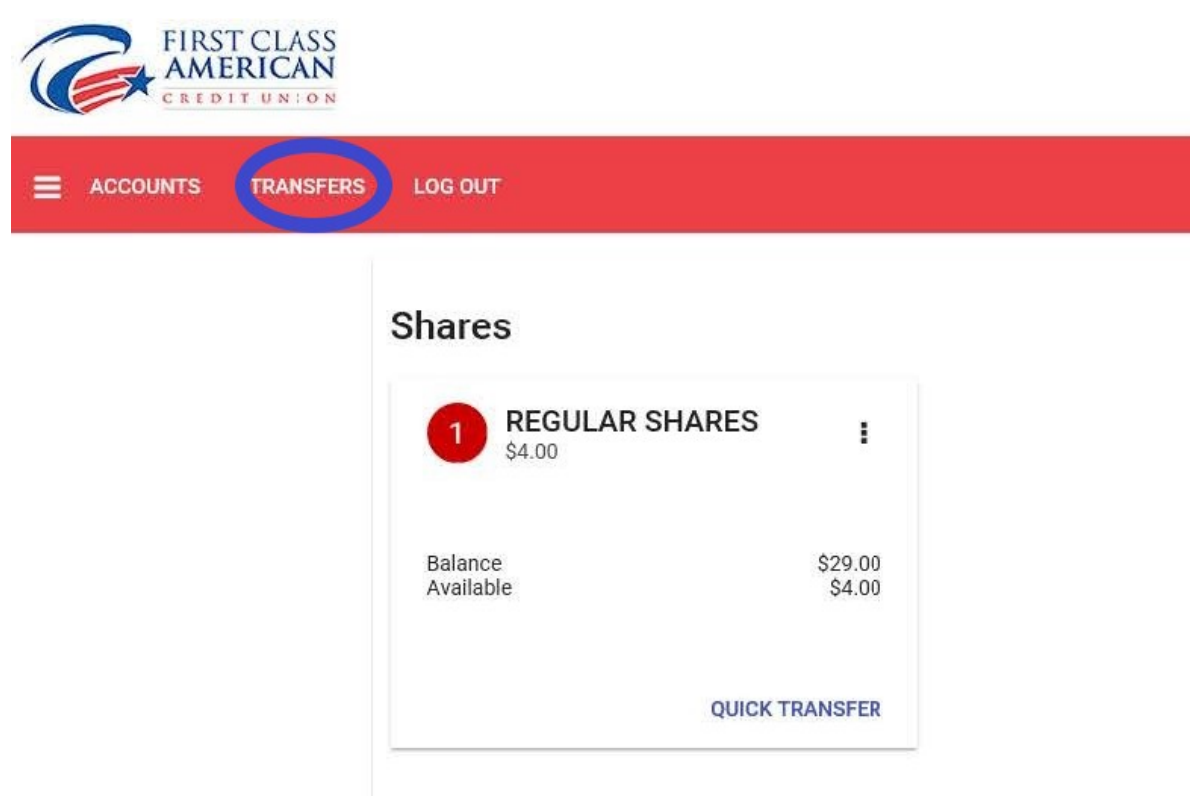
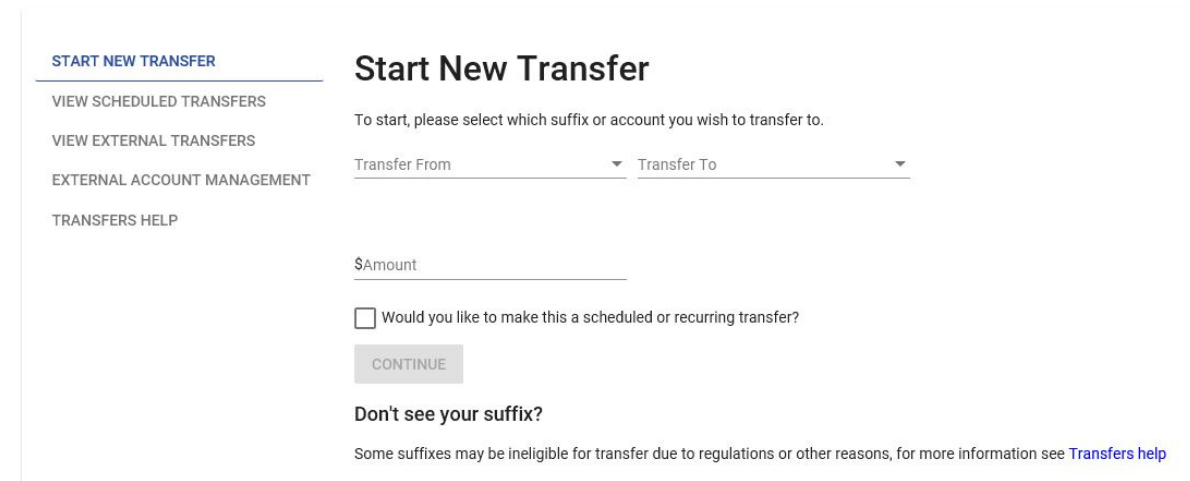


# Scheduling 1<sup>st</sup> Pay Online (External Transfers)

To start an External Transfer, you will click on **TRANSFERS** to set up your External Transfer!

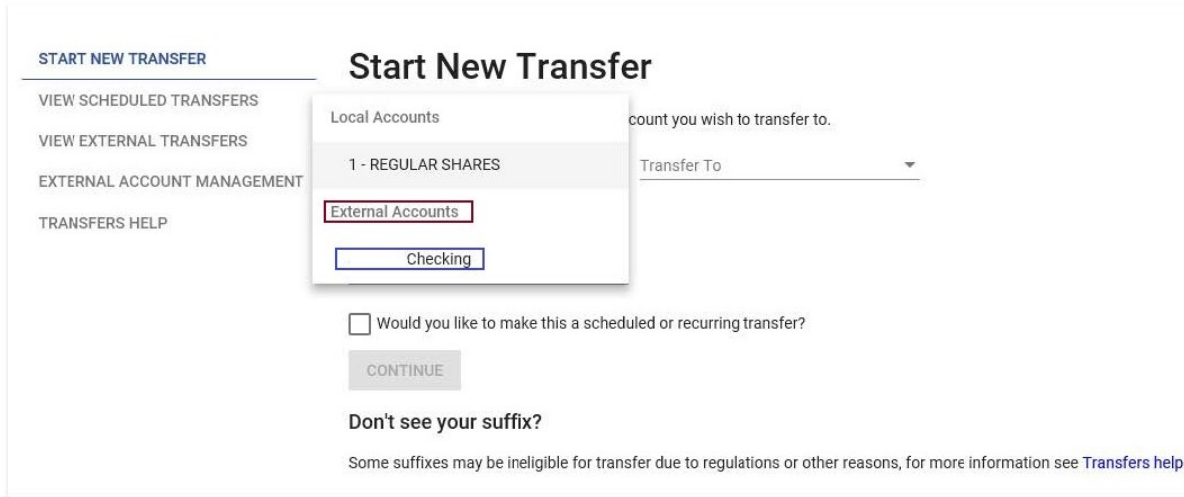


On the 'Transfers' screen, members will be able to select an external account to transfer money from/to in the drop-down box.



# Scheduling 1<sup>st</sup> Pay Online (External Transfers)

Once you click on the drop down you will see External Accounts and the Name that you gave the External Account.



The screenshot shows the 'Start New Transfer' page. On the left is a navigation menu with options: 'START NEW TRANSFER', 'VIEW SCHEDULED TRANSFERS', 'VIEW EXTERNAL TRANSFERS', 'EXTERNAL ACCOUNT MANAGEMENT', and 'TRANSFERS HELP'. The main heading is 'Start New Transfer'. Below the heading, there is a prompt: 'To start, please select which suffix or account you wish to transfer to.' There are two dropdown menus: 'Transfer From' and 'Transfer To'. The 'Transfer From' dropdown is currently open, showing a list of options: 'Local Accounts', '1 - REGULAR SHARES', 'External Accounts', and 'Checking'. The 'External Accounts' option is highlighted with a red border. Below the dropdowns, there is a checkbox labeled 'Would you like to make this a scheduled or recurring transfer?' which is currently unchecked. A 'CONTINUE' button is visible below the checkbox. At the bottom, there is a section titled 'Don't see your suffix?' with a link to 'Transfers help'.

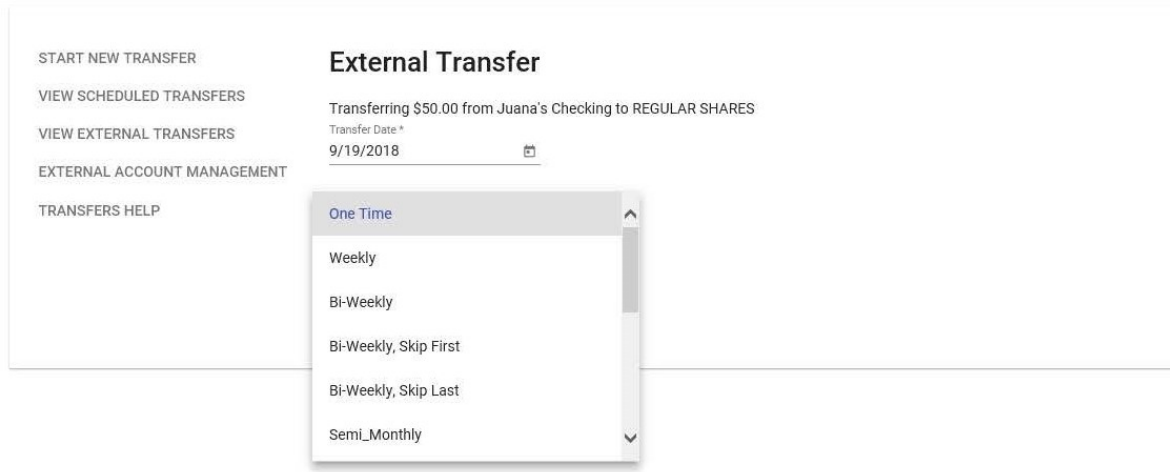
Once you select the Transfer From account and Transfer To account you will need to put in the Amount you would like to transfer.



The screenshot shows the 'Start New Transfer' page. The navigation menu is the same as in the previous screenshot. The main heading is 'Start New Transfer'. Below the heading, there is a prompt: 'To start, please select which suffix or account you wish to transfer to.' There are two dropdown menus: 'Transfer From' and 'Transfer To'. The 'Transfer From' dropdown is now set to 'Checking' and the 'Transfer To' dropdown is set to '1 - REGULAR SHARES'. Below the dropdowns, there is a text input field for 'Amount' with the value '\$50.00' entered. A 'CONTINUE' button is visible below the input field. At the bottom, there is a section titled 'Don't see your suffix?' with a link to 'Transfers help'.

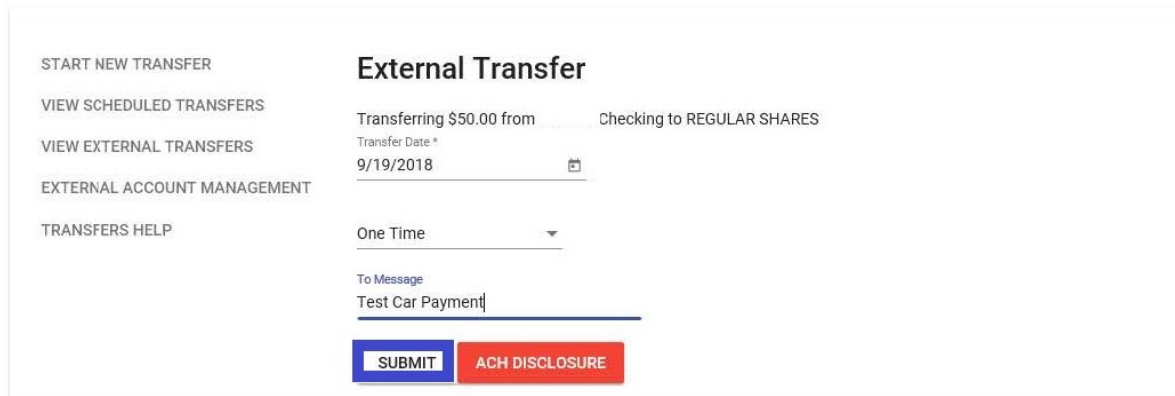
# Scheduling 1<sup>st</sup> Pay Online (External Transfers)

You will then choose a **Transfer Date** you would like the transfer to take place and then select the **Frequency** of the Transfer. (example: One Time, Weekly, Monthly...etc.)



The screenshot shows the 'External Transfer' form. On the left is a navigation menu with the following items: START NEW TRANSFER, VIEW SCHEDULED TRANSFERS, VIEW EXTERNAL TRANSFERS, EXTERNAL ACCOUNT MANAGEMENT, and TRANSFERS HELP. The main content area is titled 'External Transfer' and displays 'Transferring \$50.00 from Juana's Checking to REGULAR SHARES'. Below this, the 'Transfer Date' is set to '9/19/2018'. A dropdown menu is open, showing the following frequency options: One Time (selected), Weekly, Bi-Weekly, Bi-Weekly, Skip First, Bi-Weekly, Skip Last, and Semi\_Monthly.

Once you have selected the Transfer Date and Frequency of the transfer you will then click on **SUBMIT**.



The screenshot shows the 'External Transfer' form with the frequency dropdown menu closed. The 'Transfer Date' is '9/19/2018'. Below the date, the frequency is set to 'One Time'. There is a 'To Message' field containing 'Test Car Payment'. At the bottom of the form are two buttons: 'SUBMIT' (blue) and 'ACH DISCLOSURE' (red).

# Scheduling 1<sup>st</sup> Pay Online (External Transfers)

Once you have submitted the transfer you will then need to **CONFIRM** the transfer.

**Confirm Transfer**

**From External Account**

CenLA

**To**

EMPLOYEE CHECKNG  
... [REDACTED]

**On September 26, 2018**

**For \$100.00**

By clicking 'confirm' you are agreeing to the ach disclosure.  
Transfers may take 1-2 business days to complete.

Once the Transfer is confirmed you will then see a Transfer Success screen. You can click on **VIEW EXTERNAL TRANSFERS** or click **OK**.

**Transfer Success**

Your transfer was successful.

From Suffix: - [REDACTED]

To Suffix: [REDACTED] EMPLOYEE CHECKNG

Date: Sep 26, 2018

Amount: \$100.00

# Scheduling 1<sup>st</sup> Pay Online (External Transfers)

If you choose View External Transfers you will see the following screen showing you the pending transaction that you just set up.

START NEW TRANSFER

VIEW SCHEDULED TRANSFERS

**VIEW EXTERNAL TRANSFERS**

EXTERNAL ACCOUNT MANAGEMENT

TRANSFERS HELP

### External Transfers

These are your currently scheduled external transfers. You can edit a transfer by clicking on it. If you would like to schedule a new transfer, please go to start new transfers.

From	To	Frequency	Processing Date	Effective Date	Amount
[REDACTED]	[REDACTED] EMPLOYEE CHECKING	One Time	Sep 26, 2018	Sep 27, 2018	\$100.00

**\*It can take up to two (2) business days for you to see the debit/credit at your other Financial Institution.**

**\*\*The following limits have been set into place for 1st Pay Online Transfers:**

- **Debits from your First Class American Credit Union Account to another Financial Institution – \$1,500.00**
- **Credit to your First Class American Credit Union account from another Financial Institution – \$1,500.00**