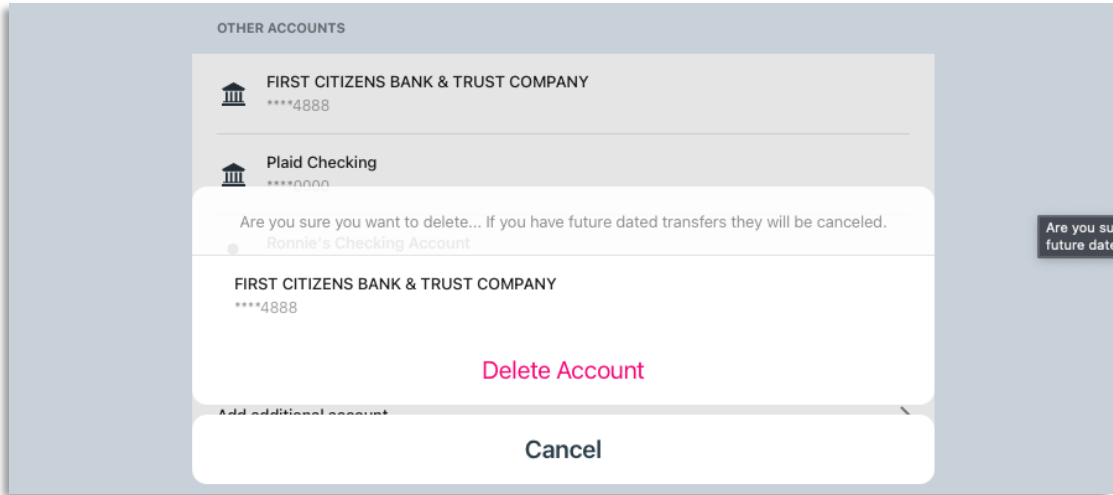
1. On the Transfers screen, click **+Account**
2. Locate the account to remove under **Other Accounts**
3. Click and hold the account to remove, then drag or swipe right-to left



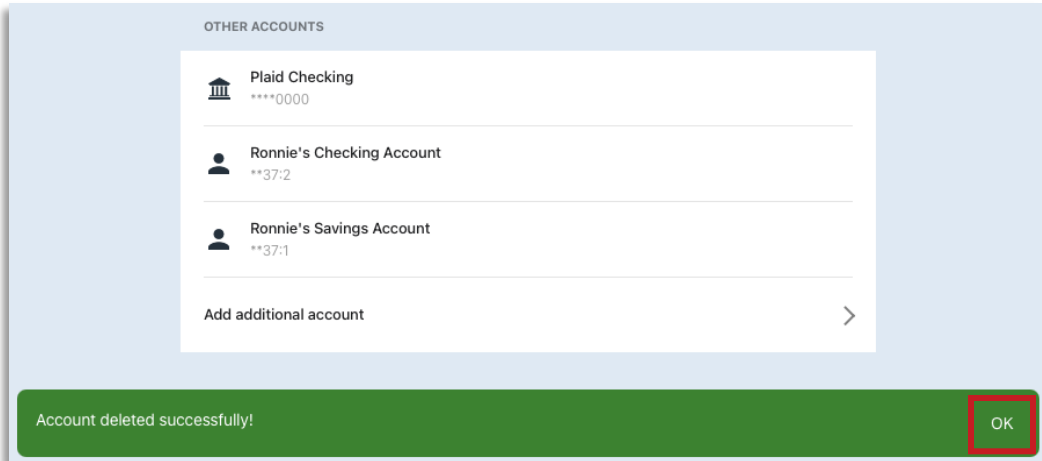
4. The delete icon displays 



5. A confirmation displays. Click **Delete Account** to proceed with removing the account, or click **Cancel** to retain the account



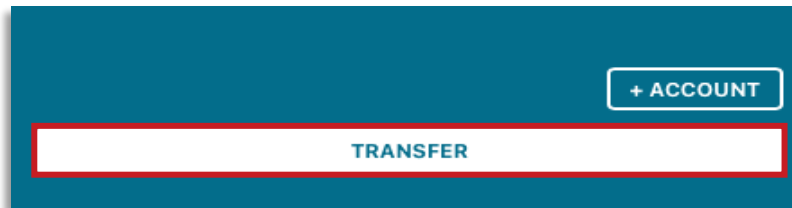
6. A confirmation for the deletion occurs. Click **OK** to hide the message



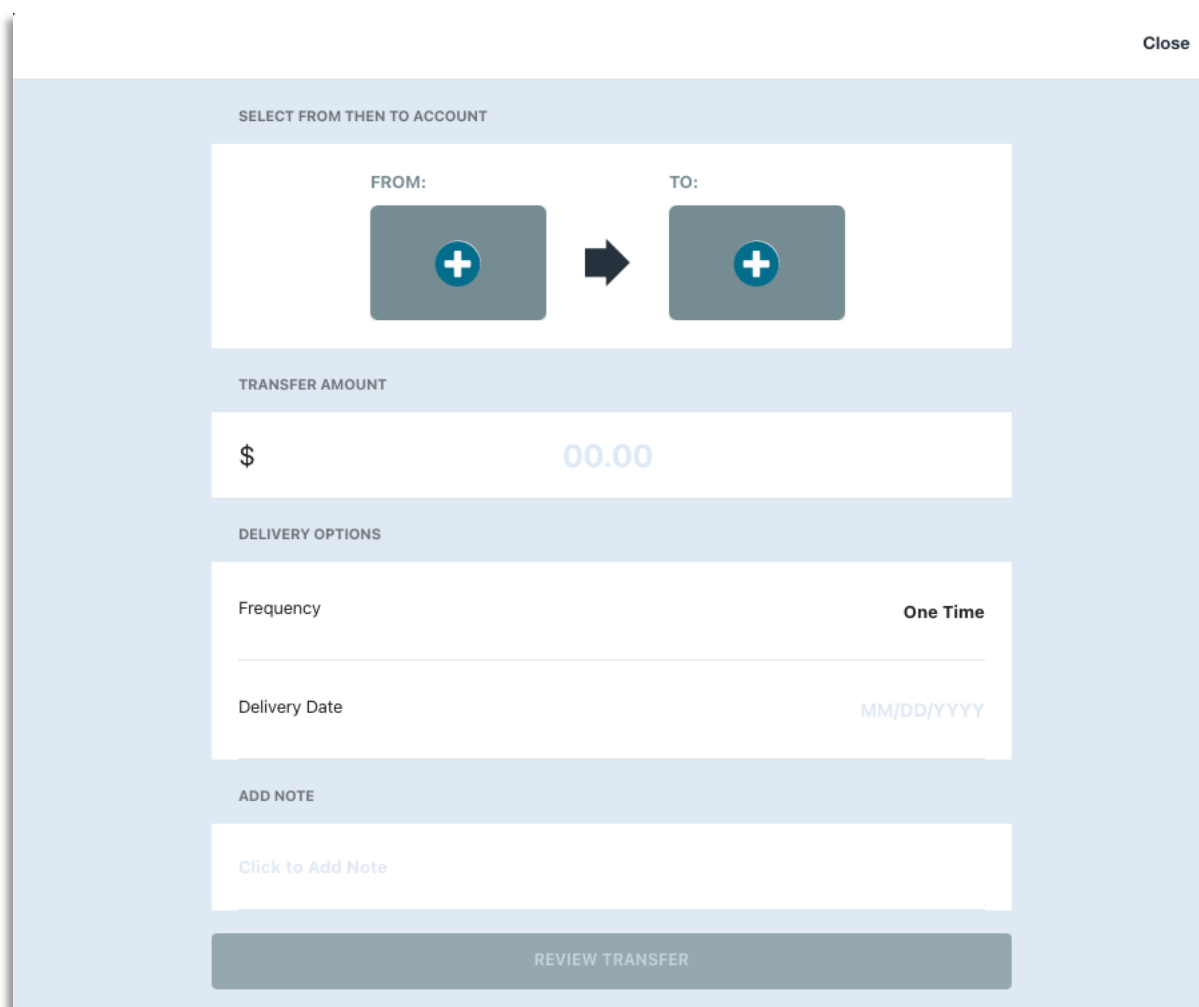
Transfer Initiation


The Transfers Screen allows you to initiate Transfers between accounts. To initiate a Transfer:

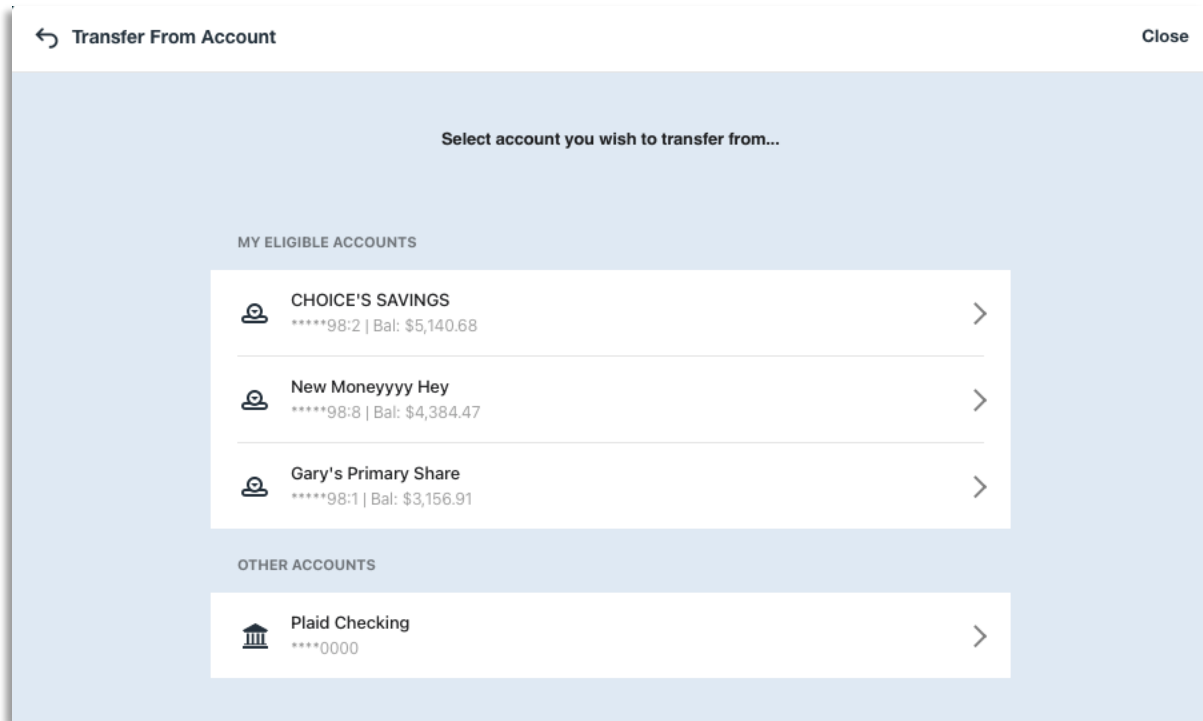
1. On the Transfers Screen, click the **Transfer** button



2. The Start Transfer Screen displays

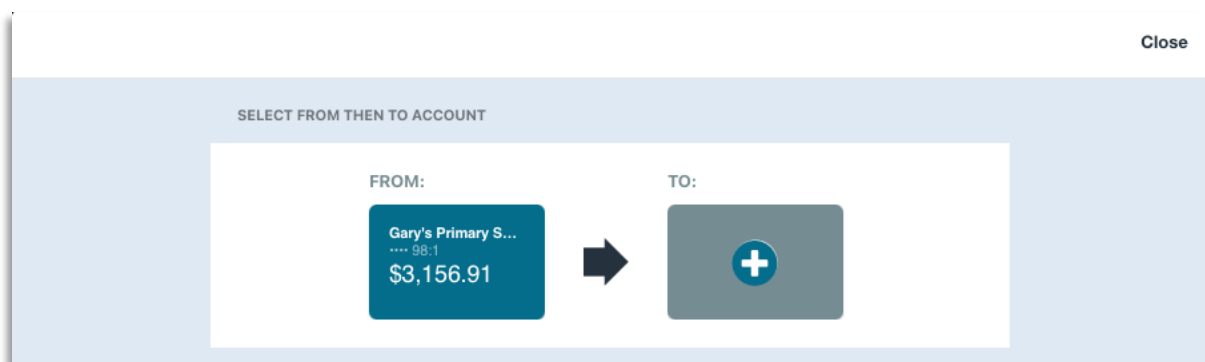
A screenshot of the "Start Transfer" screen. At the top right is a "Close" link. The main content area is light blue and contains several sections: "SELECT FROM THEN TO ACCOUNT" with "FROM:" and "TO:" labels, each followed by a grey box with a white plus sign and a black arrow pointing from left to right; "TRANSFER AMOUNT" with a "\$" symbol and the value "00.00"; "DELIVERY OPTIONS" with "Frequency" and "One Time" (selected) options, and "Delivery Date" with a "MM/DD/YYYY" placeholder; "ADD NOTE" with a "Click to Add Note" link; and a grey "REVIEW TRANSFER" button at the bottom.

3. Click the  icon in the **From:** section to view the list of available accounts to transfer from. **My Eligible Accounts** lists internal accounts. **Other Accounts** lists external accounts.

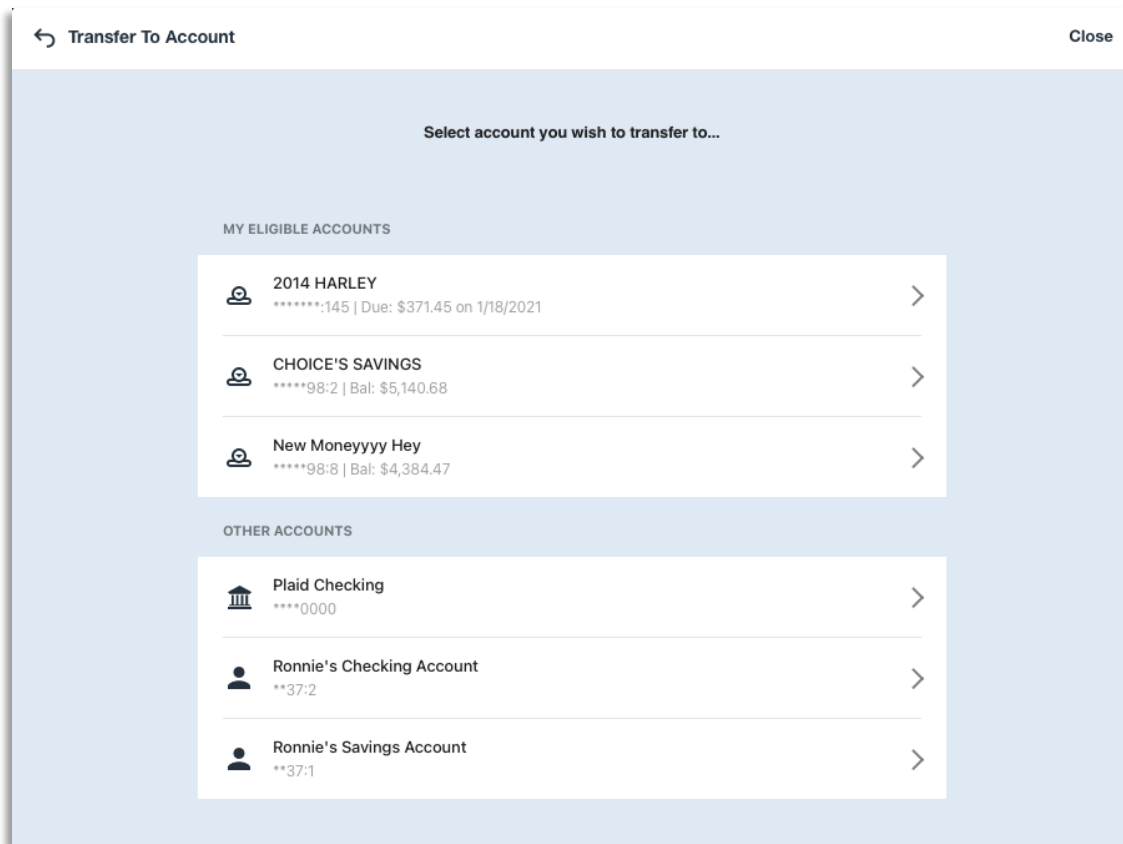


Your internal accounts will display masked account numbers along with balance summary information.

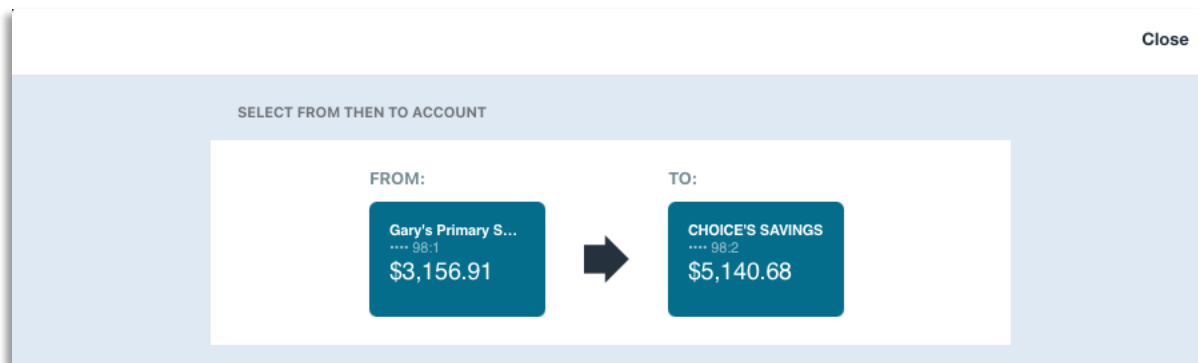
4. Click or tap the account to transfer funds from. The selected account updates in the **From:** section



5. Next, click the  icon in the **To:** section to view the list of available accounts to transfer funds to from the list of **My Eligible Accounts** or **Other Accounts**



6. Click or tap the account to transfer funds to. The selected account updates in the **To:** section



7. Next, enter the **Transfer Amount** in dollars



8. For **One Time** transfers (the default option), enter the **Delivery Date** or select using the calendar

The screenshot shows a form with the following sections:

- TRANSFER AMOUNT**: A text input field containing "\$ 75.00".
- DELIVERY OPTIONS**: A section containing a "Frequency" label and a "Delivery Date" label.
- Calendar**: A calendar for March 2021 is open, showing the date 03/03/2021 selected.

9. For recurring transfers, click **One Time** to view and select additional frequency options

The screenshot shows a form with the following sections:

- DELIVERY OPTIONS**: A section containing a "Frequency" label and a "Delivery Date" label.
- ADD NOTE**: A section containing a "Click to Add Note" button.
- REVIEW TRANSFER**: A teal button at the bottom.
- Frequency Dropdown**: A dropdown menu is open, showing the following options: "One Time ✓", "Daily", "Weekly", "Monthly", "Quarterly", "Annually", "1st Of Month", "Last Day Of Month", "1st & 15th Of The Month", "15th & Last Day Of Month", "Every Other Week", and "Semi-Annually".

10. Select the **Start Date** and **End Date** for the recurring transfer

The screenshot shows a form with the following sections:


- DELIVERY OPTIONS**: A section containing a "Frequency" label and a "Delivery Date" label.
- Frequency**: A text input field containing "Weekly".
- Start Date**: A text input field containing "03/03/2021".
- End Date**: A text input field containing "03/24/2021".



For recurring transfers, first delivery of the transfer will occur on the Start Date. If the transfer frequency includes the 1st, 15th, or Last Day of the Month, the first delivery of the transfer will occur on the next upcoming date. For example, if the Frequency is set as 1st and 15th of the Month and the Start Date is entered as the 12th, the first delivery will occur on the 15th since it is the next upcoming date.

11. Click or tap into the **Add Note** field to attach a note to the Transfer, if desired

ADD NOTE

Weekly Transfer to Savings Account 

12. Once all fields are complete, click **Review Transfer**

Close

FROM: Gary's Primary S...
**** 98:1
\$3,156.91

TO: CHOICE'S SAVINGS
**** 98:2
\$5,140.68


TRANSFER AMOUNT

\$ 35.00

DELIVERY OPTIONS

Frequency	Weekly
Start Date	03/03/2021
End Date	03/24/2021

ADD NOTE

Weekly Transfer to Savings Account 

REVIEW TRANSFER

13. The next screen displays the entered transfer information. Click **Submit Transfer** to continue, **Review Transfer** to return to the prior screen to make changes, or **Cancel** to exit without submitting the Transfer

The screenshot shows a 'Review Transfer' screen with a light blue background. At the top left is a back arrow and 'Review Transfer' text, and at the top right is a 'Cancel' button. The main heading is 'Confirm transfer details'. Below this is a white box containing transfer information:

FROM:	TO:
PRIMARY SHARE *** 98:1 \$4,543.03	CHOICE SAVINGS *** 98:2 \$3,816.51
AMOUNT	\$350.00
FREQUENCY	Weekly
START DATE	November 12, 2020
END DATE	December 12, 2020
NOTE	Nov to Dec Transfer to Savings Account

At the bottom of the white box is a blue button labeled 'SUBMIT TRANSFER'.

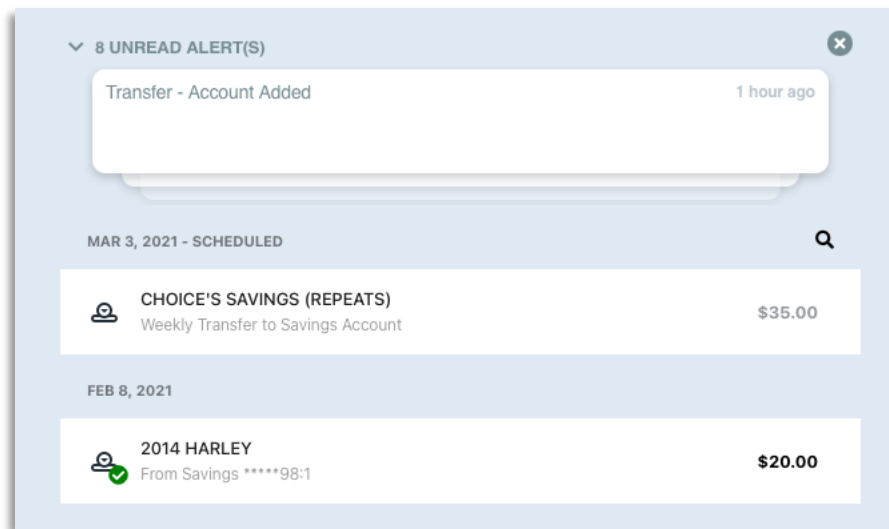
14. After clicking Submit, the Transfer details display. Click **Done** to return to the Transfers Screen

The screenshot shows a 'Review Transfer' screen with a light blue background. At the top left is a back arrow and 'Review Transfer' text, and at the top right is a 'Close' button. The main heading is 'Your Transfer has been scheduled!'. Below this is a white box containing transfer information:

FROM:	TO:
Gary's Primary S... *** 98:1 \$3,156.91	CHOICE'S SAVINGS *** 98:2 \$5,140.68
AMOUNT	\$35.00
FREQUENCY	Weekly
START DATE	March 3, 2021
END DATE	March 24, 2021
NOTE	Weekly Transfer to Savings Account

At the bottom of the white box is a blue button labeled 'DONE'.


15. The Transfer displays as scheduled in the Transfer List

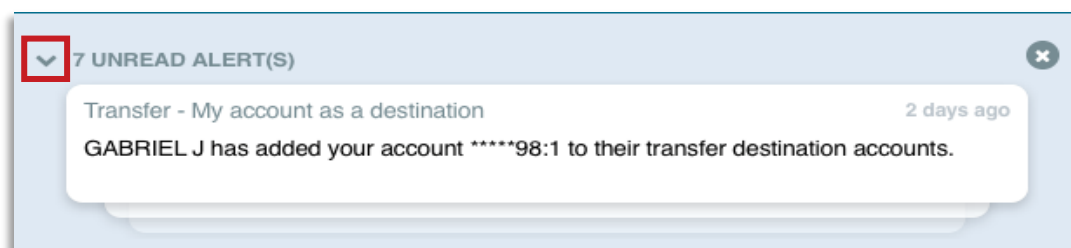


Once a Transfer is successfully initiated, you will be notified. You can configure your alerts in Notification Settings to customize which Transfer notifications you receive and the delivery method.

Transfer Alerts

The Transfers Screen houses an Alerts section to notify Members of transfer-related activity and other information as configured by the Credit Union. To access unread alerts:

1. Multiple alerts display in a collapsed view. To expand, click the  next to the number of unread alerts



2. Click or tap the alert to view more information



The type of alert determines where the Member is directed after clicking the alert. Account addition alerts direct the Member to the Accounts List. Initiated or scheduled alerts direct the Member to the Transfers Details screen.

3. Alternatively, click the  to clear all unread alerts

Transfer List


The Transfer List displays past and future-scheduled transfers within a 30-day period. Please note: this list includes transfers sent or scheduled through the Transfers tile and does not include the transfers you have received. All transfers received can be found in your Account tile, where the date and amount of the transaction will be provided.

Transfers display in sequential order by date. You can view the transfer status, “Transfer to” account, transfer amount, and note (if added). If a note is not added, the “Transfer from” account displays. Go to the Searching Transfers section to learn how to search for more transfers using the Search Field or by applying filters.


NOV 16, 2020 - SCHEDULED		Q
	A410 USED AUTO FIXED (REPEATS) From Checking 0000	\$29.00
NOV 15, 2020 - SCHEDULED		
	PRIMARY SHARE (REPEATS) Test 12 Ex	\$29.00
NOV 14, 2020 - SCHEDULED		
	PERFORMANCE CHECKING (REPEATS) From Checking 0000	\$14.00
NOV 12, 2020 - SCHEDULED		
	CHOICE SAVINGS (REPEATS) Nov to Dec Transfer to Savings Account	\$350.00

Transfer Status Icons


You can view the Transfer Status according to the icons listed on the Transfer List. Failed transfers display a red exclamation point and the transfer amount displays in red.

	CHOICE SAVINGS (REPEATS) From Checking 0000	\$6.50
---	---	---------------

Successful transfers display a green checkmark, and the transfer amount displays in bold.

	PRIMARY SHARE From Savings *****98:2	\$50.00
---	--	----------------

Scheduled transfers that have not yet cleared display the Transfer icon without any additional symbols. The transfer amount remains gray until the transfer occurs.

	CHOICE SAVINGS (REPEATS) Nov to Dec Transfer to Savings Account	\$350.00
---	---	----------




A same-date transfer will show as scheduled until the transfer occurs, depending on the time that it is processed. With recurring transfers, the initial transfer in the series will show the green checkmark once processed. The next transfer in the series will display within the 30-day period. The pending transfers in the series remain gray and will not show the checkmark until processed and cleared.

Transfer Details

You can select a transfer from the Transfers List to view Transfer Details. The Transfer Details screen displays the Transfer Status, Next Scheduled Date (if applicable), Transfer From: and To: accounts, Amount, Frequency, Delivery Date, Start Date and End Date (for recurring transfers), and Notes entered.

Please note: Transfers received are not included in your Transfers Tile. You will not find them on the Transfers List and will not be able to see any details within Transfer Details. All transfers received can be found in your Account tile, where the date and amount of the transaction will be provided.


Close


Your Transfer was Successful.
Confirmation # 6Q2BQLJ4KBFTNGURH4454IOHWU

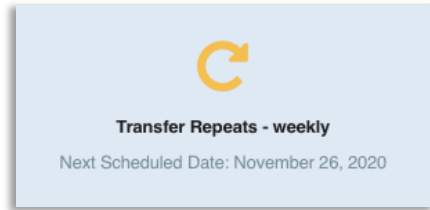
FROM:	TO:
Gary's Primary S... 98.1 \$3,156.91	2014 HARLEY 145 \$0.00
AMOUNT	\$20.00
FREQUENCY	One Time
DELIVERY DATE	February 8, 2021

Transfer Status Icons

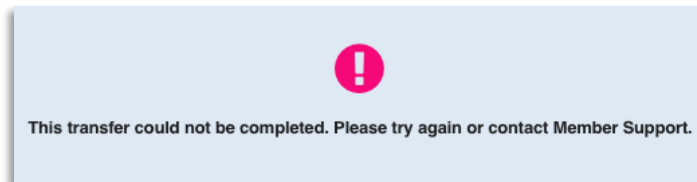
Completed Transfers display a checkmark and the confirmation number.


Your Transfer was Successful.
Confirmation # 6Q2BQLJ4KBFTNGURH4454IOHWU

Recurring Transfers display an arrow, the transfer frequency, and the next scheduled date.



Failed Transfers display an exclamation point and direct you to try again or contact Member Support.

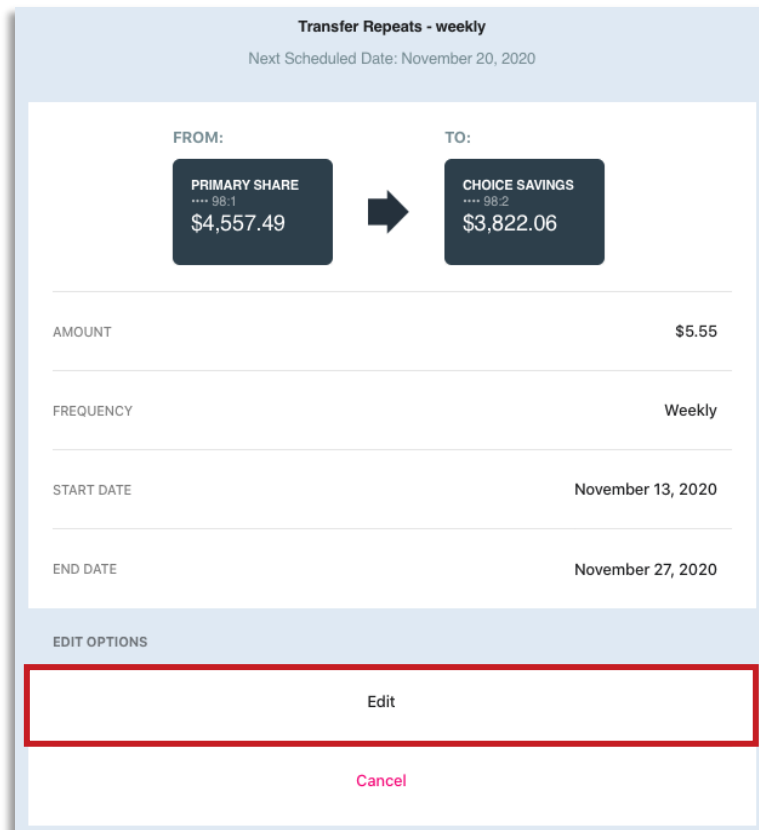


Editing and Canceling Transfers

You may edit scheduled transfers that have not been processed.

To edit a transfer:

1. Click the scheduled transfer to edit on the Transfers List, then click **Edit**





Scheduled transfers for external accounts are not editable the same day that they are initiated. However, they may be edited the day after they are initiated.

For One-Time Transfers:

- a. Edit the transfer information, then click **Update Transfer** when finished

← Edit Transfer Close

SELECT FROM THEN TO ACCOUNT

FROM: Gary's Primary S...
--- 98:1
\$3,156.91

TO: New Moneyyyy Hey
--- 98:8
\$4,384.47

TRANSFER AMOUNT

\$ 6.00

DELIVERY OPTIONS

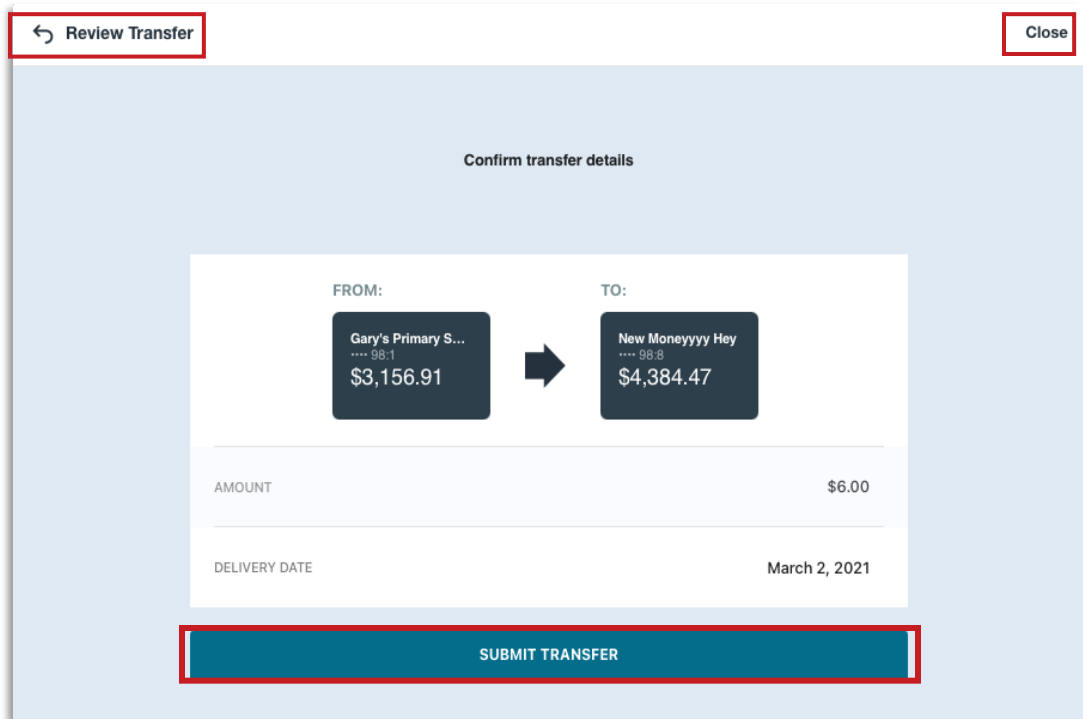
Delivery Date 03/02/2021

ADD NOTE

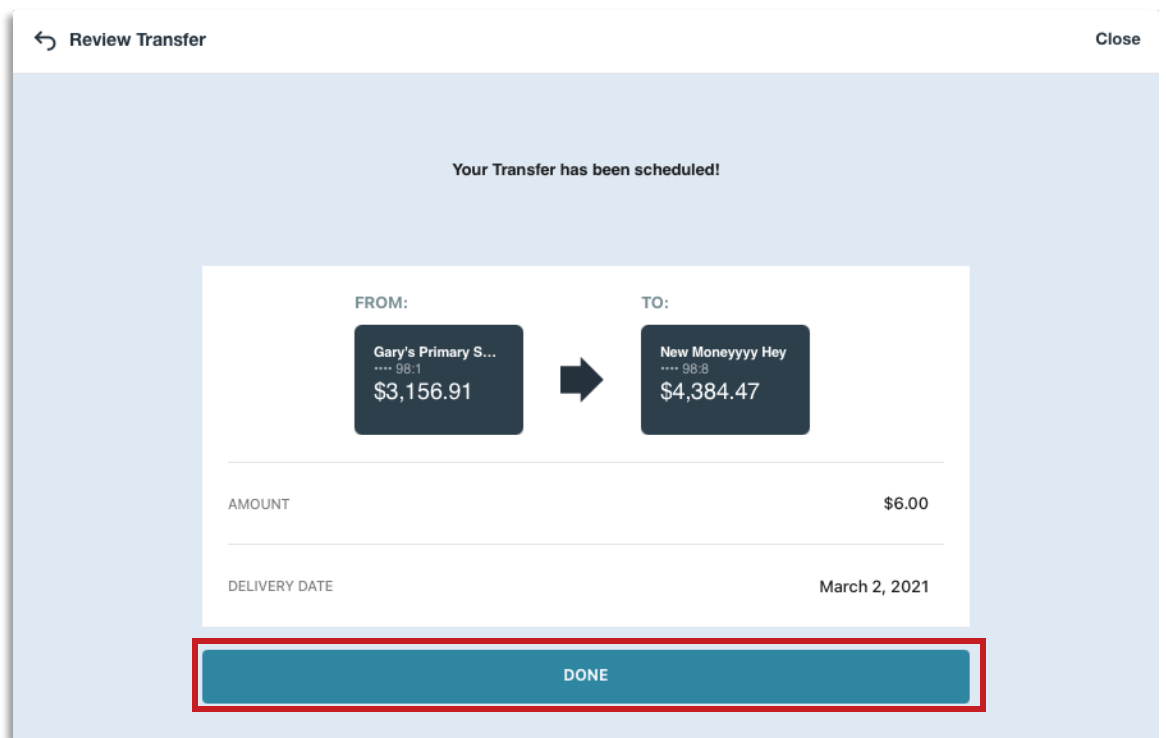
Click to Add Note

UPDATE TRANSFER

- b. Review the updated information, then click **Submit Transfer** or click **Review Transfer** to make additional edits
(Image on next page)

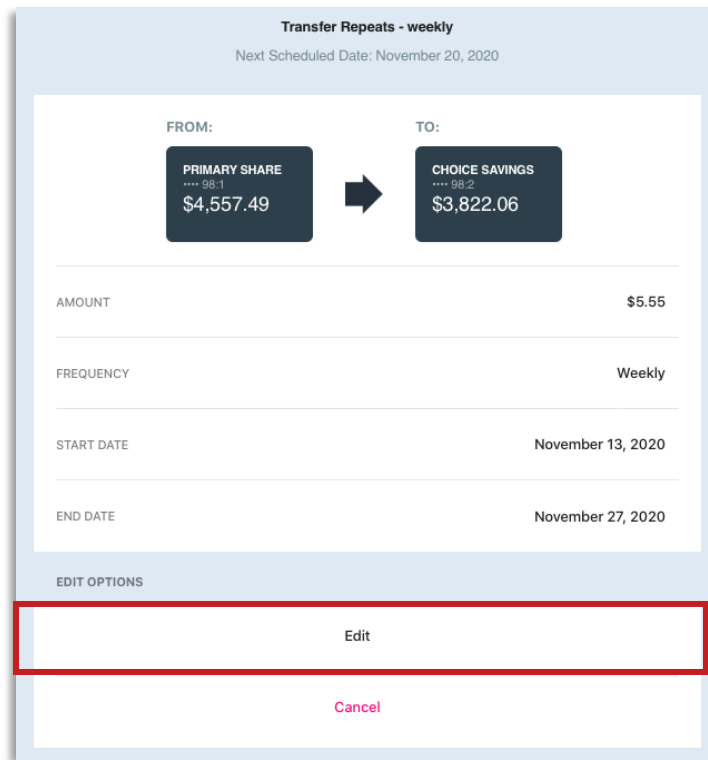


c. A success message displays. Click **Done** to return to the Transfers Screen

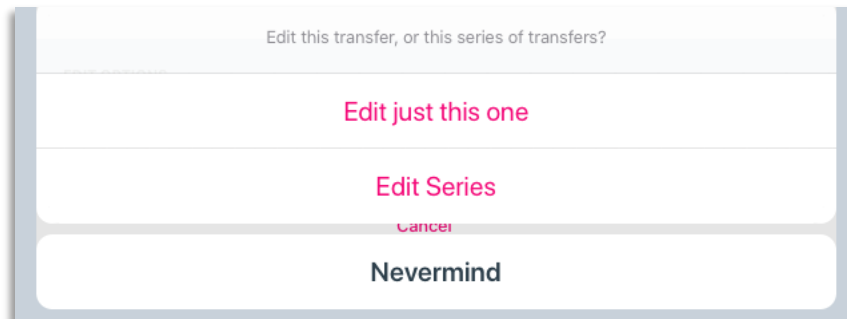


To edit recurring transfers:

- a. Click the scheduled transfer to edit on the Transfers List, then click **Edit**



- b. Next, select whether to **Edit just this one** (the displayed Transfer) or to **Edit Series**, or click **Nevermind** to return to the previous screen



- c. Edit the information, then click **Update Transfer** when finished
(Image on next page)

SELECT FROM THEN TO ACCOUNT

FROM: PRIMARY SHARE *** 98.1 \$4,557.49 → TO: CHOICE SAVINGS *** 98.2 \$3,822.06

TRANSFER AMOUNT

\$ 5.55

DELIVERY OPTIONS

Delivery Date 11/21/2020

ADD NOTE

[Click to Add Note](#)

UPDATE TRANSFER

One-time Transfer

SELECT FROM THEN TO ACCOUNT

FROM: PRIMARY SHARE *** 98.1 \$4,557.49 → TO: CHOICE SAVINGS *** 98.2 \$3,822.06

TRANSFER AMOUNT

\$ 5.55

DELIVERY OPTIONS

Frequency Weekly

Start Date 11/13/2020

End Date 11/28/2020

ADD NOTE

[Click to Add Note](#)

UPDATE TRANSFER

Recurring Transfer



For recurring transfers, only the End Date is editable. If the frequency is no longer correct, you will need to cancel the series and re-initiate the recurring transfer.

d. Next, click **Submit Transfer**

Confirm transfer details

FROM: PRIMARY SHARE *** 98.1 \$4,557.49 → TO: CHOICE SAVINGS *** 98.2 \$3,822.06

AMOUNT \$5.55

DELIVERY DATE November 21, 2020

SUBMIT TRANSFER

One-time Transfer

Confirm transfer details

FROM: PRIMARY SHARE *** 98.1 \$4,557.49 → TO: CHOICE SAVINGS *** 98.2 \$3,822.06

AMOUNT \$5.55

FREQUENCY Weekly

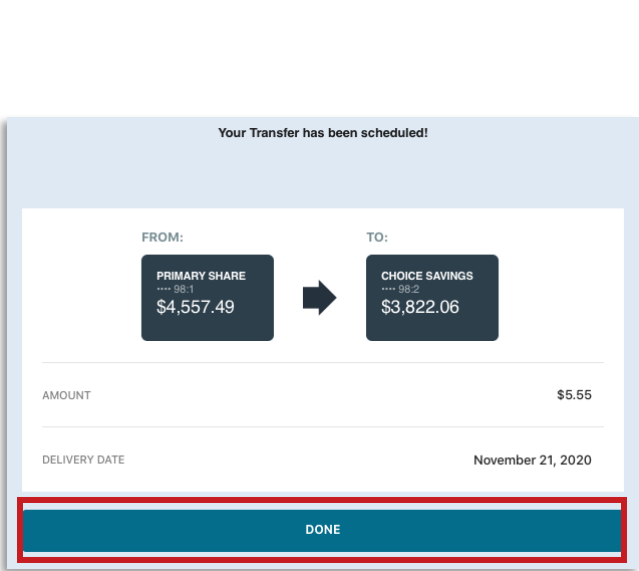
START DATE November 13, 2020

END DATE November 28, 2020

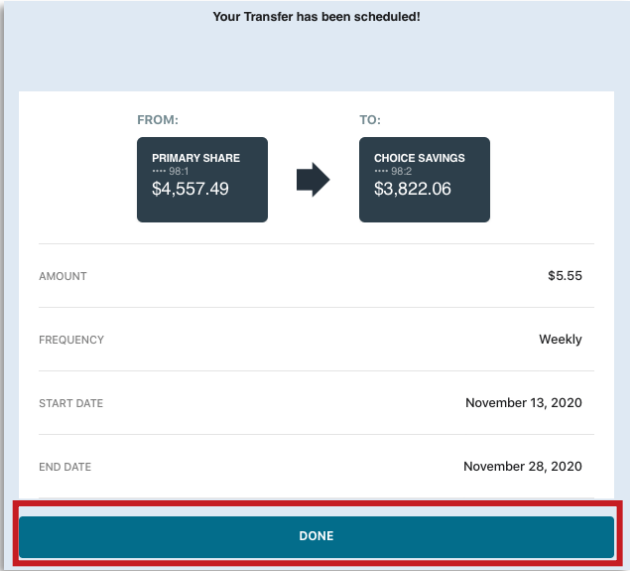
SUBMIT TRANSFER

Recurring Transfer

e. A success message displays. Click **Done** to return to the Transfers Screen



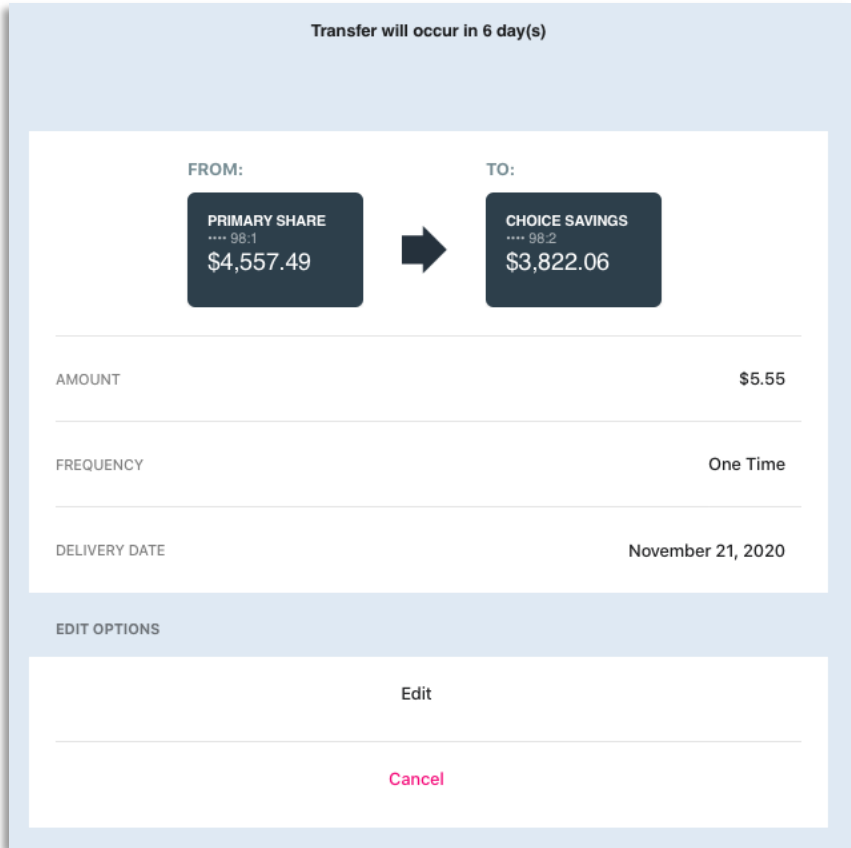
One-Time Transfer



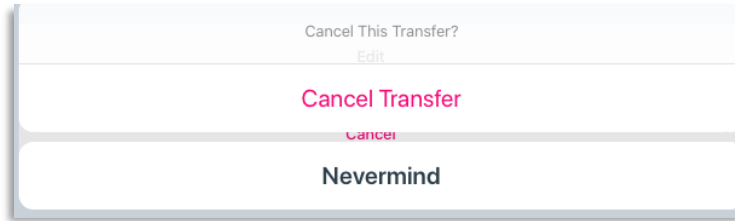
Recurring Transfer

To cancel a one-time transfer:

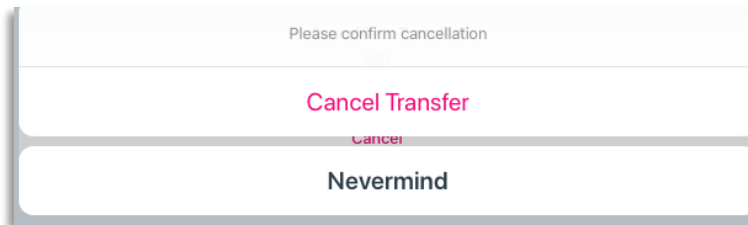
1. Click the scheduled transfer to edit on the Transfers List, then click **Cancel**



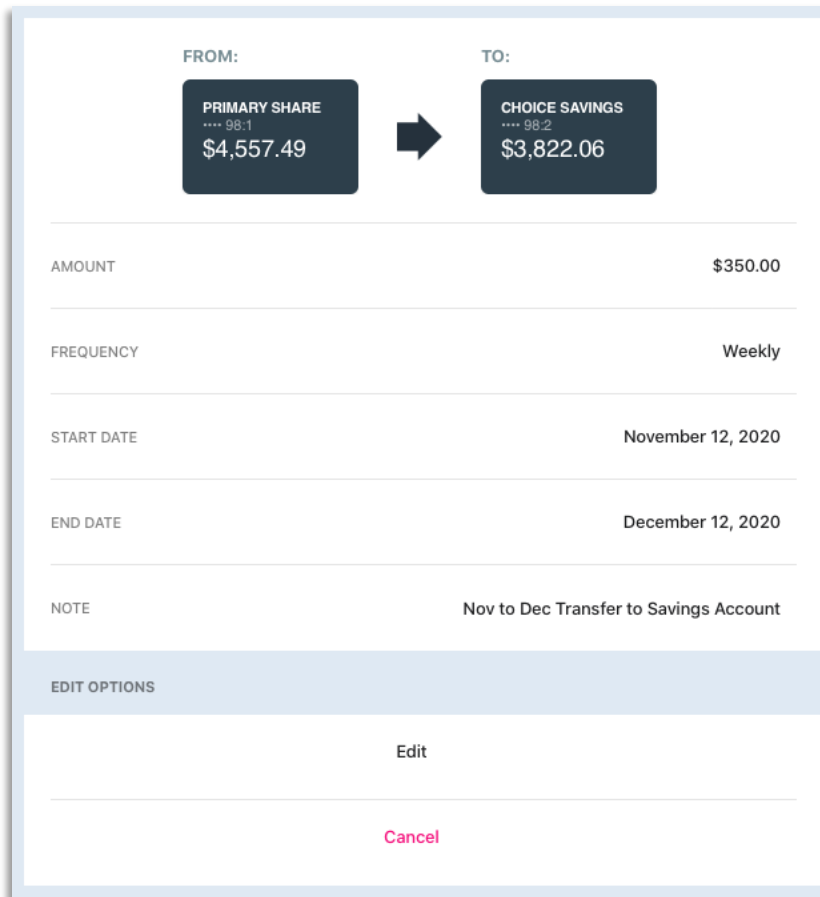
2. Click **Cancel Transfer** to proceed or click **Nevermind** to return to the previous screen



3. Click **Cancel Transfer** again to proceed



4. The transfer is now canceled and no longer displays in the Transfers List



To cancel a transfer in a series:

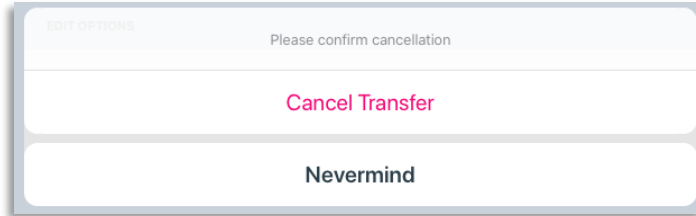
1. Click the scheduled transfer to edit on the Transfers List, then click **Cancel**

The screenshot shows a transfer edit interface. At the top, it displays the source and destination accounts: 'FROM: Gary's Primary S... \$3,156.91' and 'TO: CHOICE'S SAVINGS \$5,140.68'. Below this, the transfer details are listed: AMOUNT (\$35.00), FREQUENCY (Weekly), START DATE (March 3, 2021), END DATE (March 24, 2021), and NOTE (Weekly Transfer to Savings Account). At the bottom, under 'EDIT OPTIONS', there are two buttons: 'Edit' and 'Cancel'.

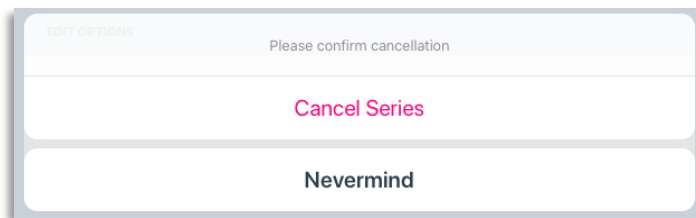
2. Next, select whether to **Cancel This Transfer?** (the displayed transfer) or to **Cancel This Series of Transfers?**, or click **Nevermind** to return to the previous screen

The screenshot shows a confirmation dialog box with the title 'Weekly Transfer to Savings Account'. The text inside reads 'Cancel this transfer, or this series of transfers?'. There are three options listed: 'Cancel This Transfer?', 'Cancel This Series of Transfers?', and 'Nevermind'. A 'Cancel' button is also visible at the bottom of the dialog.

- a. If canceling the displayed transfer, click **Cancel Transfer** to confirm



- b. If canceling the series of transfers, click **Cancel Series**



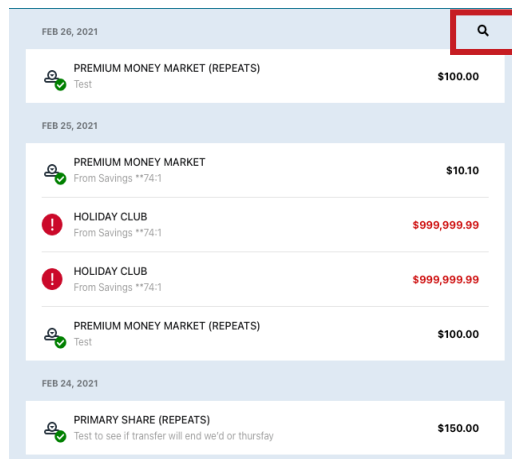
5. The Transfer List refreshes, and the canceled transfers no longer display

Searching Transfers

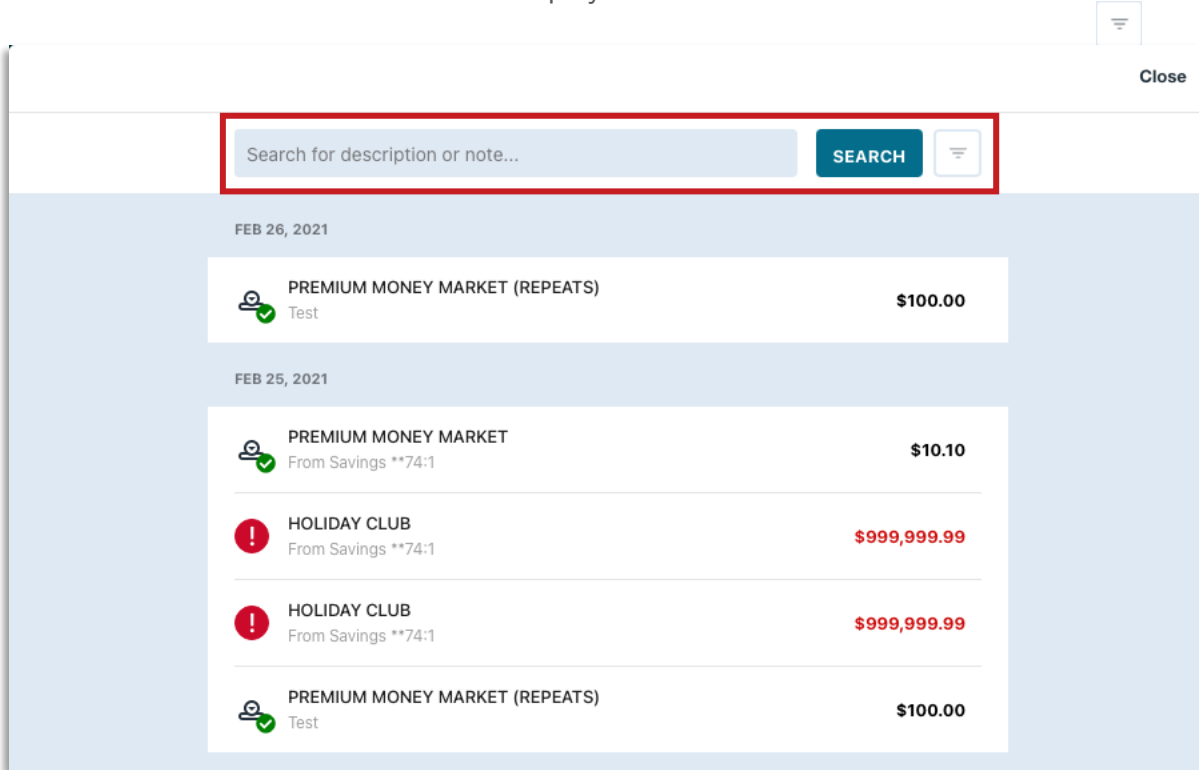
The Transfers Search screen allows you to search for Transfers by keywords using the Search Field, or by applying filters.

Please note: The transfers you have received are **not** included in your Transfers Tile and are therefore not searchable within the Transfers tile. All transfers received can be found in your Account tile, where the date and amount of the transaction will be provided.

1. On the Transfers Screen, click the **Magnifying Glass** above the Transfers List

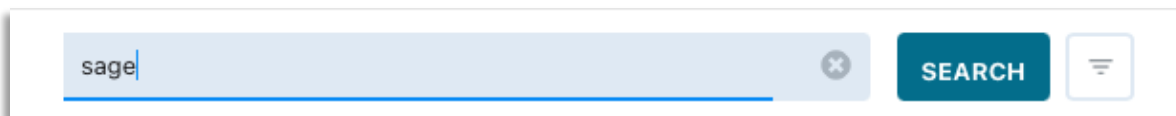


2. The Transfer Search screen displays with the **Search Field** and **Filters Icon**

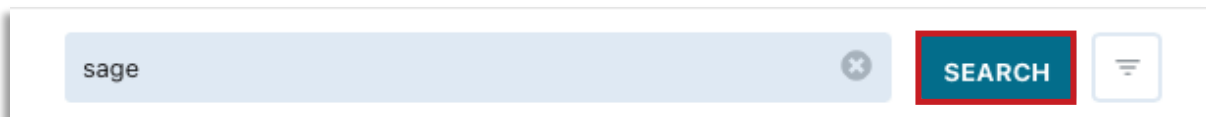


To search by Keyword:

a. Click into the **Search Field** and Enter the keyword or phrase to search by

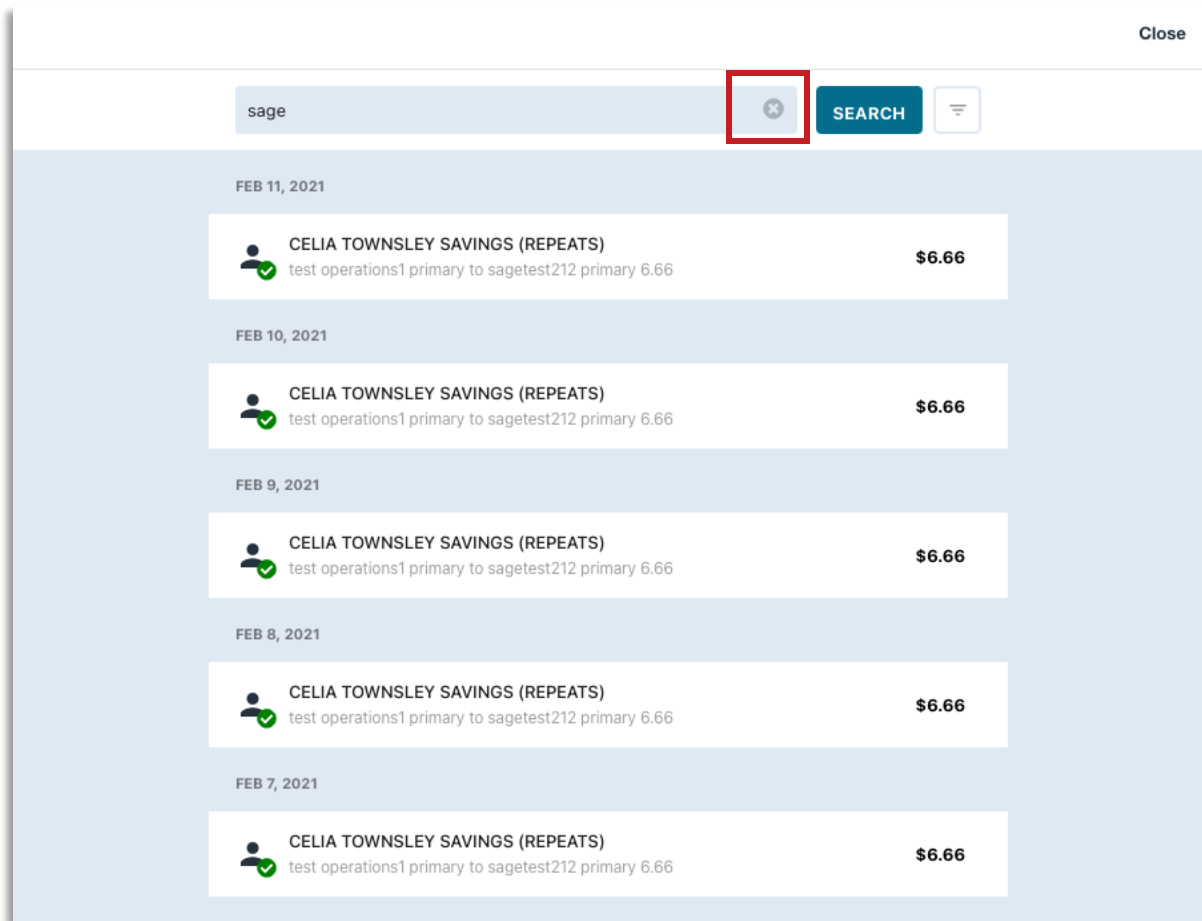



b. Click **Search**



c. The Transfers List refreshes to display matching results

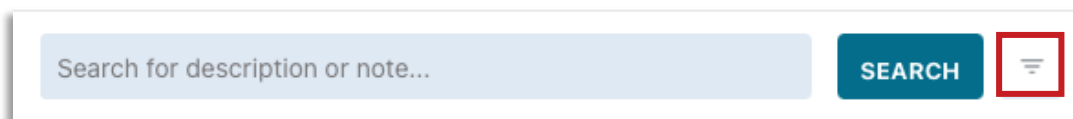
(Image on the next page)



- d. Click the  icon to clear the Search Field to enter a new search, or click **Close** to return to the Transfers screen

To filter by Account:


- a. Click the  icon to expand the Filters List




- b. The **From: Account** and **To: Account** filter toggles display

(Image on the next page)


Close


Search for description or note... **SEARCH** 


FEB 26, 2021


 PREMIUM MONEY MARKET (REPEATS)
Test

FEB 25, 2021


 PREMIUM MONEY MARKET
From Savings **74:1

 HOLIDAY CLUB
From Savings **74:1


 HOLIDAY CLUB
From Savings **74:1

 PREMIUM MONEY MARKET (REPEATS)
Test

FEB 24, 2021

 PRIMARY SHARE (REPEATS)
Test to see if transfer will end we'd or thursfay

FEB 23, 2021

 PRIMARY SHARE (REPEATS)
Test to see if transfer will end we'd or thursfay

Cancel **FILTER** **Clear All**

FROM ACCOUNT

PRIMARY SHARE

ADVANTAGE CHECKING

PREMIUM MONEY MARKET

TO ACCOUNT

Sara car loan

RONDA BUSCH SAVINGS

A640 UNSECURED LOAN

DAVID COLEMAN SAVINGS

APPLY











You may need to scroll to view all the available accounts in the From Account and To Account sections.

- c. Click the right-side of the toggle or slide left-to-right next to the account(s) to search by. The toggle will turn green to indicate the active filter.

(Image on the next page)

Close

Search for description or note... **SEARCH** 

	Cancel	FILTER	Clear All
FROM ACCOUNT			
FEB 26, 2021			
 PREMIUM MONEY MARKET (REPEATS) Test			
FEB 25, 2021			
 PREMIUM MONEY MARKET From Savings **74:1			
 HOLIDAY CLUB From Savings **74:1			
 HOLIDAY CLUB From Savings **74:1			
 PREMIUM MONEY MARKET (REPEATS) Test			
FEB 24, 2021			
 PRIMARY SHARE (REPEATS) Test to see if transfer will end we'd or thursfay			
FEB 23, 2021			
 PRIMARY SHARE (REPEATS) Test to see if transfer will end we'd or thursfay			
	TO ACCOUNT		
	Sara car loan		<input type="checkbox"/>
	RONDA BUSCH SAVINGS		<input checked="" type="checkbox"/>
	A640 UNSECURED LOAN		<input type="checkbox"/>
	DAVID COLEMAN SAVINGS		<input checked="" type="checkbox"/>
	APPLY		

- d. Click **Apply** to initiate the search, **Clear All** to remove the filter(s), or **Cancel** to return to the Transfers List

(Image on the next page)

Close

Search for description or note... **SEARCH**

	Cancel	FILTER	Clear All
FROM ACCOUNT			
PRIMARY SHARE		<input checked="" type="checkbox"/>	
ADVANTAGE CHECKING		<input type="checkbox"/>	
PREMIUM MONEY MARKET		<input type="checkbox"/>	
TO ACCOUNT			
Sara car loan		<input type="checkbox"/>	
RONDA BUSCH SAVINGS		<input checked="" type="checkbox"/>	
A640 UNSECURED LOAN		<input type="checkbox"/>	
DAVID COLEMAN SAVINGS		<input checked="" type="checkbox"/>	
APPLY			

FEB 26, 2021

PREMIUM MONEY MARKET (REPEATS)
Test

FEB 25, 2021

PREMIUM MONEY MARKET
From Savings **74:1

HOLIDAY CLUB
From Savings **74:1

HOLIDAY CLUB
From Savings **74:1

PREMIUM MONEY MARKET (REPEATS)
Test

FEB 24, 2021

PRIMARY SHARE (REPEATS)
Test to see if transfer will end we'd or thursfay

FEB 23, 2021

PRIMARY SHARE (REPEATS)
Test to see if transfer will end we'd or thursfay

- e. The Transfers List refreshes to display matching results. To remove applied filters individually, click the X icon next to the filter

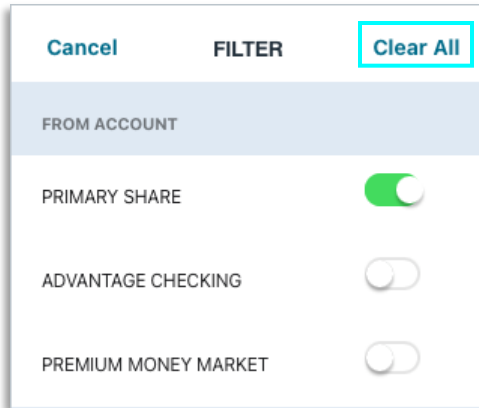
Close

Search for description or note... **SEARCH**

FROM: PRIMARY SHARE TO: RONDA BUSCH SAVINGS TO: DAVID COLEMAN SAVINGS


FEB 26, 2021	
PREMIUM MONEY MARKET (REPEATS) Test	\$100.00
FEB 25, 2021	
PREMIUM MONEY MARKET From Savings **74:1	\$10.10
HOLIDAY CLUB From Savings **74:1	\$999,999.99
HOLIDAY CLUB From Savings **74:1	\$999,999.99
PREMIUM MONEY MARKET (REPEATS) Test	\$100.00

f. To clear all filters, click the  icon and click **Clear All**.



A filter menu with a light blue header containing 'Cancel', 'FILTER', and 'Clear All' (highlighted with a red box). Below the header is a section titled 'FROM ACCOUNT' with three items: 'PRIMARY SHARE' (toggle on), 'ADVANTAGE CHECKING' (toggle off), and 'PREMIUM MONEY MARKET' (toggle off).

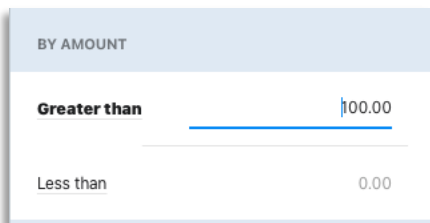
To search by Transfer Amount:

- Click the filter icon 
- Scroll to locate the **By Amount** section



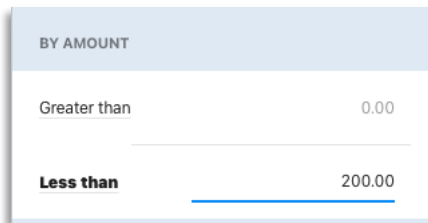
A 'BY AMOUNT' filter section with two rows: 'Greater than' with a value of 0.00 and 'Less than' with a value of 0.00. Each row has a horizontal line for input.

c. Enter the amount(s) to search by in the **Greater than** and/or **Less than** fields



A 'BY AMOUNT' filter section where the 'Greater than' field is set to 100.00 and the 'Less than' field is set to 0.00.

Greater than



A 'BY AMOUNT' filter section where the 'Greater than' field is set to 0.00 and the 'Less than' field is set to 200.00.

Less than



A 'BY AMOUNT' filter section where the 'Greater than' field is set to 100.00 and the 'Less than' field is set to 200.00.

Greater than and Less than

d. Click **Apply** to initiate the search

The screenshot shows a search and filter interface. At the top right is a "Close" button. Below it is a search bar with the placeholder text "Search for description or note..." and a "SEARCH" button. A filter panel is open on the right, showing a "FILTER" section with "Cancel" and "Clear All" buttons. The filter panel includes several toggle switches for account types: "PRIMARY SHARE", "CELIA TOWNSLEY SAVINGS", "ADVANTAGE CHECKING", and "PREMIUM MONEY MARKET". Below these are sections for "BY AMOUNT" and "BY DATE". The "BY AMOUNT" section has "Greater than" and "Less than" options with input fields. The "BY DATE" section has "Date after" and "Date before" options with input fields. A red box highlights the "APPLY" button at the bottom of the filter panel.


g. The Transfers List refreshes to display matching results. To remove applied filters individually, click the X icon next to the filter

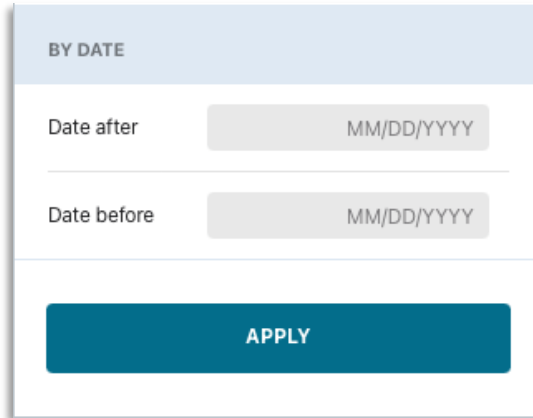
The screenshot shows the "Transfers List" after applying filters. At the top right is a "Close" button. Below it is a search bar with the placeholder text "Search for description or note..." and a "SEARCH" button. A filter panel is open on the right, showing a "FILTER" section with "Cancel" and "Clear All" buttons. The filter panel includes several toggle switches for account types: "PRIMARY SHARE", "CELIA TOWNSLEY SAVINGS", "ADVANTAGE CHECKING", and "PREMIUM MONEY MARKET". Below these are sections for "BY AMOUNT" and "BY DATE". The "BY AMOUNT" section has "Greater than" and "Less than" options with input fields. The "BY DATE" section has "Date after" and "Date before" options with input fields. A red box highlights the "APPLY" button at the bottom of the filter panel.

The Transfers List shows the following results:

Date	Description	Amount
FEB 26, 2021	PREMIUM MONEY MARKET (REPEATS) Test	\$100.00
FEB 25, 2021	HOLIDAY CLUB From Savings **74:1	\$999,999.99
FEB 25, 2021	HOLIDAY CLUB From Savings **74:1	\$999,999.99
FEB 25, 2021	PREMIUM MONEY MARKET (REPEATS) Test	\$100.00
FEB 24, 2021	PRIMARY SHARE (REPEATS) Test to see if transfer will end we'd or thursfay	\$150.00

To search by date:

- a. Click the  icon to expand the Filters List
- b. Scroll to locate the **By Date** section



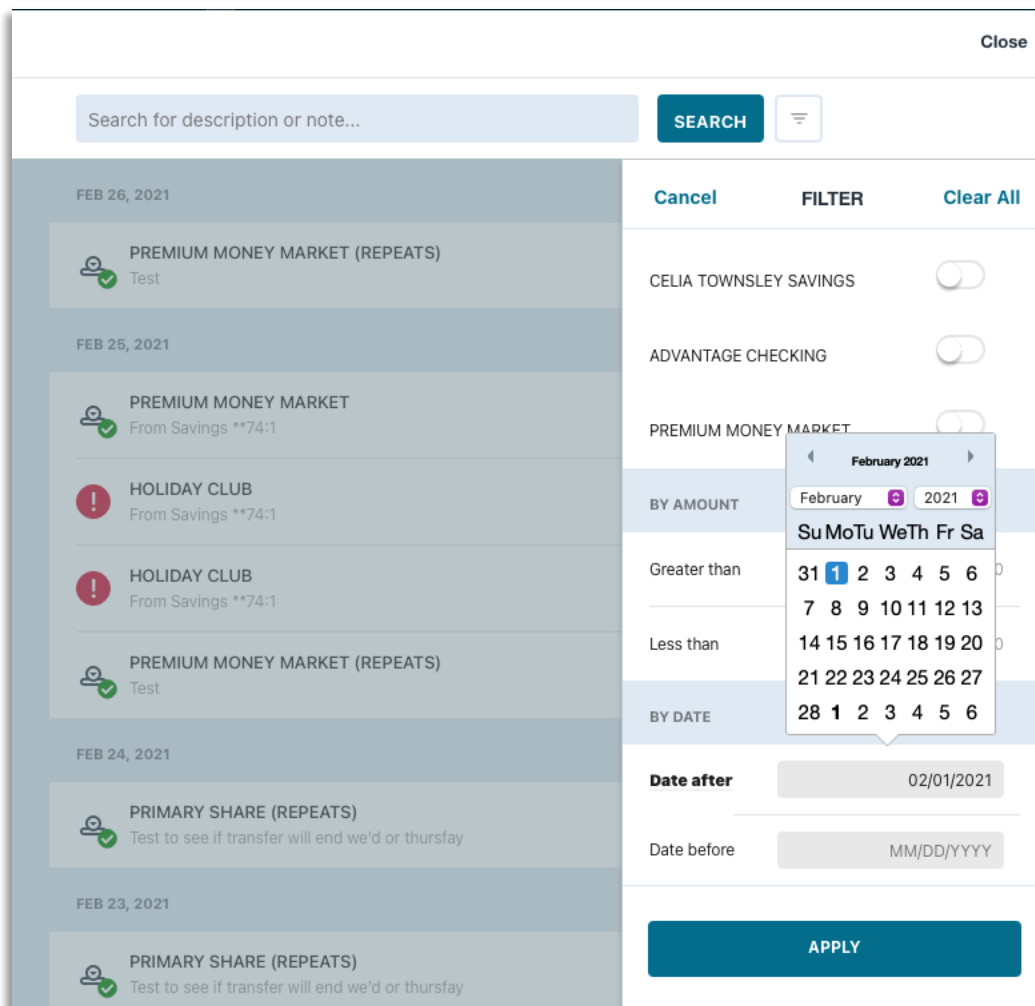
BY DATE

Date after


Date before

APPLY

- c. Click into the **Date after** and/or the **Date before** fields and use the calendar to select the date(s) to search by



Close

Search for description or note... **SEARCH** 

Cancel **FILTER** **Clear All**

CELIA TOWNSLEY SAVINGS

ADVANTAGE CHECKING

PREMIUM MONEY MARKET

BY AMOUNT

Greater than

Less than

BY DATE

Date after

Date before

APPLY

February 2021

February 2021

Su Mo Tu We Th Fr Sa

31 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 1 2 3 4 5 6

- d. Click **Apply** to initiate the search
- e. The Transfers List refreshes to display matching results. To remove applied filters individually, click the X icon next to the filter

[Close](#)

SEARCH
☰

AFTER: 02/15/2021 ✕

FEB 26, 2021

PREMIUM MONEY MARKET (REPEATS)

Test

\$100.00

FEB 25, 2021

PREMIUM MONEY MARKET

From Savings **74:1

\$10.10

HOLIDAY CLUB

From Savings **74:1

\$999,999.99

HOLIDAY CLUB

From Savings **74:1

\$999,999.99

PREMIUM MONEY MARKET (REPEATS)

Test

\$100.00

FEB 24, 2021

PRIMARY SHARE (REPEATS)

Test to see if transfer will end we'd or thursfay

\$150.00



Filters may be applied in any combination of From Account, To Account, Amount, and Date.