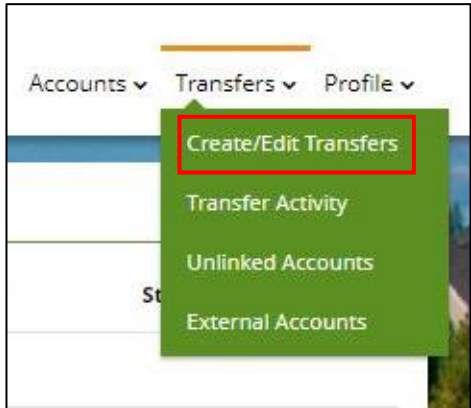


How to Make a Payment Create/Edit Transfers

1. Click **Transfers** and then **Create/Edit Transfers**.



2. Fill in the information needed to make the transfer(s).

- From Account
- To Account
- Fill out the amount in the appropriate payment type box – the four payment type boxes appear as they are applicable. If the payment type is not valid, it does not display
- Choose a scheduling option – Immediate (only works for Internal Transfers), Recurring, or Future Dated
- Input a description if needed

A screenshot of the 'Create/Edit Transfers' form. The 'From Account' is 'X054021 - 087054021 (External Account)' and the 'To Account' is 'X077400 - 00A.PPP'. The 'Payment Due/Billed' option is selected with a radio button, and the amount is '\$ 321.29'. Other options like 'Principal-Only Payment', 'Interest-Only Payment', and 'Fixed Amount' are unselected. The 'Scheduling Option' is set to '— Select an Option —'. There is a 'Description' field and 'Submit' and 'Cancel' buttons at the bottom.A screenshot of the 'Create/Edit Transfers' form. The 'From Account' is 'X0001041 - ANVEST BANK FAYETTEVILLE Checking 11041 (External Account)' and the 'To Account' is 'X0000 - 02.A0002 - 01X'. The 'Fixed Amount' option is selected with a radio button, and the amount is '\$ 2,749.45'. A green callout box points to the 'Fixed Amount' field with the text 'Pulls in amount billed if anything is due.' The 'Scheduling Option' is set to 'Future-Dated (One Time)'. The 'Transfer Date' is '09/08/2020'. There is a 'Description' field containing 'September Payment Test' and 'Submit' and 'Cancel' buttons at the bottom.

3. Click **Submit**.

Notes:

- Customers are able to change the amount seen in the payment Due/Billed to something other than the default of what is due.
- An extra set for payment beyond what is due goes to principal.
- Customers need to allow one additional business day after the transfer date selected for the payment to be made to his/her external account. **The cutoff time is 4:30 P.M.** Transfers requested on weekends or holidays will be moved to the next business day.