

## To make a single transfer

1. Choose the Member to Member Transfer option under Payments and Transfers.
2. Click or tap **Single Transfer**.
3. In the Enter Your Account Information section, enter the following fields:
  - a. In the **From Account** drop-down list, click or tap an account.
  - b. In the **Amount** field, enter an amount to transfer.
  - c. (Optional) In the **Description** field, enter a description of the transfer.
4. In the Enter Recipient Member Account Information section, enter the following enter the following fields:
  - a. Enter Member Number.
  - b. Type the first three characters of the recipient's last name.
  - c. Choose Account Type from the drop-down menu.
5. Click or tap **Submit** to complete the transfer.

## To make recurring transfers

You can make recurring Member to Member Transfers by linking the account.

1. Choose the Member to Member Transfer option under Payments and Transfers.
2. Click or tap **Link Account**.
3. In the Enter Recipient Member Account Information section, enter the following enter the following fields:
  - a. Enter Member Number.
  - b. Type the first three characters of the recipient's last name.
  - c. Choose Account Type from the drop-down menu.
4. Click Submit to link the account.
5. To unlink accounts, call us at 800.865.2612, or visit your nearest Service Center.